

# 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>	April 12, 2022
<b>Requests for Town Board Decisions:</b>	<ol style="list-style-type: none"> <li>1. Approval of minutes not yet considered: March 24, 2022</li> <li>2. Abstract 2022-7</li> <li>3. Town Clerk’s Monthly Report &amp; Supervisor’s Report</li> <li>4. Re-Appointment of Gary Wheat – Board of Assessment Review</li> <li>5. Hometown Hero Banner request</li> <li>6. Appointment to Water Works Committee</li> </ol>
<b>Key Points/Updates:</b>	<ol style="list-style-type: none"> <li>1. 2022 tax collection - Final payment to the County &amp; Supervisor with 96% collected</li> <li>2. MRB Group Next-Level Leadership Survey</li> </ol>
<b>Routine Updates:</b>	<ol style="list-style-type: none"> <li>1. We are scanning daily records into Laserfiche.</li> <li>2. Dog Licenses, Conservation Sales, Marriage Licenses, Faxing, Coping, Notary Service, Local Laws, Legal Notices and Budget</li> <li>3. Close out of collecting 2022 Taxes</li> <li>4. Liv. Cty. Traffic &amp; Safety Board Minutes 2.2022</li> <li>5. Liv. Cty. Clean Up Day Flyer</li> <li>6. Town of Geneseo Lead Agency – Jacox Creek Solar</li> <li>7. Free Rabies Vaccine Clinics</li> </ol>