



## TOWN OF WEST SENECA

**TOWN SUPERVISOR**  
GARY DICKSON  
**TOWN COUNCIL**  
WILLIAM HANLEY  
WILLIAM BAUER  
JOSEPH CANTAFIO  
JEFFREY PIEKAREC

**LAUREN J. MASSET**  
RECREATION SUPERVISOR

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**TO:** Honorable Town Board / Town of West Seneca

**FROM:** Lauren J. Masset  
Recreation Supervisor

**DATE:** May 11, 2021

**RE:** **Summer 2021 Program Decisions and Employment**

Please review the attached set of information, have a discussion regarding Summer Day Camp and the Veterans Park Pool for 2021 and appoint the attached list of applicants for employment (pages 1-4 of the attached).

**Items for Discussion and Approval**

1. The department has 14 "Camp Staff Other" to operate under the current guidelines, for the program capacity to be at 30 campers, we need a minimum of 14 "Camp Staff Other" each day. There are two applicants who each need one week off, therefore, there are two weeks, where we will not have enough staff. It is unknown if (a) any additional applicants will need time off for personal reasons, illness, due to COVID-19 or are a no call, no show (b) disciplinary actions will result in having less than the required amount and/or (c) if all applicants will accept the job and obtain their certifications. If a, b, or c happens we will not have enough staff to run the program and could need to cancel at the last minute. We need to decide:
  - a. Based on current enrollment rates IF we want to lower the limited capacity to 15 and/or keep it at 30?
    - i. Current enrollment rates will be provided at the 5/17/2021 Town Board Meeting as they are constantly changing.
  - b. If decided to keep enrollment at 30 campers, I kindly ask the Town Board to approve the list of Summer Day Camp Employees for Summer 2021, with their titles and rates of pay listed and change their status from part-time to part-time seasonal effective June 1 - September 1, 2021.
  - c. If decided to lower enrollment to a limited capacity of 15 campers, I kindly ask the Town Board to approve the hire of the list of Summer Day Camp Employees for Summer 2021 with their titles and pay rates as listed, expect for the applicants marked with an \*, these applicants will not be hired. Furthermore, I would ask that the Town Board approve a change in their status from part-time to part-time seasonal effective June 1 - September 1, 2021.
  - d. All hires are contingent upon obtaining the required certifications and submitting them to the department by June 10, 2021, attending all mandatory orientations/training and passing a drug screen/physical/background check.
2. The department does not have enough Aquatics Leadership applicants to date, to operate the pool under our historical hours of operations and/or programs. Currently, we can operate the Veterans Park Pool under a reduced daily and seasonal schedule, based on applicant availability. At this time it is unclear if we can run Swim Lessons, we have had a few applicants show interest but none who have committed and we may not have enough Leadership staff. It should be noted that with the current interest in Pool Leadership, if any leadership staff or a multiple lifeguards need off due to (a) will need time off for personal reasons, illness, due to COVID-19 or are a no call, no show (b) disciplinary actions will result in having less than the required amount and/or (c) if all applicants will accept the job and obtain their certifications. If a, b, or c happens we will not have enough staff to open the facility, which could cause us to close last minute. We need to decide:
  - a. If we want to open and operate the Veterans Park Pool under a reduced schedule. Monday - Thursday from 2:00 - 7:00 PM.
    - i. If we decide to open and operate, I will place on a later Town Board agenda, the appointments for Head Lifeguards and WSI/PSI pay raises. I will also include information on if registration will be online and/or open admission and program start/end times (ie: Adult Swim and Open Public Swim). Please note if we decide to open the department will make every effort to offer additional days/times and will not come back to the Town Board for approval to add the additional days/times.
      1. Tentative Opening Date: Tuesday, July 6, 2021
      2. Tentative Closing Date: Thursday, July 5, 2021
  - b. If we want to run Swim Lessons, making the decision tonight, could still result in this program being cancelled, due to lack of staffing. If we decide not to run, we will issue refunds in full to families who have registered to date.
  - c. If decided to open/operate the Veterans Park Pool, I kindly ask the Town Board to approve the list of Veterans Park Pool Employees for Summer 2021, with their titles and rates of pay listed and change their status from part-time to part-time seasonal effective June 1 - September 1, 2021.
  - d. If we commit to the reduced schedule of Monday - Thursday from 2:00 - 7:00 PM, I kindly ask the Town Board to approve the hire of the list of Veterans Park Pool Employees with their titles and pay rates as listed, expect for the applicants marked with an \*, these applicants will not be hired. Furthermore, I

would ask that the Town Board approve a change in their status from part-time to part-time seasonal effective June 1 - September 1, 2021.

