

TOWN OF WEST SENECA



BRIAN J. ADAMS
SUPERINTENDENT OF
HIGHWAY DEPARTMENT

TO: The Honorable Town Board
FROM: Brian Adams
DATE: February 8, 2022
RE: BUILDINGS AND GROUNDS STATUS CHANGE

Dear Honorable Town Board Members:

Please terminate James Schafer as a Buildings & Grounds Part-Time Laborer and appointment him as a Full-Time Buildings & Grounds Laborer, Group 1, Step 1 @ a rate of \$22.58 effective February 15, 2022.

James has proven to be a dedicated hard worker with management and mechanical background. He will be a strong asset to the department.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Adams", written over a faint circular stamp.

Brian Adams
Superintendent of Highways



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