



## TOWN OF WEST SENECA

TOWN SUPERVISOR  
SHEILA M. MEEGAN

TOWN COUNCIL  
EUGENE P. HART  
WILLIAM P. HANLEY JR.

TOWN CLERK

RECEIVER OF TAXES  
REGISTRAR OF VITAL STATISTICS  
NOTARY PUBLIC  
RECORDS MANAGEMENT OFFICER

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To: Honorable Town Board

From: Amy Kobler, Town Clerk

Date: December 26, 2019

Re: Appointment of Dawn Hoffman

Kindly appoint Dawn Hoffman as a part-time clerk typist at the rate of \$15 per hour effective December 30, 2019 with part-time seasonal status effective January 3 – February 28, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Please note, this is not a new position as the part-time clerk position has been vacant for many months. Mrs. Hoffman has banking experience that will be beneficial to the office during the upcoming tax season.