

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: May 16, 2106
RE: **TERMINATION**

Dear Honorable Town Board Members:

Please terminate Phillip Steffan as a Full-time Laborer in the Highway Department effective May 13, 2016.

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

Sincerely,

Matthew D. English
Superintendent of Highways

