

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:	September 8, 2022
Requests for Town Board Decisions:	<ol style="list-style-type: none">1. Approval of minutes not yet considered: August 11, August 25, & September 1, 20222. Abstract 2022-173. What is the update for our codification that began February 2020?4. Assessment Board of Review Member Chris Masten term expires in October.5. Certified mailing of non-resident tax bills? – penalty free if not sent certified mail – Could affect up to 341 Town & 165 Village Total 506 parcels
Key Points/Updates:	<ol style="list-style-type: none">1. Hunting license sales continue to be strong2. Attended a meeting with Heather Dechert, Partner – Webster Szanyi, LLP 9/1/2022 regarding incident report
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