

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: November 14, 2018

Re: Appointment of Caroline Keane as part-time temporary records clerk

Honorable Board Members:

Kindly appoint Caroline Keane as part-time temporary records clerk at a rate of \$15 per hour effective November 13, 2018 - June 30, 2019 and also set her rate of pay as part-time clerk at \$15 per hour effective November 13, 2018 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ms. Keane's salary as part-time temporary records clerk will be funded by the Local Government Records Management Improvement Fund grant awarded to the town.