

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: July 31, 2018
RE: **HIGHWAY PART-TIME TERMINATION**

Dear Honorable Town Board Members:

Please terminate Raymond Jordan as a Seasonal Part-time Laborer in the Highway Department effective July 31, 2018.

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

