

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
JOHN M. RUSINSKI

To: West Seneca Town Board

From: Jacqueline A Felser, Town Clerk

Date: April 11, 2013

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

Honorable Board Members:

Kindly appoint James Manley as part-time seasonal Records Clerk at a rate of \$18 per hour effective April 16 - June 30, 2013 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

The current Local Government Records Management Improvement Fund grant for digitizing Town Board, Planning Board and Zoning Board minutes allows up to 85 hours for a part-time Records Clerk for preparation, verification and testing of the index. Mr. Manley was formerly employed in the Town Clerk's office as Records Management Clerk and will be a great asset in performing this work by the June 30th grant deadline.