- e. All hires are contingent upon obtaining the required certifications and submitting them to the department by June 20, 2021, attending all mandatory orientations and training and passing a drug screen/physical/background check. In order to qualify for the BONUS employees must submit their certifications in full by June 10, 2021.

**It should be noted that for both Summer Day Camp and Veterans Park Pool Employees that if these employees (a) do not accept employment or (b) do not submit their certifications, the program and/or facilities will not operate or open.**

**It should be noted that the Splash Pad and Mushroom will open regardless of the above.**

### Summer Day Camp Employees

First	Last Name	Title PT	Hourly Pay Rate	Bonus Amount
Michael	Biernat	Recreation Attendant PT	\$14.00	\$250
Alison	Domagala	Recreation Attendant PT	\$14.00	\$250
Gabrielle	Gojewski	Recreation Attendant PT	\$14.00	\$250
Brandon	Hoth	Recreation Attendant PT	\$14.00	\$250
Emma	Hughes*	Recreation Attendant PT	\$14.00	\$250
Jacob	Irlbacher	Recreation Attendant PT	\$14.00	\$250
Evan	Koehler	Recreation Attendant PT	\$14.50	\$250
Alexandra	Marshall	Recreation Attendant PT	\$14.50	\$250
Zachary	Marshall	Recreation Attendant PT	\$16.00	\$400
Kelsey	Piatek	Recreation Attendant PT	\$14.50	\$250
Amanda	Putnam	Recreation Attendant PT	\$14.50	\$250
Samantha	Rompala*	Recreation Attendant PT	\$14.50	\$250
Jacqueline	Schleer	Recreation Attendant PT	\$14.50	\$250
Geanne	Thomas	Recreation Attendant PT	\$14.00	\$250
Felicia	Urbanczyk	Recreation Attendant PT	\$16.50	\$500
Samantha	Willard	Recreation Attendant PT	\$14.00	\$250

### Veterans Park Pool Employees

First	Last Name	Title PT	Hourly Pay Rate	Bonus Amount
Samantha	Balogh*	Lifeguard PT	\$14.50	\$250
Erin	Blandin	Lifeguard PT	\$14.50	\$250
John P	Brewster	Lifeguard PT	\$14.50	\$250
Megan	Clemens	Lifeguard PT	\$14.00	\$250
Ronald III	Cole	Lifeguard PT	\$14.00	\$250
Danielle	Corless	Lifeguard PT	\$14.50	\$250
Claire	D'Amore	Lifeguard PT	\$14.00	\$250
David	Damato	Lifeguard PT	\$14.50	\$250
Carson	Drews	Lifeguard PT	\$14.50	\$250
Juliana	Drews	Lifeguard PT	\$14.00	\$250
Katelyn	Dyson	Lifeguard PT	\$14.50	\$250.00
Michael	Gelinas	Lifeguard PT	\$14.50	\$250
Jack	Harper	Lifeguard PT	\$14.50	\$250
Brady	Harris	Lifeguard PT	\$14.50	\$250
Julia	Hise	Lifeguard PT	\$14.00	\$250
Samantha	Kaufman	Lifeguard PT	\$14.50	\$250

Hannah	Lehsten	Lifeguard PT	\$14.50	\$250
Sophia	Manzella	Lifeguard PT	\$14.00	\$250
Alivia	Murray	Lifeguard PT	\$14.50	\$250
Elisabeth	Murray	Lifeguard PT	\$14.50	\$250
Jessica	Piotrowski	Recreation Supervisor PT	\$16.50	\$500
Christina	Piotrowski	Lifeguard PT	\$14.50	\$250
Meghan	Sainsbury	Lifeguard PT	\$14.00	\$250
Kelsey	Sainsbury	Lifeguard PT	\$14.50	\$250
Josie	Slater	Lifeguard PT	\$14.00	\$250
Abigail	Wieczorek	Lifeguard PT	\$14.00	\$250
Joshua	Wier	Lifeguard PT	\$14.00	\$250
Allie	Zier*	Lifeguard PT	\$14.50	\$250

