

TOWN OF WEST SENECA



AMY M. KOBLER  
TOWN CLERK

RECEIVER OF TAXES  
REGISTRAR OF VITAL STATISTICS  
NOTARY PUBLIC  
RECORDS MANAGEMENT OFFICER

TOWN SUPERVISOR  
GARY A. DICKSON

TOWN COUNCIL  
WILLIAM BAUER  
JOSEPH J. CANTAFIO  
WILLIAM P. HANLEY JR.  
JEFF PIEKAREC

To: West Seneca Town Board

From: Amy M Kobler, Town Clerk

Date: July 8, 2020

Re: Appointment of Amy MacDonald as Provisional Cashier

Honorable Board Members:

Kindly move to terminate Laurine Fischione as Senior Cashier, effective August 10, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Kindly appoint Amy MacDonald to the position of Provisional Cashier, Group 3, Step 1, at an annual salary of \$36,611.96 effective August 10, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

The position is a provisional appointment to fill a vacancy caused by the transfer of Mrs. Fischione to the Assessor's Office. Currently there is not an active list with Erie County Personnel. Mrs. MacDonald will be required to take the cashier test once it is offered from Erie County Personnel.

The position was advertised for approximately one month on the Town of West Seneca website. I received 13 resumes for review with the Human Resources Department and 9 candidates were interviewed by myself, the Deputy Town Clerk and/or Human Resources. Mrs. MacDonald stood out from the other candidates due to her background in banking. Mrs. MacDonald has the skills we are looking for with customer service, banking transactions, balance allocation and multiple drawer maintenance.

The Town Clerk's Office has the position of Senior Cashier in the budget and per the CSEA contract is a Group 4. I am filling the position as a Cashier which is a Group 3 per the CSEA contract. This will save approximately \$3,000 for the first year of employment. After 5 years of incremental increases per the CSEA contract the town will see a savings of approximately \$17,000.

I have compared the West Seneca Town Clerk's office to surrounding towns that are similar and have found our office to be cost effective. When looking at our budget number please note this does not reflect the following cuts I have already implemented: salary of bingo inspector, salary and appointment of 2<sup>nd</sup> Deputy Town Clerk, and amount of hours of part-time clerks.

Town	Parcels	Population	2020 Budget	Personnel Costs
Lancaster	19,204	43,000	\$464,003	\$439,703
Orchard Park	12,319	30,000	\$292,197	\$266,947
West Seneca	19,250	45,000	\$285,176	\$239,826
Hamburg	26,032	58,000	\$298,247	\$245,778
Tonawanda	28,815	70,000	\$741,810	\$550,800
Evans	9,514	16,000	\$202,409	\$172,909

It is also important to note that due to Covid-19, M&T Bank has informed us they will no longer be accepting tax payments through the West Seneca branches from our residents. During the 2020 Town & County season our office processed 6,365 over the counter payments, 3,763 mail payments and 219 online transactions. M&T Bank processed approximately 1,600 payments that will now be handled by our staff.