

To: West Seneca Town Board

From: Jacqueline A Felser, Town Clerk

Date: December 21, 2017

Re: Status change for part-time clerks to seasonal

Honorable Board Members:

Kindly change the status of part-time clerks Margaret Pomana and Ellen Zawodzinski to part time seasonal effective January 8 – March 2, 2018 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.