**West Seneca Youth & Recreation  
Summer 2021 Employment Recruitment Efforts  
5-11-2021**

<b>As of 5/11/2021 at 11:00 AM</b>	<b>Interviewed or Are Signed Up to Interview</b> *None of the applicants have been secured, they could have taken other jobs and/or no longer been interested since we spoke with them last. They could also back out last minute (this happens a few times each year). Furthermore, no applicants have their certifications in full.	<b>Estimated Amount Needed</b> *Does not include additional staff needed, for additional regulations caused by COVID-19
<b>Pool Supervisor</b>	1	1
<b>Asst. Pool Supervisor</b>	0	3
<b>Head Lifeguard</b>	2 Interested - Will appoint at a later Town Board Meeting	5-6
<b>Lifeguard WSI/PSI</b>	2 Interested - Will appoint at a later Town Board Meeting	5-7
<b>Lifeguard</b>	23	25-30
<b>Camp Director</b>	1	1
<b>Asst. Camp Director</b>	1	1
<b>Camp Staff OTHER</b>	14	12-18 (Number is unknown until registration closes).
<b>Backed Out</b>	6	0

Running a safe and successful Recreation program is contingent upon staffing levels. We cannot open, operate, or run our programs and facilities (camp/swim lessons/pool) if these positions are not filled in full. The last day for interviews is Friday, May 7, 2021. We need to fill these positions by the May 17, 2021 Town Board meeting, the deadline for agenda items is 10:00 AM on Thursday, May 13, 2021 (NYS OPEN MEETINGS LAW). The Pool Supervisor and Camp Director need to start employment no later than June 1, 2021.

**SUMMER 2021 RECRUITMENT EFFORTS:**

**PREVIOUS EMPLOYEES WERE ASKED TO APPLY BY 4/1/2021 (68 TOTAL ON LIST) (BEFORE BONUS):**

Emailed (9x)	Called (6x)
Feb: 3,22,16 March: 3, 10, 15, 19, 23, 29	March 5, 9, 12, 18, 22, 29

**ANY PERSON WHO INTERVIEWED OR SIGNED UP TO RETURN (AFTER THE FIRST AND SECOND BONUS AMOUNTS WERE APPROVED ON 4/5/2021 AND 4/19/2021)**

If they have a valid email address on file, they were contacted on April 6, 2021 with the bonus REQUIREMENTS and asking that they tell their friends/family/etc.

**ANY PERSON WHO APPLIED (BEFORE BONUS):**

They were contacted 4x via email. We now contact them immediately after receiving the application so they can sign up for an interview date/time.

Any person who applied (NEW, not returning employee) was contacted via email on Feb 16, 22 and March 10, 15. If the applicant applied after a listed date, they were only contacted on the dates listed after they applied.

**ANY PERSON WHO APPLIED (AFTER THE FIRST AND SECOND BONUS AMOUNTS WERE APPROVED ON 4/5/21 and 4/19/2021)**

If an application for employment is received the person is contacted immediately to sign up for an interview date/time. However, applications are no longer required to sign up for an interview. Any person interested in employment can sign up for an interview date/time online and bring the application to the interview with them.

**SOCIAL MEDIA 47X (BEFORE BONUS)**

December 2020: 24, 28, 30, 31

January 2021: 4, 7, 8, 11, 12, 13, 15, 19, 20, 21, 25, 26, 27

February 2021: 1,2,3,4,5,7,8,9,10,11,12,16,17,18,19,22,25

March 2021: 1,3,8,9,10,11,15,16, 18, 19, 22, 29,30

**SOCIAL MEDIA 11x (AFTER THE FIRST BONUS AMOUNT WAS APPROVED ON 4/5/21)**

APRIL 2021: 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19

**SOCIAL MEDIA (AFTER THE SECOND BONUS AMOUNT/INCREASED PAY RATES WERE APPROVED ON 4/19/21)**

APRIL 2021: 19, 20, 21, 22, 23, 26, 27(x3), 28, 29, 30.

May 2021: 3, 4, 5(x2), 6

**OPEN JOBS DISTRIBUTION LIST (BEFORE BONUS)**

Over 120+ groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc.

January 2021: 5, 21

February 2021: 22

March: 3, 31

**OPEN JOBS DISTRIBUTION LIST (AFTER THE FIRST BONUS AMOUNT WAS APPROVED ON 4/5/2021)**

Over 120+ groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc.

April 2021: 6

**OPEN JOBS DISTRIBUTION LIST (AFTER THE SECOND BONUS AMOUNT/INCREASED PAY RATES WERE APPROVED ON 4/19/2021)**

Over 120+ groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc.

April 2021: 20, 23

LM updated the open jobs list (now totaling 134 groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc.) on 4/26/21 and sent the job postings to the new adds on 4/27/2021.

LM updated the open jobs list (now totaling 159 groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc.) on 4/28/21 and sent the job postings to new adds on 4/28/21.

LM updated the open jobs list (now totaling 173 (now totaling 159 groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc.) on 4/30/21 and sent the job postings to the new adds on 4/30/21.

