

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: April 19, 2017

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 Rochester, New York, April 23 – 26, 2017. 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 Deputy Town Clerk Amy Kobler and myself to attend the conference at a cost not to exceed \$500. Funds are available in Continuing Education & Training line item #1.1410.0414.