

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: March 7, 2012

Re: Appointment of James Manley as part-time Records Clerk

Honorable Board Members:

Kindly appoint James Manley as part-time Records Clerk at a rate of \$12 per hour effective March 13, 2012; and further, change the status of James Manley and Patricia DePasquale to part-time seasonal effective March 13 – June 30, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Mr. Manley was formerly employed in the Town Clerk's office as Records Management Clerk and will be a great asset in helping with the work involved with the Local Government Records Management Improvement Fund grant that was awarded to the town. The change to seasonal status for Mr. Manley and Mrs. DePasquale will allow them to work more than 19.5 hours per week to assure that the work is completed by the grant deadline of June 30, 2012.

MAR 12 2012
12.

Web Address: www.westseneca.net

Email: jfelser@twsnny.org

TOWN HALL 1250 UNION ROAD • WEST SENECA, NEW YORK 14224 • (716) 558-3215 • FAX (716) 558-2250