

D-2

**TOWN OF HARRISON
VILLAGE OF HARRISON**
ALFRED F. SULLA, JR. MUNICIPAL BUILDING
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528

Telephone: (914) 670-3087
Fax: (914) 835-2013

DATE: November 30, 2020
TO: Ron Belmont, Supervisor/Mayor
Town Councilmen
FROM: Debra Scocchera, Personnel/Benefits Manager
SUBJECT: **Community Service – Part time Availability Hire**

Please accept this memorandum as a formal request to hire Katherine B. Smith as a Part-time Intermediate Clerk in the Community Service Department at \$20.00 hourly, working no more than 17.50 hours weekly, effective December 4, 2020.

I appreciate your consideration in this matter.