

TOWN OF WEST SENECA



JACQUELINE A. FELSER
TOWN CLERK

RECEIVER OF TAXES
REGISTRAR OF VITAL STATISTICS
NOTARY PUBLIC
RECORDS MANAGEMENT OFFICER

TOWN SUPERVISOR
SHEILA M. MEEGAN

TOWN COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY JR.

To: West Seneca Town Board

From: Jacqueline A Felser, Town Clerk

Date: July 9, 2015

Re: Appointment of Ellen Zawodzinski as part-time seasonal clerk typist

Honorable Board Members:

Kindly change the status of part-time clerk typist Ellen Zawodzinski to part-time seasonal at a rate of \$12 per hour effective July 13 – November 27, 2015 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ellen is currently working part-time in the Recreation Department and will be transferring to the Town Clerk's office in August. Seasonal hours are requested now so she can continue part-time in the Recreation Department while she begins training in the clerk's office. The seasonal status will then continue through sporting license sales and school tax collection.