



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 – 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. He 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 and has a deadline of June 30, 2012 for completion of the work.

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