

MEMO

TO: Town Board, Shiela Meegan Supervisor, John Rusinski, Councilman

From: Councilman Gene Hart

August 22, 2012

Kindly authorize Lauren Masett to work up to an additional 4 hours per month as a clerk typist preparing the agendas and official minutes for the Environmental Commission. Lauren is a part time clerk for the town and “floats” between departments on an as needed basis. The Chairman and members of the Commission have relayed their need for a typist to assist in preparing the minutes. As a nonvoting member of the Commissions, Lauren attends most meetings. As a result, Lauren is uniquely qualified to prepare the official minutes of the Commission, which become part of the town record.

Please authorize the Supervisor to prepare and submit, if any, all necessary paperwork to the Erie County Department of Personnel (Civil Service).

From the Desk of Gene Hart
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