

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 or decisions for the Town Board” and “Key Points/Updates” sections will be discussed during the board meetings. 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:	June 23, 2021
Requests for Town Board Decisions:	Approval of minutes not yet considered: June 10, 2021 Attorney update on what “Official” permanent records may not be kept electronically.
Key Points/Updates:	<p>Records are being scanned into Laserfiche including PDD and PUD.</p> <p>Sunking E-Recycling Event In-Kind Sponsor: Assemblywoman Marjorie Byrnes and Senator Patrick Gullivan FREE October 2, 2021 – Avon High School, 245 Clinton Street. Registration is required at Collection Event - Avon, Oct 02, 2021 - Sunking Electronics Recycling</p> <p>We are still waiting for the scholarship check for \$125.00 from the New York State Association of Town Clerks.</p> <p>I’m continuing to assist the Town of Conesus Town Clerk.</p> <p>Visit https://bit.ly/3whSwMT for a YouTube video of the Livingston County Veterans Memorial Project Dedication, Flag Day the 14 of June.</p> <p>June 24, 2021 from 2-4 Liv. Cty. Emergency Management Hosting – Update to our expired Hazard Mitigation Plan</p>
Routine Updates:	<p>We are scanning daily records into Laserfiche.</p> <p>Dog Licenses, Conservation Sales, Marriage Licenses, Faxing, Notary Service, Proposed local law T-1A-2021 regulations</p> <p>Prepared resolution forward as needed.</p> <p>Completed June 10th Town Board Minutes for Board consideration.</p> <p>The next Avon Clean-up Days is scheduled for September 10th 8am – noon.</p>