

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:	October 25, 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, September 8, September 22, & October 6, 2022,2. Abstract 2022-203. Consideration of approving the D’Chris Janitorial to clean our front windows at a cost of \$100 per time.
Key Points/Updates:	<ol style="list-style-type: none">1. Ellen will be serving as the Town Clerk in the Town of Geneseo beginning October 31, 2022 but has not resigned from her Deputy Town Clerk position.
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