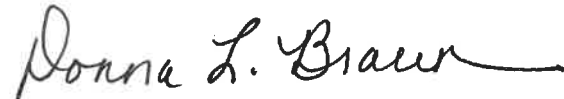


LATE COMMUNICATION

#1.
Jason Koepsell

**Re: Leave of absence from his position as
Senior Wastewater Treatment Plant
Operator to accept the Position as Supt.
of Water/Wastewater**

Sincerely,

A handwritten signature in black ink that reads "Donna L. Braun" with a long horizontal flourish extending to the right.

Donna L. Braun
City Clerk-Treasurer

Jason W. Koepsell

721 Meadowbrook Dr
North Tonawanda, NY 14120

Late Comm. #1

JAN 19 2021

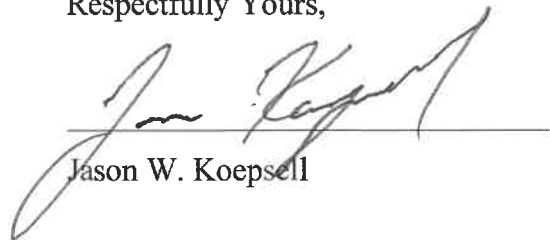
January 15, 2021

Honorable Mayor Pappas & Common Council Members:

Upon your approval on January 21, 2021, I will be accepting a promotion to the position of superintendent of water/wastewater and water distribution starting January 22, 2021. Therefore, I am requesting a leave of absence from my position as Senior Wastewater Treatment Plant Operator as of January 22, 2021 until the time of my permanent appointment as superintendent of water/wastewater and water distribution.

Thank you for your time and consideration of my request.

Respectfully Yours,



Jason W. Koepsell

RECEIVED
CITY CLERK'S OFFICE

2021 JAN 18 ~ 11:05
NORTH TONAWANDA NY