



# 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 19, 2012

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, April 22 – 25, 2012. 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 \$1200. Funds are available in Mandated Training line item #1.1410.0414.

MAR 26 2012  
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Web Address: [www.westseneca.net](http://www.westseneca.net)

Email: [jfelser@twsnny.org](mailto:jfelser@twsnny.org)

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

