

# TOWN OF WEST SENECA



SHEILA M. MEEGAN  
TOWN SUPERVISOR

To: Fellow Town Board Members

From: Sheila M. Meegan, Town Supervisor

Date: October 6, 2014

Re: **Halloween Parade**

With the approval of the Police Chief and Highway Superintendent, kindly grant Southgate Plaza's request to hold their annual Halloween Parade on Sunday, October 19, 2014. The parade will assemble behind the West Seneca Town Hall at 11:30 AM with the parade starting at 12:00 Noon.

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[www.westseneca.net](http://www.westseneca.net)

Email: [smeegan@twсны.org](mailto:smeegan@twсны.org)



5.

OCT 06 2014



September 4, 2014

West Seneca Town Hall  
Sheila M. Meegan  
1250 Union Road  
West Seneca, New York 14224

Dear Ms Meegan,

The Town of West Seneca's Town Halloween Parade is scheduled for Sunday, October 19, 2014. The parade route has been confirmed with the Highway Department and will be the same as last year. The parade will assemble behind Town Hall at 11:30am and the procession will leave from there at noon. The parade will march down legion drive and exit right onto Union Road.

We will need two full lanes closed down on Union Road to accommodate the volume of families marching in the parade along with the marching bands that are in the parade. Once we march down Union Road, we will take a right onto Seneca Street and enter the Southgate Plaza at Hunt Real Estate. The whole parade from beginning to end should take approximately 30-40 minutes. The Highway Department handled all of the permit regulations.

Last year, the West Seneca Police led the parade with the police escort and helped putting officers at the signals and intersections to help with directing traffic and help get the parade safely into Southgate Plaza. The West Seneca Highway was also a huge help in putting up the cones on Union Road and Seneca Street to direct the traffic and parade as well.

Please let me know how you would like to proceed for the Town of West Seneca Halloween Parade on Sunday, October 19<sup>th</sup>, 2014.

Sincerely,

SOUTHGATE ASSOCIATES, LLC.

A handwritten signature in black ink, appearing to read "Amanda M. Brown".

Amanda M. Brown  
Administrative Assistant

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