



Village of  
**Kenmore**  
100 Years of Community & Service

OFFICE OF  
CLERK - TREASURER

2919 Delaware Avenue, Kenmore, NY 14217

*Kathleen P. Johnson, Esq.*  
Clerk - Treasurer

Phone: (716) 873-5700  
[www.villageofkenmore.org](http://www.villageofkenmore.org)

Date: September 4, 2024

To: Honorable Mayor and Board of Trustees

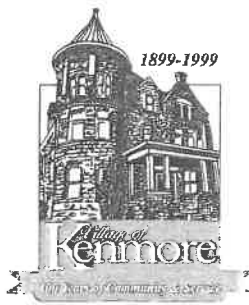
From: Kathleen Johnson, Clerk/Treasurer

Re: Richard Siebert

Richard was hired on March 20, 2024 as a Court Clerk. His 6 month probation will end on 9/20/24.

I would ask for your approval to appoint him as a permanent court clerk, effective 9/20/24.

Thank you.



VILLAGE OF KENMORE FIRE DEPARTMENT  
16 Nash Road, Kenmore, New York 14217

John T. Lauck, Fire Chief

Phone: (716) 875-3274

Fax: (716) 875-3957

September 4, 2024

**To:** Members of the Village of Kenmore Board of Trustees

**From:** Kenneth M. Butkowski, II, Senior Firefighter  
Village of Kenmore Fire Department

**Re:** Attendance at Upcoming Training Course

Dear Distinguished Members of the Village Board,

I am requesting permission for **Second Assistant Chief David McGregor, Firefighter Daniel Zeller, and Firefighter Frank Cutrona** to attend the following upcoming training course: **Fire Police – Tuesdays and Wednesdays from October 1 – 16, 2024 at the East Seneca Fire Department in West Seneca, New York.**

There is no fee to attend this course, however, I would like to request the use of a Village vehicle for attendance at these classes and reimbursement for any expenses.

I request your consideration in this matter at the next Village Board Meeting. Should you have any questions, feel free to contact me. Thank you.

Sincerely,

Kenneth M. Butkowski, II  
Senior Firefighter  
Village of Kenmore Fire Department

**CC:** Fire Chief John T. Lauck  
Clerk / Treasurer Kathleen P. Johnson