

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

DE II RESOLVED, mat me Town of Allineist	OI WILLIAM		/ 30045		hereby established the following standard work days for these titles and will	following stan	dard work days	for these titles a	liw but
(Locatio report the officials to the New York State and Local Retirement based on their record of activities:	k State and	(Name of Employer) Local Retirement ba	yer) it based on their record of ac	n Code)					
Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:	1 14 (1) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								
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	-	711							
	See								
Appointed Officials:			20						
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	<u> </u>	pe 1.							
	4	7							
Francina J. Spoth (Name of Secretary or Clerk)	n or Clerk)		secretary/clerk of the governing board of the (Circle one)	ng board of the Tov	own of Amherst	herst	of the S	_, of the State of New York,	츳
do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original. IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Amherst	bared the for the meeting thereunto s	oregoing with the g, and that same i et my hand and th	original resolution passed by is a true copy thereof and the ne seal of the Town of Am	such board at a leg whole of such origin	ly convened me	eting held on th	e day of	20	20
(Signature of Secretary or Clerk) Affidavit of Posting: I, Francina J. Spoth	or Clerk) J. Spoth	10 10 10 10 10 10 10 10 10 10 10 10 10 1	being duly swa	being duly sworn, deposes and says that the posting of the Resolution began on	vs that the posting	of the Resolut	on began on		
(Date) and co	(Name) Intinued for	(Name of Secretary or Clerk) ed for at least 30 days.	That the Res	ailable to the public	on the:		d		•
Employer's website at:									
Official sign board at:								(seal)	
]									

Main entrance Secretary or Clerk's office at

D 2000

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(for additional rowe attach a RS 3417_R form)

Office of the New York State Comptroller 110 State Street, Albany, New York 12244-000 Jacqualine G. Berger New York State and Local Retirement System Deborah Bruch Bucki Elected Officials: Appointed Officials: Please type or print clearly in blue or black ink **Employer Location Code** 3 0 0 4 5 Francina J. Spoth Kara Buscaglia Darlene Carroll Brian J. Kulpa Name S Social Security Number NYSLRS ID

Town Justice

01/01/18 - 12/31/21

22.00

01/01/18 - 12/31/21 01/01/18 - 12/31/21 01/01/20 - 12/31/23

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26.68 24.23

Town Clerk

01/01/20 - 12/31/23

26.29

Councilmember Councilmember

Supervisor

22.38

Title

Current Term Begin & End Dates

Standard Work

Record of Activities Result

Town Comptroller

25.39

Bi-weekly

Emnlover-

I ocation Code:

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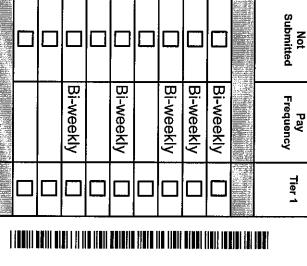
(1)SA with form RS 2417-A)

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials Continuation Form

RS 2417-B

(Rev.04/20)



april 14,2020

Elected Officials Record of activities Submitted: Tuesday, April 14,2020

By signing below, I attest to the accuracy of the information provided in the attached document(s).

Respectfully, Deborah Bruch Bucki

Debovah Bruch Bucki, RN, PhD Town of Amherst Councilman

APR14'20 AM11:46 RCVD

APR14'20 Pt 1:23 RCVD

from **DECEMBER 30**

WEEK 1

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from JANUARY 13

TOTAL = 31,5 hours this week

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from JANUARY 20 TOTAL = 36,5 hours this week

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FEBRUARY 8 M T W 1 F 8 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

to JANUARY 26

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DECEMBER 2019

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to FEBRUARY 2

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THU, JAN 30 30/33	6 FRI, JAN 31 31/335	SAT, FEB 1 32/33
7	7	7
:15	:15	:15
:30 :45	:30	:45
8	8	8
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9 A FMA, DIA	9 , 0 0	9
:15	1:15 1 cmail and	:15
:30 Phone Calls	(30)	:30
:45	:45 France Calls	:45
10	10	10
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:45	:45	:45
12	12	12
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1 A Town Board
:15	:15	:15
:30	:30	30 agenda Keview
:45	:45	:45
2	2	2
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:45	:30 :45	:30
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:15	:15	:15 //
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:45	:45	:45 Q to 9 0 pm
5	5	5 Main Transit Fire
:15	:15	115 Dinne
:30	:30	1:30
:45	:45	SUN, FEB 2 33/3
6	6	Groundhog Day
:15	:15	12 moon to 4pm
30 A Supervisor	:30	
7 East Amherist	7 A TOURS MALLA	+ 7 own word winds
	134 Town Board	Review
:30 Strumunity	130 Agenda Review	I SOVELLA
:45 Meeting	136 Agendo Kivilli	
8	8	
:15	:15	114'20 PM 1:21 ROVD
:30	:30	
		AT-A-GLANC

