

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: February 1, 2017

Re: Appointment of Diane Webber as part-time seasonal Records Clerk

Honorable Board Members:

Kindly appoint Diane Webber as temporary part-time seasonal Records Clerk at a rate of \$20 per hour effective February 6 - June 30, 2017 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

The current Local Government Records Management Improvement Fund grant for digitizing payroll records in the Finance Department allows up to 506 hours for a part-time Records Clerk for verification of records and testing of the index and the work must be completed by June 30, 2017.