

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: November 12, 2013

Re: Appointment of Marleah Martinez as part-time seasonal Records Clerk

Honorable Board Members:

Kindly appoint Marleah Martinez as part-time seasonal Records Clerk at a rate of \$18 per hour effective November 13, 2013 - June 30, 2014 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 conversion of building/property history data file records in the Code Enforcement Office allows up to 88 hours for a part-time Records Clerk for verification and testing of the converted records. Funds are available in line item #01.1410.0139.3333.

7.  
NOV 18 2013