

TOWN OF WEST SENECA



AMY M. KOBLER
TOWN CLERK

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

To: West Seneca Town Board

From: Amy M. Kobler, Town Clerk

Date: January 10, 2022

Re: Appointment of Courtney Girard as part-time temporary seasonal cashier

Honorable Board Members:

Kindly appoint Courtney Girard as part-time temporary seasonal cashier at a rate of \$17 per hour effective January 10 – February 16, 2022 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Please note, the appointment of Ms. Girard fills an unexpected vacancy in the Town Clerk's Office during tax collection season and has no negative impact on the current budget. Ms. Girard has successfully completed the onboarding process as outlined in the West Seneca Town Code.