from FEBRUARY 3 TOTAL = 3 2 hours the week

MØN/FEB.3/ 34/492	TUE, FEB:4. 36/881	WED) REBIG.
7 Constitution Day (Mexico)	17	7
:15	:15	:15
:30	:30	:30
(45	:45	:45
8	8	8
. 45	15	:15
÷ :30	:30	:30
:45	:46	:46
9 A Emails and	9	9
116	115	:15
30 Shone Calls	(30)	:30
145	:45	:45
10	10	10
:16	:15 Email and	15 Emailand
:30	:30	
45 1 11	:45 Phone Calls	11 April Cello
* 11	11	1960年的1960年2月2日 - 1960年2月2日 - 1960年2月1日 - 1960年2月 - 1960年
30 30	:15	:15
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12 15	315	:15
.30	:80	:30
:45	-45	:45
	1	1
15	#15	15
:30	:30	:30
:45	:45	:45
2 avrive town Hall	2	2
選手 315 11	315	:15
:30 Employer Suggestion :45 Rema Committee	:30 1	:30
13 Remail Committee	45 Enach	45
3 /		3
115	:15	115
30 Town Brack	.30	:30 / \ / /)
:45) Agenda Preparation :15 Amheust Town :30 :46 Vorand Wock	:45	:45 EMW
4 1	4	4
:15 Cembers Town	:15	:15
30 Brand Work	≭30	:30
:46 Parand Wood	:45	:45 V
5 session and	5	5
15	:76	115
30 neeting	06;	:30 :45
6	:45	
15	6	6 :15
30	:15 :30	
45	:45	・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・
7	7	:45 7
:15.//	<i>f</i> 15	15
30	:30	:15
:45	;45	:45
8	8	8
16	:15	:15
:30	:30	:30
:45	:45	:45
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FESRUARY S.M. J.W. T. F. S. 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 24 27 28 20 MARCH 5 M 7 W 7 F 5 1 2 3 4 5 6 7 8 9 10 11 12 13 1-15 16 17 18 19 20 2 22 23 24 25 26 27 21 29 30 31

to FEBRUARY 9

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:30	:15	្សា5
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:45	:45	:30
		:45
115 that and	115 Emails and	10 1 Email
10 115 Email and 130 Phone Calls	115 Emails and 130 1:45 Phone Calls	:15 thall
:45 Thone Calls	:45 Phone Calls	:30
11 /		:46 V
:15	:15	11
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12	12	:45
:16	115	12
:30	:30	715
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_ 1	1	1:45
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:45	:45	30
2	2 1	:45
:15	15 Emould and	2
:30	30 O	:15
:45	115 Emails and 130 Phone Calls	:30
3	3	:45
:15	:15	3
.;30	:30	.15 .98
:45	:45	:30 :4E
4	4	:45
:15	:15 1	4 :15
:30	:30	:30
:45	:45	:45
5	5	5
115	:15	115
:30 A Fire Radio	:30	:30
:45	:45	SUN, FEB 9 40/8
6 Meeting	6	Commence of the commence of th
115	:15	Full Moon:
:30	:30	530-630 Review and
:45	46	- a percewant
7	7	+ sign letters
:15	1.15	130 -
:30	30/1/30/10/30	118pm lown Hall
:45	:45	
The second secon	8 amero Public	1830_13 Midwidt
8	T	10 1001 (100 rect)
15	15 / 10	
· · · · · · · · · · · · · · · · · · ·	30 Library Fundanion	Review Commettee
:15	:30 Library Fundament	Review Committee

from FEBRUARY 10 TOTAL = 30 hours this week

from FEDRUAR I	I U WEEK 7	
MON, FEB 10 41/325	TUE, FEB 11 42/324	WED, FEB 12 43/323
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:45
9 1 F. mail 1 0	9 1 ()	9
15 thail and Phone	:15 Errail and :30 Phone Calls	:15
:30 0 1/4	:30	:30
:45 Calls	:45 Thore Calls	:45
10	10	10 / thail and
:15	:15	:15
:30	:30	30 Phone Calls
:45	:45	:45
11	11	11
:15	:15	:15
:45、/	:45 \	:45
12	12	12
:16	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
:15	:15	:15
: :30	:30	:30
:45	:45 2	:45 2
2	:15	:15
:30	:30	:30
:45	:45	:45
3	3	3
:15	:15	:15
:30	30 A Emails	30 \ Enail and
:45	45	
4	4 prepare for 115 committeework	4 Phone Calls
:15 :30	:30 Committe Work	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30	:30
:45	:45	:45
6	6	6
:15	:15	:15
30 Harlem Road	1:30 Planting	:30
:15 :30/1 Harlem Read :45 Commercity Center	7 Commission	7 1
:15 Disabilities	:15	:15 F. Marl
30	:30	:30 /
:45 / Neeting	:45	:45
8	8	8 A Work on
:15	:15	:15 resolution
:30	:30	30 1
:45	:45	:45 🗸

