

# Town of Avon

## Department/Committee Bi-Monthly Update to the Town Board

Department Heads/Committee Clerks – Please complete and submit this update by noon pm the Tuesday prior to the bi-monthly town board meetings. Do your best to keep this update to just one page. Simple bullets for the updates are fine. Routine department/committee updates will not be presented during board meetings. Only items in the “Requests for Town Board Decisions will be discussed during the board meetings unless there are questions of the Town Clerk. Thank you.

Description	Information/Update
<b>Department/Committee:</b>	Town Clerk/Collector, Registrar, Records Management Officer, Marriage Officer, Notary
<b>Department Head:</b>	Sharon M. Knight, MMC/RMC
<b>Date of Report:</b>	February 7, 2023
<b>Requests for Town Board Decisions:</b>	<ol style="list-style-type: none"> <li>1. Approval of minutes not yet considered: January 26, 2023</li> <li>2. Abstract 2023-3</li> <li>3. Request for Information - General Code Codification Update - Again</li> <li>4. Identify two Board Members to serve on Fire District/Department informal gatherings</li> </ol>
<b>Key Points/Updates:</b>	<ol style="list-style-type: none"> <li>1. We have collected 82% of tax bills. 49 online payments, 1642 mail, and 612 counter, collected \$60.00 in insufficient check fee recorded in Clerk Monthly Report</li> <li>2. Updated projected schedule of mandated reduced Deputy Town Clerk hours.</li> <li>3. Denied FOIL request – Village of Avon not the Town</li> <li>4. NYSTCA Legislative Committee Update – One Day Marriage Officiant Licenses – Fee of \$25.00 must purchase 30 days in advance of the ceremony.</li> <li>5. Processed local law 1-2023</li> </ol>
<b>Routine Updates:</b>	<ol style="list-style-type: none"> <li>1. Scanning daily records into Laserfiche.</li> <li>2. Dog Licenses, Conservation Sales, Marriage Licenses, Marriage Ceremony, Faxing, Coping, Notary Service, Local Laws, Legal Notices and Budget</li> </ol>