

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
Department/Committee :	Town Clerk/Collector, Registrar, Records Management Officer, Marriage Officer, Notary
Department Head:	Sharon M. Knight, MMC/RMC
Date of Report:	February 24, 2022
Requests for Town Board Decisions:	<ol style="list-style-type: none">1. Approval of minutes not yet considered: February 10, 20222. Abstract 2022-43. Audit of Town Clerk/Tax Collector4. Audit of Town Justices – Torregiano and Hoffmann
Key Points/Updates:	<ol style="list-style-type: none">1. Liv. Cty. Economic Development 2021 Annual Report2. L.Zoghlin Group Oak Openings LLC3. NYS Environmental Facilities Corp. Free Asset Management Program Volunteer
Routine Updates:	<ol style="list-style-type: none">1. We are scanning daily records into Laserfiche.2. Dog Licenses, Conservation Sales, Marriage Licenses, Faxing, Coping, Notary Service, Local Laws, Legal Notices and Budget3. Collecting 2022 Taxes4. Agreement to Spend Highway Funds