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12 13 14 15 16 17 18 9 9 10 11 12 13 14

19 20 21 22 23 24 25

16 17 18 19 20 21 22

22 23 24 25 26 27 28 29 30 31

23 24 25 26 27 28 29 29 30 31

to FEBRUARY 16

- 1.11.1	,	
THU, FEB 13 44/322	FRI, FEB 14 45/321	SAT, FEB 15 46/320
7	7 Valentine's Day	7
:15	:18	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
9 1	9 7	:45
:15 Emails and	115 Email and	9
:30	1 · 3	:15
:45 Phone Calls	:30 Phone Calls	:45
10	10	10
:15	:15\/	:15
:30	:30	:30
:45	:45	:45
11	111	11
:15	:15	115
:30	:30	:30
:45 0	;45	145
10/11/6	12 12 1	12
15 Enail	15 that	:15
:30 /)	:30	:30
:45	:45 1	:45
1	1	1
:15	:15	:15
:30	:30	:30
:45 .	:45	:45
2	2	
:15	:15	12 Email
:30	:30	:30
:45	:45	:45\//
3	3 1 Email ark	3
:15	1:15	:15
30 1 Emails and	30 I have Calls	:30
:45	:45 '	:45
4 Phone Calls	4	4
:15	:15 🗸	:15
:30	:30	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30.	;30
:45	:45	SUN, FEB 16 47/31
6	6	
:15	:16	10-11 am E mail
:30	:30	
:45	:45	4-7 sm Sort papers
7	7 Fm 0	English
:15	116 J Email	1 , thaily .,
:30	:30	Review materials
:45	:45	for Committee
B Frails and	8	1
:15	:15	work
:30 / Phone Calls	:30	``
:45	:45	PR14'20 PM 1:22 ROWD ATAGLANC

from FEBRUARY 17 TOTAL = 33 hours this weeks

MON/FEB 17. 14 48/518	TUE:FEB.18 49/317	WED, FEB. 19-12-10
7 Presidents' Day	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	;15	:15
30	:30	:30
· ·45 9	145	:45
<u>y</u> (15	9	? TEMPUL
:30	:30	:15
:45	:45	130 JUNE (1111)
10	19/1	10
:18	:15 Enail and	
;30	30 Phone Callo	:15
:45	45 Phone Call	145.
Hillian	11	11
:15	:15	:15
:30	.30	:30
:45	;45	:45
12	12	12
116	915	:15
130/ Email/Laptop	:30	:30
2.45 Work	45/	:45 🗸
	1	1
[6] :15	:15	:]5
:30	:30	:30
M45.	:45	:45
2 (AU)	2	2
16	:15	:15
(30)	:30	;30
:45	:45	:45
3	3	3
:15 ::	:15	:15
	.30	30 A ampurest
45 44 I	.45 4	:45 Jenir
	4 :15	4 Transportation
30	:30	16 AU 10 COLO
	:45	45 Neeting
5	5	5
:15	:15	35 🗸
:30	:30	:30
:45	:46	:45
6	6	6
No. of the second secon	:15	6
:30	:30	30 1
<u>:45</u>	:45	THE WALLS
7	7	7 0
:15	:15	7 :15 Commission :30 :45
30	:30	:30
.45	:45	:45
8	8	8
15	:15	:15
30	:30	:30
4 5	:45	;45
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22 22 23 24 25

