

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 17, 2018

Re: Appointment of Janice Kuhn as part-time temporary records clerk

Honorable Board Members:

Kindly appoint Janice Kuhn as part-time temporary records clerk at a rate of \$15 per hour effective September 25, 2018 - June 30, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Mrs. Kuhn will be working on digitizing records in the Assessor's office and her salary is funded by the Local Government Records Management Improvement Fund grant awarded to the town.