

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:	May 11, 2022
Requests for Town Board Decisions:	<ol style="list-style-type: none"> 1. Approval of minutes not yet considered: April 14, 2022 & April 28, 2022 2. Abstract 2022-9 3. Recognition of Avon Teens & Senior Citizen – Maybe attending later in meeting 4. Town Clerk Fiscal Monthly Report
Key Points/Updates:	<ol style="list-style-type: none"> 1. Liv. Cty. Environmental Management Council Annual Report 2. Liv. Cty Employee Assistance Program – May Newsletter 3. Email – J.Falzo – NYD Dept. of Taxation and Finance – Reassessment Exemption 4. NYS Municipal Report of Special Franchise Activity – Assessor 5. NY State of Opportunity – Environmental Facilities 6. Several inquires about of windows needing to be cleaned 7. The bathroom sink on the first floor continues to leak 8. Several calls have been received with questions about a survey for the Town – no information has been shared with our office to date.
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 Budget