



TOWN OF WEST SENECA

LAUREN J. MASSET
RECREATION SUPERVISOR

TOWN SUPERVISOR
GARY DICKSON
TOWN COUNCIL
WILLIAM HANLEY
WILLIAM BAUER
JOSEPH CANTAFIO
JEFFREY PIEKAREC

TO: Honorable Town Board / Town of West Seneca
FROM: Lauren J. Masset
Recreation Supervisor
DATE: February 21, 2020
RE: Appointment of Sheila Ruchalski (Clerk Typist PT)

Kindly move to appoint Sheila Ruchalski as a part time Clerk Typist(s) at the rate of \$12.00/hour, effective March 3, 2020.

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 0171400050138.

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