16 17 18 19 20 21 22

22 23 24 25 26 27 28

29 30 31

23 24 25 26 27 28 29

29 30 31

to FEBRUARY 23

THU, FEB. 20 . 51/6	18 (2) FRI: FEB 21 52/814	4 SATF FEB 22 558/61
7	7	7
:16	:15	1)5
:30	:30	:30
:45	:45	145
. 8 :115	8	8
:30	:15	:15
;45	:30	30
9 1 - 4	9 1/1	(45
:15 Enail and	:15 Email and	9
30 Charefulls	130 PD 1 0 11 A	:15
45 Thoreland	:30 Phone Calls	:30
10	10	10 A Agen of a - Ring.
:15	:15	115 / Hagnara Ferrew
30	:30	
:45	:45 /	130 Enail
11	11	
15./	:15	11 /
:30	:30	:30
:45	:45	
12	12	. 46.
.15	:15	12
:30		135
;45	30 1 thail and	:30
<u> </u>	:45 Phone Calla	:45
	1	
:15 :30	115 🗸	:15
:45	:30	:30
2	245	:45
2 :15	2	2
:30	115	:15
:45	130	30
3	:45	45 V
.15	3	3
	115	:15
:30 1 Email	30 A Email and	:30
:45	:45 Phone Calls	:45
:15	4	4
	:15	:15
:30 ',	:30	:30
145	:45	45
5	5	5 7-9pm Agenda
÷15	:15	The Machine
:30	30: /	30
:45	:45 🗸	32 SUN, FEB: 23 (54/6)
6	5	
:15	:15	- A - A
:30	:30	11-12: Engil
:45	:45	
7	7	1/2 noon - 2 pm
:15	:15	A A A A Polins
:30	:30	Hagneta Kliview
:45	:45	
8 1 30 1 30	<i>i</i>	
15 10 0 -11 - PM	:15	
30 Journ Hall Det	130 to 10pm Agenda	A CONTRACTOR OF THE PROPERTY AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION ADMINISTRATION AND ADMINISTRATION ADMINISTRATION AND ADMINISTRATION ADMINISTR
:45 Haenma	- 10 th the	APRI4'20 PH I ATA GANE

from FEBRUARY 24 TOTAL = 32 hours this week

	WEEK	(9
MON, FEB 24 55/311	TUE, FEB 25 56/310	WED, FEB 26 57/30K
7 Flag Day (Mexico)	7	7 Ash Wednesday
. :30	:15	:15
:45	:30	:30
8	:45 8	:45
:15	:15	8
:30	:30	:15
:45	:45	:30
9	9	9
130 M EMIL ant	:15	:15
130 A thail and	30 tmail and	.:30
10 Phone Calls	:45 Phone Calls	:45
:15	10	10
:30	:15	:15 that and
:45	.45	130 Phone Calls
11	11	11
:15	15	:15
:30	:30	:30
:45 12	:45	:45 \/
:15	12	12
(30 🛕	:15	:15
:45 Arrive Town Hall	:30	:30
1 Man in Pourto	:45	:45
	15	1
30 Internew	:15	:15 -
:45 🗸	:45	:30
2 A Agenda	2	:45
:15 Preparation	:15	:15
:30	:30	:30
:45	:45	:45
3 :15 🗸	3	3
:30 A Town Board	:15	:15
:45 V Picture	:30 / Email	130 1 Emails
4 4		:30 A Emails
:15 Amherest Town	115	4
1413 1	:30	:15
:45 Board Work	. 4):	:30
5 Aersion and	F	5 Harlem Coad
:15	• • • • • • • • • • • • • • • • • • •	
30 Neeting	:30	
.45	:45	:45 Punouty Women
-16	6 A NETA Mosting	6 Computer
	:15	:15 V Medial
. 45		:30
		:45
-15	.1F	7 Arlein Rtional
.20	.20	15 Festival
:45	A.F.	1 Charling.
8	^ -	8
:15	3.C	116
30	30	30
145 V 10:45 pm Leave	45	45
torain. Ha Do		

JANUARY

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16 17 18 19 20 21 22 23 24 25

26 27 28 29 30 31

23 24 25 26 27 28 29 30 31

24 25 26 27 28 29 30 31

25 34 15 26 27 28 29 30 31

to MARCH 1

حكست	26 27 28 29 30 31 23 24 25 26 27 28 29 29 30	,	
	THU, FEB 27 58/308	FRI, FEB 28 59/307	SAT, FEB 29 60/306
	7	7	7
-	:15	:15	:15
	:30	:30	:30
	.45 8	:45	:45
	:15	8	8
	:30	:15	:15
	:45	:45	:30
	A - 1	9	9
		:15	:15
	30 Phone Callo	:30	:30
	:45	:45	;45
	10	10	10 / /- / /
	:15	:15	:15 Email
end Best	:30	:30	:30
_	:45	:45	:45
	.11 (11	11
	:15 🗸	:15	:15
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-	:45	:45	:45
	12	12	12
	:15	:15	:15
	:30	:30	:30
i bac	:45	:45	:45
		1	
	:15 :30	:15	:15
	:45	:30	130
	2	1.45 2 1 En il a l	:45
	:15	13 Email and	2
77	-20	30 Phone Calls	:15 :30
	·45 Frmail and	:45	:45
	3 Pline Calls	3	3
	:15	:15	:15
	:30		:30
	:45	:45	:45
	4	4	4
	:15	:15	:15
	:30	:30	:30
	:45	:45	:45
	5	5 1 = 100 1	5
	:15	15 that and	:15
	:30	30 Phone Calls	:30
	:45	:45 🗸	SUN, MAR 1 61/305
	6	6	
	:15	:15	12 moon to 1 pm
	:30	:30	Enail
-	:45	:45	C //qcc
=	7 A WNY Kosciuszko	7	
-	115 Foundation	:15	
	30 Re-organization	30	7-8 pm Email
	AC TOTAL	1 - 45	
	:45 mersine 10	:45	
	8 / Daemen Callege	8	· · · · · · · · · · · · · · · · · · ·
	:45 mersine 10		APR14'20 PM 1:22 RCVD

