

TOWN OF WEST SENECA



MATTHEW D. ENGLISH
SUPERINTENDENT OF
HIGHWAY DEPARTMENT

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY, JR.

TO: The Honorable Town Board
FROM: Matthew D. English
DATE: August 16, 2016
RE: **BUILDINGS AND GROUNDS APPOINTMENT**

Dear Honorable Town Board Members:

Please transfer Matthew Boehringer from the Recreation Department and appoint him as a Part-time Seasonal Laborer in the Buildings and Grounds Department effective August 23 – September 15, 2016 at a rate of \$9.00 per hour.

Please have the Supervisor sign the necessary forms for Erie County Personnel.

Sincerely,

A handwritten signature in black ink that reads "Matthew D. English".

Matthew D. English
Superintendent of Highways



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