

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:	July 8, 2021
Requests for Town Board Decisions:	Approval of minutes not yet considered: June 21, 2021 and June 24, 2021 4 th Request - Attorney update on what “Official” permanent records may not be kept electronically. Accept Monthly Town Clerk Report USDA Vulnerability Assessment and Emergency Response Plan due in September
Key Points/Updates:	FREE FISHING DAYS IN NEW YORK STATE: September 25 th and November 11 th FREE Rabies Vaccination Clinics – Pre-registration required https://www.livingstoncounty.us/932 or call 243-7280 Records are being scanned into Laserfiche including Water District Extension Sunnking E-Recycling Event In-Kind Sponsor: Assemblywoman Marjorie Byrnes and Senator Patrick Gallivan FREE October 2, 2021 – Avon High School, 245 Clinton Street. Registration is required at Collection Event - Avon, Oct 02, 2021 - Sunnking Electronics Recycling We are still waiting for the scholarship check for \$125.00 from the New York State Association of Town Clerks. I’m continuing to assist the Town of Conesus Town Clerk. Visit https://bit.ly/3whSwMT for a YouTube video of the Livingston County Veterans Memorial Project Dedication, Flag Day the 14 of June. Communications: Assoc. of Town request for solar survey Victor Gravel Corp. dba Rochester Gravel Products Information – Hardship Application Fill-in Forms were created and on our website for Request for Services – Town Board and Water/Highway Department and our Marriage Application
Routine Updates:	We are scanning daily records into Laserfiche. Dog Licenses, Conservation Sales, Marriage Licenses, Faxing, Coping, Notary Service, Issued a Peddler’s Permit Proposed local law T-2A-2021 and T-3A-2021 legal notices & posting Prepared resolution forward as needed. Completed June 21 st and 24 th Town Board Minutes for Board consideration. The next Avon Clean-up Days is scheduled for September 11 th 8am – noon.

