



TOWN OF WEST SENECA

JACQUELINE A. FELSER
TOWN CLERK

REGISTRAR OF VITAL STATISTICS
NOTARY PUBLIC
RECORDS MANAGEMENT OFFICER

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
JOHN M. RUSINSKI

To: West Seneca Town Board

From: Jacqueline A Felser, Town Clerk

Date: February 8, 2012

Re: Appointment of Patricia DePasquale as part-time Records Clerk

Honorable Board Members:

As you know, the Town of West Seneca has received a Local Government Records Management Improvement Fund grant in the amount of \$61677 to digitize building and plumbing records in the Code Enforcement Office and birth and death records in the Town Clerk's office. The product services portion of the grant was awarded at the last Town Board meeting to Biel's Document Management and they have begun work converting microfiche records onto DVD's.

Funds were also allocated in the grant for hiring part-time support staff for document preparation and verification, testing of an index created by Biel's, and creation of a file classification scheme and standard operating procedures manual for the electronic records. Former Town Clerk Patricia DePasquale is very familiar with the records and work that needs to be performed.

I am hereby requesting that Patricia DePasquale be appointed part-time Records Clerk at a rate of \$12 per hour effective February 14 – June 30, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

If you have any questions concerning this appointment, please do not hesitate to contact me.

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