



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: January 7, 2016
RE: Appointment of Jennifer Wholfeil as Part Time Clerk Typist

Dear Honorable Town Board,

Kindly move to appoint Jennifer Wholfeil as a part time Clerk Typist at the rate of \$10.00/hour, effective January 7, 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