from MARCH 2 TOTAL=37,5 hows this week-

MON MAR 2 5 62/304	TUE, MAR 3 6 48/903.6	WED/MAR/4
7 Eastern Orthodox Lent begins	7	7
:15	:16	:15
:30	:30	:30
. :45	:45	:45
8	8	8 :15
:15	:15	30
30 Cmail and	:30 -	:45
SEC. 185	:45	9
9 Phone	9	(15
115 COPIA	:15	30
iso Callo	:30 Cmail and	:45-A Finail
:45	1.40 (1.9	10 T mail and
. 10	10 Phone Calls	
15	:30	30 Phone Call
:30 :46 \triangle	:45	:45
3 11	11	11
(15	:15	115
30	:30	.30
(%) (30 (%) (45	:45	145
12	12	12
(15)	:15	:15
30	30	:30
:45	:45	:45
(40 (6 1	1 1450	1
200 Maria 1990 Maria 1	:35	:15
1).5 30	:30	:30
45	1:45	:45
2 0	2	2
151 Town, Hall	.115	:15
:30 Lastop & Sciatance	:30	20
:45 Whebeale Liedates	:46	:45 Town Hall
3	3	3 Laptop assistance
		\$ 100 miles 100
30	:30 1 Email Town Board :46 Agenda Diem	30 A DOWNAUL CINTAL
.45	:46 Agenda Item	45 & Destrict Zoning Meter
4	4	4
15	:15	:15 n anherst Publics
30 A Fmail	:30	30 Tibraun Board
45 EM.W	:45	:45 of Trustees
5	5 A Email	5 Umastina
;15 🗸	15/ E/18CCC	:15
30	:30	30 🗸
30 30 :45	:45 /	:45
6	6	6
115	115	:15
30	:30	:30
37 .30 37 .45	:45	:45
7	7	1 7
15	:15	:15
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8 M T W T F S

8 M T W T F S

8 M T W T F S

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1 2 3 4 5 6 7 8 9 1

2 3 2 4 5 6 7 8 9 1

2 3 2 4 2 5 2 6 2 7 2 8 2 9 2 9 30 31

to MARCH 8

23 24 25 26 27 28 29 29 30 31 26 27	28 29 30	to IVIAIX
THU MAR 5:	(FRI): MAR 6 -5 66/390	SAT/MAR7
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	35
. 130 . 145	;30 ;45	;30 ;45
9		
:15	9 A Email and	15 () Email
30 A F. Mail aul.	:30 Phone Calls	30
:30 p E Mail aul :45 phone Calls	:45	:45
10	10	10
1)5	:15	:15
:30	:30	:30
:45	:45	45
	11	U
(15)	135	115
:30	:30	:30
:45	:45	:45
<u>12</u>	12 :16	12 15
30	30	30
:45	:45	:45
	1 Town Hall	1
15	:15	:15
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6 A Town Hall-	6.	Daylight Saying Time begins
15 Vick in Oceanda	:15	International Women's Day
:30	30 M 650 10 0 20 PM	1 to 6:300m Asenda
; :45 N	:45	Romalo
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A CONTRACTOR OF THE CONTRACTOR	30 Installation and	Roman // maxl
45 Kenguistin	:45 Awards Dinner	A January
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a ocallone	(15	Connession fundo
30 0	:30	ATA-GLANGE
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APR14'20 _{PM=}1:22 RCVL

