



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: December 11, 2019

RE: Alexa Nigro – Title Change

Please change the title of Alexa Nigro from Clerk Typist PT to Youth Service Coordinator PT, and increase her rate of pay to \$16.00 per hour, effective December 17, 2019.

Please advise the Finance Department that this positions will be paid from Salary of Laborers – Part-Time account line 0171400050149.

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

Alexa will be required to obtain all required certifications and attend all department trainings.