

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: March 10, 2016  
Re: NYS Archives grant

Please adopt the following resolution received from Grantwriter Connie Miner relative to the 2016 NYS Archives Local Government Records Management Improvement Fund grant:

WHEREAS: The Town of West Seneca seeks grant monies from the New York State Education Department: New York State Archives under the Local Government Records Management Improvement Fund to create an Electronic Content Management System (ECMS) for the Finance Department;

WHEREAS: Digital access to the Town's Finance Department Records will decrease the amount of staff time needed to file, locate and retrieve these records;

WHEREAS: Utilization of part-time, temporary staff, to be paid for through this LGRMIF Grant, will provide the necessary tools to continue this ECMS beyond the grant period, with applications in other departments within the Town of West Seneca;

NOW, THEREFORE BE IT RESOLVED, that Connie D. Miner & Co, the Town's Grant Consultant, be authorized and directed to complete the necessary application, forms, etc. to be submitted to the New York State Education Department State Archives for the purpose of securing this grant, and BE IT FURTHER

RESOLVED, that the Town of West Seneca Supervisor and Town Clerk be and hereby are authorized and directed to execute all documents pertaining to the application and acquisition of said funding.