TOTAL= 33 hours this week

from MARCH 9

WEEK 11

MON, MAR 9 69/297	TUE, MAR 10 70/296	WED, MAR 11 71/29
Purim begins at sundown	7	7
5 Full Moon	:15	:15
30	:30	:30
45	:45	:45
<u> </u>	8	8
15	:15	10 Enails and
30	:30	:30
45	:45	:45 Phone Call
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15 Email and	:15 Charles and	115. Commelle
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5 Interviews		
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A Preparation of	3	3
9 0	:16	:15
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1 Cemporal Town	4	4
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o Board Work	:30	:30
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5	45 Commercian	:45
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FEBRUARY

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to MARCH 15

10 14 20 1	7 20 21 22 22 23 24 25 26 27 28 19 5 27 28 29 29 30 31 26	20 21 22 23 24 25 1 27 28 29 30	to MARCH 13
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40 7		:45	Town of Anherst
		7	7774000
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_ 8			
:15		:15	Executive / Vent
		:15 :30	Conference and New S

TOTAL = 37 hours this week

from MARCH 16

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	VPERN 12	
MON. MAR 16 76/290	TUE:MAR 17 77/289	WED MAR 18 75/286
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7 Benito Juarez's Birthday observed (Mexico)	7 St. Patrick's Day	35
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4	4 Parlemer 30 Planning 30 School Destricts	A
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FEBRUARY

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12 / Conference	12/ Press Conference	12
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from MARCH 23	3 TOTAL = 37mahia	week
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FEBRUARY

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MARCH

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to MARCH 29

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:45		:45	SUN, MAR 29 89/2
6		6 Presidential Pres	10-11 Empil ,
:15		115 Conference	12 noon Governois
:30		30 NACN ghtly	Press Conference
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H 30 at conclusion of the

from MARCH 30

from IVIARUTI 30	WEEK 14	
MON MAR:30 90/276	TUE MAR 31 91/275	WED APRIL 1992
	7	7 April Fools' Day
Secretary and the secretary an	:15	:15
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31 County Executive	3 County Executive	3
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46 1 to 91 20 pm	45 🗸	-45



TOWN OF AMHERST

TOWN CLERK'S OFFICE

5583 MAIN STREET WILLIAMSVILLE, NEW YORK 14221 (716) 631-7021 FAX (716) 631-7152 www.amherst.ny.us Francina J. Spoth Town Clerk

Kathleen Cooper Deputy Town Clerk

Timothy Koller Asst. Deputy Town Clerk

Elected Officials Record of Activities Submitted: April 20, 2020

April 20, 2020

By signing below, I attest to the accuracy of the information provided in the attached documents(s).

Respectfully,

Francina J. Spoth
Amherst Town Clerk

Year	2020			Daily
Date	Day	Description		Hours
1-Jan	Wed	Holiday		
2-Jan	Thursday	Office - 8:00AM to 4:30PM - no lunch	+	8.5
		Worked All Day in Town Hall.		
	 	Organized records and office, training, e-mails,		
		phone calls, reports, researching, computer work,	ヿ	
		internal meetings and preparing for Town Board		
		Meeting.		
2 lan	Friday	Office - 8:00AM - 3:30PM - no lunch	4	7.5
3-Jan	Friday		+	/
		Worked All Day in Town Hall	\dashv	
		Online training for Adoptee Bill of Rights, reports	\dashv	
		e-mails, preparing for taxes, training, phone calls,	\dashv	
		internal meetings, computer work and preparing	-+	
		for Town Board Meeting.	-	
		Swearing in Ceremony from 5:00pm - 7:30pm		2.5
4-Jan	Saturday	7:00AM - 10:30AM - Read Tax Collection Book	1	3.5
6-Jan	Monday	Office - 8:00AM to 8:30PM - lunch 1 hr.	\dashv	11.5
	<u> </u>	Worked All Day in Town Hall		
		E-mails, preparing for taxes, phone calls, internal	1	
		meetings, researching, reading materials, computer		
<u> </u>		work, preparing for Town Board Meeting and		
		Town Board Meeting.		
7-Jan	Tuesday	Office - 7:30AM - 5:00PM - lunch 1 hr.	+	8.5
7 3011	i acsacy	Worked All Day in Town Hall	\dashv	
	 	Helped open office, phone calls, reading materials,	1	
		training, internal meetings, worked on reports,	+	
		researched grants and organized office.	1	
0.1	184l	Office 7.20414 4.20014 weaking lumph reacting		9.0
8-Jan	Wed	Office - 7:30AM - 4:30PM - working lunch meeting	\dashv	5.0
		Worked All Day Town Hall	-	
		Helped open office, worked on reports, read tax	\dashv	
		materials, training, organized office, e-mails,		
		computer work and phone calls.		
9-Jan	Thursday			7.5
		Worked All Day Town Hall	$oldsymbol{\perp}$	
		Helped open office, training, worked on reports,		
		meeting for Introduction to M&T Bank, phone calls,		
		computer work and read materials.		



