



CRAIG KROLL
DIRECTOR OF RECREATION

TOWN OF WEST SENECA

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

To: Honorable Town Board
From: Craig D. Kroll
Recreation Director
Date: August 19, 2013
Re: Grace Reedy

Dear Honorable Town Board,

Kindly move to terminate Grace Reedy as Clerk Typist, effective August 19, 2013.

Kindly move to hire Grace Reedy as Recreation Attendant effective August 19, 2013 at the pay rate of \$8.00/hour and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Please advise the Finance Department that Grace Reedy is to be paid from the Photo ID Clerk account line 1.7140.0167.

Respectfully Submitted,

Craig D. Kroll
Recreation Director