



TOWN OF WEST SENECA

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

LAUREN J. MASSET
RECREATION SUPERVISOR

TO: Honorable Town Board / Town of West Seneca

FROM: Lauren J. Masset
Recreation Supervisor

DATE: August 5, 2019

RE: Appointment of Patrice Jordan (Part-Time Clerk Typist)

Kindly move to appoint Patrice Jordan as a part time Clerk Typist(s) at the rate of \$12.00/hour, effective August 13, 2019.

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.