10-Jan	Friday	Office - 7:30AM - 4:30PM - no lunch	9.0
		Worked at Town Hall / Attend Luncheon Meeting	
		Helped open office, worked on reports, researched	
		grants, phone calls, e-mails and read material.	
		Attended Chamber of Commerce Luncheon /	
		Meeting - State of Town Address.	
40.1	.	Office 7.20AAA F.00DAA hungh 4hu	8.5
13-Jan	Monday	Office - 7:30AM - 5:00PM - lunch 1hr.	0.5
		Worked All Day Town Hall	
	 	Meeting with Auditors, meeting about grants.	
		Internal meetings. Phone calls, e-mails, training,	
		computer work, organized paper work, dog	
	<u> </u>	renewals and scheduling season help.	<u> </u>
14-Jan	Tuesday	Office - 7:30AM - 5:00PM - lunch 1 hr.	8.5
	,,	Worked All Day Town Hall	
		Phone call, e-mails, tax preparation, internal	
	<u> </u>	meetings, training and worked on reports.	
	<u> </u>	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
15-Jan	Wed	Office - 8:00AM - 5:00PM - lunch 30 minutes	8.5
		Worked All Day Town Hall	
		Phone calls, e-mails, tax collection, internal	
		meetings, worked on reports and computer work.	
16-Jan	Thursday	Office - 7:30AM - 4:30PM - lunch 1hr.	8.0
20 3011	111,411,544,7	Worked All Day Town Hall	
		Phone calls, e-mails, tax collection, internal	
		meetings, worked on reports and dog renewals.	
- 17-Jan	Friday	Office - 8:00AM - 5:00PM - lunch 30mins.	8.5
		Worked All Day Town Hall	
		Phone calls, e-mails, tax collection, internal	
		meetings, worked on reports and organized files.	
20-Jan	Monday	Holiday	
24 1	T 1	Office C.OOAM O.OODM hareh 4 ha	12.0
21-Jan	Tuesday	Office - 8:00AM - 9:00PM - lunch 1 hr.	12.
		Worked All Day at Town Hall	1-1
		Phone calls, e-mails, tax collection, internal	
		meetings, worked on reports and	+
		prepared for Town Board Meeting.	
·		Work Session Meeting - after meeting worked on	
	1	consent agenda and Town Board Meeting.	1

Year	2020		1. 1. 1.	Daily
Date	Day	Description	7.3	Hours
22-Jan	Wed	Office - 8:00AM - 5:00PM - lunch 1 hr.		8.0
		Worked All Day at Town Hall		
		Meeting with Comptroller, Board of Ethnics		
		Meeting, phone calls, e-mails, tax collection,	T	
		internal meetings and worked on reports.	\Box	
23-Jan	Thursday	Office - 8:00AM - 5:00PM - lunch 30 mins.		8.5
		Worked All Day at Town Hall	T	
······································		Phone calls, e-mails, tax collection, internal		
		meetings, worked on reports and Library		
		Board of Trustees Meeting.		
24-Jan	Friday	Office - 8:00AM - 5:30PM - lunch 1 hr.	┪	8.5
		Worked All Day at Town Hall	T	
		Phone calls, e-mails, tax collection, internal		
		meetings, worked on reports, organized files and	\exists	
		attended event for Vetrans.		
25-Jan	Saturday	7:00AM - 10:30AM		3.5
		Read and studied DEC Manual and worked on quiz		
26-Jan	Sunday	1:00PM - 3:30PM		2.5
		Represented and was a Judge - for the Clerk's	$oldsymbol{\perp}$	
		Office at Amherst and Village Town Chili Cook Off	4	
27-Jan	Monday	Office - 7:30AM - 5:00PM - lunch 30 mins.	┪	9.0
		Worked All Day at Town Hall		
		Phone calls, e-mails, tax collection, internal	T	
*		meetings, worked on reports, meeting with		
		Assessor and conference call.	4	<u> </u>
28-Jan	Tuesday	Office - 7:30AM - 4:30PM - lunch 30 mins.	+	8.5
,		Worked All Day at Town Hall	T	
		Phone calls, e-mails, tax collection, internal	1	
		meetings and worked on reports.		
			4	
29-Jan	Wed	Office - 7:30AM - 5:00PM - lunch 1 hr.	4	8.5
		Worked All Day at Town Hall	4	
		Phone calls, e-mails, tax collection, internal		
		meetings, worked on reports, organized files and	4	
		conference call.	┙	



