

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: December 27, 2018

Re: Status change for Caroline Keane to seasonal

Honorable Board Members:

Kindly change the status of part-time clerk Caroline Keane to part time seasonal effective January 7 – February 28, 2019 and authorize the Supervisor to complete sign the necessary forms for Erie County Personnel.

This change is requested to cover additional hours needed for collection of town/county taxes that begins mid January.