

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: February 6, 2014

Re: Appointment of Margaret Martin as Records Inventory Clerk

Honorable Board Members:

Kindly appoint Margaret Martin as Records Inventory Clerk permanent, Group 4, Step 5, at an annual salary of \$37,323.88 effective February 11, 2014 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ms. Martin was appointed provisionally in March 2011 and recently finished with a top score on the Civil Service test for Records Inventory Clerk. Please contact me if you have any questions or would like to discuss this appointment prior to the meeting.