

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: August 22, 2018

Re: Appointment of James Manley as part-time temporary records clerk

Honorable Board Members:

Kindly appoint James Manley as part-time temporary records clerk at a rate of \$15 per hour effective August 28, 2018 - June 30, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

The current Local Government Records Management Improvement Fund grant for digitizing records in the Assessor's office allows for hiring two part-time temporary records clerks for document preparation, scanning, verification and testing of the index. Mr. Manley was formerly employed in the Town Clerk's office as Records Management Clerk and will be a great asset in performing this work by the June 30th grant deadline.