



TOWN OF WEST SENECA

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY, JR.

TO: Honorable Town Board / Town of West Seneca
FROM: Lauren Masset
Youth Service Coordinator
DATE: July 7, 2016
RE: Appointment of Joanne G. McCabe as Part Time Clerk Typist

Dear Honorable Town Board,

Kindly move to appoint Joanne G. McCabe as a part time Clerk Typist at the rate of \$10.00/hour, effective July 19, 2016.

This hire is contingent upon a background check, drug test and proof of a physical as outlined by Town Code Chapter 25.

Please advise the Finance Department that this position will be paid from Salary of Clerical – Part Time account line 001.7140.0139.

Furthermore authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Respectfully Submitted,


Lauren Masset
Youth Service Coordinator

