

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: September 1, 2015

Re: Appointment of Colleen Schappert as Senior Clerk Typist

Honorable Board Members:

Please appoint Colleen Schappert as Senior Clerk Typist, Group 3, Step 2, at an annual salary of \$42,736.99 effective September 15, 2015 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Mrs. Schappert was selected from the Erie County promotional civil service list for this position. Please contact me if you have any questions or would like to discuss this appointment prior to the meeting.

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