



TOWN OF WEST SENECA

MATTHEW D. ENGLISH
SUPERINTENDENT OF
HIGHWAY DEPARTMENT

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
JOHN M. RUSINSKI

TO: Honorable Town Board
FROM: Matthew D. English
DATE: November 8, 2013
RE: **BUILDINGS AND GROUNDS TERMINATION**

Dear Town Board:

Please terminate the following Buildings & Grounds P/T Laborer effective November 8, 2013 as he has sought other employment:

Mitchell Smith
98 Slade

Please authorize the Supervisor to sign the necessary forms for Erie County Personnel.

Sincerely,

Matthew D. English
Superintendent of Highways

