

Department of Police



TOWN OF WEST SENECA

MUNICIPAL BUILDING
1250 UNION ROAD
WEST SENECA, NEW YORK 14224



DANIEL M. DENZ
CHIEF OF POLICE



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TO: Honorable Town Board
Town of West Seneca

ATTN.: Supervisor Meegan

FROM: Daniel M. Denz
Chief of Police

DATE: February 6, 2017

RE: Appointment of Jenna Sullivan to the position of Clerk/Typist.

Dear Honorable Town Board:

Kindly move to appoint Jenna Sullivan to the full-time position of Clerk/Typist, to Group 2, Step 1 as per the CSEA collective bargaining agreement, at a salary of \$28,926.25, and make such appointment effective Tuesday, February 21, 2017. I further request that the Supervisor authorize, complete and sign the necessary forms for Erie County Personnel.

Respectfully,

Daniel M. Denz
Chief of Police