



TOWN OF WEST SENECA

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

MEGAN K. WNEK
DIRECTOR OF FINANCE

TO: Honorable Town Board / Town of West Seneca

FROM: Megan K. Wnek
Director of Finance

DATE: October 21, 2019

RE: Appointment of Rosalee Metzger (Account Clerk Typist)

Kindly move to provisionally appoint Rosalee Metzger as Account Clerk Typist in the Finance Department at the hourly rate of \$19.63 per the White Collar Union Contract Group 3 Step 1, effective October 22, 2019 per Erie County Personnel rules governing temporary and provisional appointments.

This hire is contingent upon a background check, drug test and proof of a physical as outlined by Town Code Chapter 25.

Furthermore authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

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