



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



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**DATE:** October 26, 2018

**TO:** Ron Belmont, Supervisor/Mayor  
Town Councilmen

**FROM:** Debra Scocchera, Personnel/Benefits Manager

**SUBJECT:** Court Clerk – Part time Intermediate Clerk

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Please accept this memorandum as a formal request to add Katelyn Vickery to the part-time availability list at \$11.00 hourly, effective Monday, November 5<sup>th</sup>, 2018. Hours worked will not exceed 17.50 hours weekly.

I appreciate your consideration in this matter.

Thank you.