

D-4



**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:** October 10, 2018

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

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

**SUBJECT:** Central Services – Part-time

---

Please accept this memorandum as a formal request to hire Jessica A. Grutteria, as a Part-time Intermediate Clerk at \$11.00 hourly, effective October 22, 2018. Hours worked will be under 17.50 per week.

I appreciate your consideration in this matter.

Thank you.