



TOWN OF WEST SENECA

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

TO: Honorable Town Board / Town of West Seneca
FROM: Lauren Masset
Recreation Supervisor
DATE: February 16, 2018
RE: Appointment of Lynn Conte as Part Time Clerk Typist

Dear Honorable Town Board,

Kindly move to appoint Lynn Conte as a part time Clerk Typist at the rate of \$11.00/hour, effective February 27, 2018.

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 001.7140.0139.

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

Respectfully Submitted,

Lauren Masset
Recreation Supervisor