

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
WILLIAM P. HANLEY JR.

To: West Seneca Town Board

From: Jacqueline A Felser, Town Clerk

Date: July 28, 2014

Re: Status change for part-time clerk Amy Kobler to seasonal

Honorable Board Members:

Kindly change the status of part-time clerk Amy Kobler to part-time seasonal effective July 29 - December 31, 2014 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

This change is requested to cover additional hours needed for sporting license sales and collection of school taxes. Mrs. Kobler is also helping out in the Code Enforcement Office on an as needed basis.