#### **WS SUN / WS BEE (BEFORE AND AFTER BONUS/INCREASED PAY RATES)**

Ran the jobs in previous editions (several).

Ran stories regarding lack of applicants in a past edition.

#### **OTHER:**

The jobs are posted on both westseneca.net and westsenecarecreation.com.

The jobs were also posted on the official Town of West Seneca Facebook page, on several dates. In addition to the West Seneca Youth & Recreation Facebook page, dates listed above.

January 5, 2021 - April 6, 2021, the CCL Corridor had a bright yellow sandwich board and a bright yellow poster with the open jobs. The signs were replaced on April 6, 2021 (see below).

On April 6, 2021, the department added two signs in the CCL Hallway and Gym Window re: Employment printed by Code Enforcement. The signs advertise open jobs, the bonus and include a photo. These replaced the bright yellow signs.

Jennifer Stanek, Senior Director was kind enough to post flyers at Market in the Square regarding WSREC NOW HIRING.

Erie County Youth Bureau included our job postings in their Spring 2021 Newsletter.

HR created the indeed post for Pool Leadership on 4/26/21.

LM (E) AK/MAM to post the updated flyer (employment suns) in the bulletin board case at Town Hall on 4/26/21.

LM included the job postings in the weekly facility use schedule reminder email on 4/27/21.

LM provided M&T bank in Southgate Plaza with a flyer and asked them to hang it on 4/27/21.

LM/AG contacted Erie County Civil Service re sending out Job Openings to their email list. Erie County Civil Service agreed to send out the email to their entire email list. The email went out on 4/28/21. Erie County also posted the job openings on their website.

WSCSD and WSREC canvassed previous employees and new applicants regarding their interest in a lifeguard certification and recertification course. The canvas was also posted on social media. The social media post had 10 shares, 86 engagements, 2 likes and reached 1,641 people. WSCSD informed us they received 13 responses for interest in a recertification, only 8 were interested in working for the town. WSCSD informed us they received 7 responses in interest for a new certification and only 2 expressed interest in working for the town. This class is being offered at a WSCSD pool for those who signed up. Any person interested who did not sign up should contact WSCSD Community Education at 716-677-3530 to see if space is available and/or registration is still open. On 4/28/2021 WSCSD informed WSREC that 5 of 8 interested in re-certification and 2 of 2 interested in a new certification, with no additional signs up had signed up for the certification classes.

#### **Pay Rates**

The West Seneca Town Board approved an initial bonus on 4/5/21 (see column #4 below).

The West Seneca Town Board approved an increase in the bonus plus increased all pay rates by \$1.00 per hour on 4/19/21 (see column #5 below).



TITLE	PAY RATE (HOURLY)	BONUS AMOUNT	Original Pay Rate and Initial Bonus Amount	Increased Rates of Pay and Bonus Amount on 4/19/21.
<b>Pool Supervisor</b>	Return (\$16.50) New (\$16.00)	\$500	(\$15-\$15.50 / \$150)	(\$16-\$16.50 / \$500)
<b>Camp Director</b>	Return (\$16.50) New (\$16.00)	\$500	(\$15-\$15.50 \$150)	(\$16-\$16.50 / \$500)
<b>Asst Pool Supervisor</b>	Return (\$16.00) New (\$15.50)	\$400	(\$14.50-\$15 \$150)	(\$15.50 - \$16 / \$400)
<b>Asst. Camp Director</b>	Return (\$16.00) New (\$15.50)	\$400	(\$14.50-\$15 \$150)	(\$15.50 - \$16 / \$400)
<b>Head Lifeguard</b>	Return (\$15.00) New (\$14.75)	\$300	(\$13.75-\$14 \$150)	(\$14.75 - \$15.00 / \$300)
<b>Lifeguard</b>	Return (\$14.50) New (\$14.00)	\$250	(\$13-\$13.50 \$100)	(\$14 - \$14.50 / \$250)
<b>Camp Staff</b>	Return (\$14.50) New (\$14.00)	\$250	(\$13-\$13.50 \$100)	(\$14 - \$14.50 / \$250)
<b>Bus Driver</b>	N/A	N/A	N/A	N/A
<b>WSI/PSI Cert</b>	Additional 50 cent pay-raise for any employee who obtains this certification whose position does not require it.	See above.	No change.	No change.

**Summer Employee Bonus (TB 4/5/21)**

A bonus will be offered to Summer 2021 employees who meet the following criteria at the end of the season.

