

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 16, 2013

Re: Purchase requiring Town Board approval

Honorable Board Members:

Kindly authorize payment of \$9892 to Biel's Document Management for digital conversion of Town Board, Planning Board and Zoning Board minutes from 1988 through present, importing documents into ApplicationXtender software and staff training as specified in the 2012-2013 Local Records Management Improvement Fund Grant awarded to the Town of West Seneca, Line Item #01.1410.0442.333.