

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 23, 2016

Re: New York State Town Clerks Association Conference

Honorable Board Members:

The New York State Town Clerks Association will be conducting its annual conference in Saratoga Springs, New York, April 17 – 20, 2016. This conference offers programs instructional and informational in nature on topics including records management, tax collection, dog licensing/enumeration, sporting licenses, and vital records, among others.

Kindly approve costs for my attendance at this conference not to exceed \$1000. Funds are available in Continuing Education & Training line item #1.1410.0414.