1. Employee must have obtained all required certifications, on their own, by June 10, 2021. All required certifications must be valid until September 1, 2021. Notes: Proof of enrollment in a course does not qualify. Certifications must be emailed as a pdf to [lmasset@twsny.org](mailto:lmasset@twsny.org) by June 10, 2021.
2. The employee must have worked the entire length of the season (opening date – closing date).
3. The employee must have attended all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season.
4. The employee must show up for all their shifts (entire length of shift) or find shift coverage for the shifts they are unable to attend. This is for all request off types. If the department must find the coverage or there is no coverage the employee does not qualify for the bonus.
5. The employee must have had no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or an investigation.

If the employee is fully certified and has presented certification by June 10, 2021 and accepted employment as approved by the Town Board, and the Town is unable to run the summer program, the employee will receive 25% of the bonus for the program they were hired for.

If the employee is fully certified and has presented certification by June 10, 2021 and accepted employment as approved by the Town Board, and the Town is forced to shut down the summer program after it has already started, the employee will receive (a) the bonus at a pro-rated amount based on how many weeks the program has already run for or (b) 50% of the bonus for the program they were hired for. The employee will be issued the lesser amount.

The bonus would be submitted to the finance department on or around September 1, 2021 to issue to Summer 2021 employees. The attached "End of Season Qualification Form" would be used. Employees would be required to sign the "Onboarding Employee Acknowledgement of Summer Bonus Requirements" during the onboarding process.

We are hoping to hire 35-40 Aquatics Staff and 27-30 Summer Day Camp Staff. This number does not include any additional personnel that may be needed due to COVID-19 restrictions/policies.

Offering a bonus over a certification reimbursement will still offset the cost of a certification course and would hopefully allow us to find qualified staff, avoid employees requesting off/no call, no show for their shift causing the program to close/cancel last minute and ensure all employees follow the policies set forth by the Town.

There is no guarantee that by offering a reimbursement or bonus that the Town will find enough applicants to run our Summer programs. Further, if we do hire enough staff, this does not guarantee a staffing shortage caused by COVID-19 and/or a closure/shut down or for any reason related or not related to COVID-19. If an employee is placed in quarantine, they must follow the Town of West Seneca COVID-19 Quarantine Policy. This will not affect their bonus.

**Onboarding Employee Acknowledgement of Summer Bonus Requirements**

I understand that I will qualify for the Summer 2021 Bonus if and only if:

1. I obtain all required certifications, by June 10, 2021 and have them on file with the West Seneca Youth & Recreation Office **AND** All of my certifications must be valid through September 1, 2021.
2. I understand that I must work the entire length of the season (opening date - closing date).
3. I understand that I must attend all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season.
4. I attend all my shifts that I am scheduled for OR I find shift coverage for the shifts I am unable to attend. This is for all request off types. If the department must find my coverage or there is no coverage the I do not qualify for the bonus.
5. I must have no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or an investigation.
6. I understand that if the program shuts down for any reason including but not limited to COVID-19 my bonus amount may be affected and could be issued at a lesser amount and/or not issued at all.
7. The bonus amount is: \$\_\_\_\_\_

West Seneca Youth & Recreation will submit the bonus requests on or around September 1, 2021 to issue the bonus to qualifying Summer 2021 employees.

<b>Print Name (First, Last)</b>	
<b>Signature</b>	
<b>Date</b>	

**End of Season Qualification Form**

Employee Name	
Position	
Season	
Any other information	

1. Did the employee have all of their required certifications for their employment valid and on file between June 10 – September 1, 2021?

Circle: YES NO

Notes:

2. Did the employee work the entire season (opening date – closing date)? If the employees employment ended early mark NO.

Circle: YES NO

Notes:

3. Did the employee attend all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season?

Circle: YES NO

Notes:

4. Did the employee show up for all their shifts and/or find shift coverage for those they could not/did not attend?

Circle: YES NO

Notes:

5. Did the employee have any disciplinary action (verbal, written, final, other) this season and/or were they a member of an investigation?

Circle: YES NO

Notes:

If the answers were as follows Q1 YES, Q2 YES, Q3 Yes, Q4 Yes and Q5 NO the employee qualifies for the Summer Bonus. If yes, this form will be submitted to the Finance Department for issuance on or around September 1, 2021.

Did this employee qualify for the Summer Bonus? Is the bonus being issued at 100%, 50%, 25% or less and why?

Circle: YES NO 100% 50% 25% OTHER: \_\_\_\_\_

Notes:

Print Name	Lauren J. Masset, Recreation Supervisor
Signature	
Date	

Information for the Finance Department:

Budget Line:

Bonus Amount: