



## TOWN OF WEST SENECA

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

LAUREN J. MASSET  
RECREATION SUPERVISOR

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**TO:** Honorable Town Board / Town of West Seneca

**FROM:** Lauren J. Masset  
Recreation Supervisor

**DATE:** August 20, 2018

**RE:** Appointment of Bernadette Lockwood (Part-Time Clerk Typist)

Kindly move to appoint Bernadette Lockwood as a part time Clerk Typist at the rate of \$12.00/hour, effective August 28, 2018.

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.