30-Jan	Thursday	Office - 8:00AM - 4:30PM - lunch 30 mins.	8.0
		Worked All Day at Town Hall	
		Phone calls, e-mails, tax collection, internal	
		meetings, worked on reports and prepared for	
		Town Board Meeting.	
34 Jan	Fuide	Office - 8:00AM - 5:00PM - lunch 30 mins.	8.5
31-Jan	Friday		0.5
		Worked All Day at Town Hall	
	<u> </u>	Phone calls, e-mails, tax collection, internal	
	<u> </u>	meetings, worked on reports and prepared for Town Board Meeting.	
		January Total Hours	195.0
		January Total Hours	1,95,0
3-Feb	Monday	Office - 8:00AM - 8:30PM - lunch 1 hr.	11.5
		Worked All Day at Town Hall	
		Phone calls, e-mails, tax collection, internal	
		meetings, worked on reports and	
		prepared for Town Board Meeting	
		Work Session Meeting - after meeting worked on	
		consent agenda, met with Cubscout Troop to	
		introduce local government and gave presentation	
		about Town Hall and Town Board Meeting.	
4-Feb	Tuesday	Office - 8:00AM - 5:00PM - no lunch	9.0
4-reb	Tuesday	Worked at Town Hall / Attended Clerks Luncheon	3.0
		Phone calls, e-mails, tax collection, internal	
		meetings, worked on reports and	
		meeting with Assessor. Atended Luncheon	
		meeting for the Association of Clerks.	
5-Feb	Wed	Office - 7:30AM - 4:30PM - lunch 30 mins.	8.5
		Worked All Day at Town Hall	<u> </u>
		Phone calls, e-mails, tax collection, internal	
		meetings and worked on reports.	
6-Feb	Thursday	Office - 8:00AM - 5:00PM - lunch 1 hr.	8.0
0-1-60	inuisuay	Worked All Day at Town Hall	
		Phone calls, e-mails, tax collection, internal	
		meetings and worked on reports.	
7-Feb	Friday	Office - 8:00AM - 4:30PM - no lunch	8.5
		Worked All Day at Town Hall	
		Phone calls, e-mails, tax collection, worked on	
		reports, organized files and attended Department	ļ
		Head Meeting.	<u> </u>



				2.0
7-Feb	Friday	Attended Mad Hatter Gala - 7:00PM - 10:00PM	_	3.0
9-Feb	Sunday	3:00PM - 4:00PM - Spoke with residents and	+	1.0
3-1-60	Juliday	answered their concerns.	\dashv	
	 	answered their concerns.		
10-Feb	Monday	Office - 7:30AM - 4:30PM - lunch 2 hr.		7.0
		Worked All Day at Town Hall		
·		Phone calls, e-mails, tax collection, internal		
		meetings and worked on reports.		
		OSS - O COANA 5 CORNA hards 1 hr	-	8.0
11-Feb	Tuesday	Office - 8:00AM - 5:00PM - lunch 1 hr.	\dashv	6.0
		Worked All Day at Town Hall	-	
		Phone calls, e-mails, tax collection, internal	-	
		meetings and worked on reports.	+	
12-Feb	Wed	Office - 7:30AM - 4:00PM - no lunch	$\dashv \dashv$	8.5
	7.00	Worked All Day at Town Hall		
		Phone calls, e-mails, tax collection, internal		
		meetings, worked on reports, organized files		.,
		and lunch meeting.	\top	
13-Feb	Thursday	Office - 8:30AM - 5:00PM - lunch 1 hr.		7.5
		Worked All Day at Town Hall		
		Phone calls, e-mails, tax collection, internal		
		meetings, worked on reports and organized files.		
44 5 1	I sala	Tostina 7.20444 5.20044 Jumph 1 hr		9.0
14-Feb	Friday	Office - 7:30AM - 5:30PM - lunch 1 hr.	-H	3.0
		Worked All Day at Town Hall		
		Phone calls, e-mails, tax collection, internal	-	
		meetings and worked on reports.		
17-Feb	Monday	Holiday		
	,			
18-Feb	Tuesday	Office - 7:00AM - 7:00PM - lunch 1 hr.		11.0
		Worked All Day at Town Hall		
·		Helped with opening up, phone calls, e-mails		
		tax collection, internal meetings, worked on		
		reports and organized files.		
				0.0
19-Feb	Wed	Office - 7:15AM - 5:15PM - lunch 1hr.		9.0
		Worked All Day at Town Hall	_	
	ļ	Helped with opening up, phone calls, e-mails,		
	<u> </u>	internal meetings, worked on	_	
	<u> </u>	reports and researched grants.	_	
	1			I

20-Feb	Thursday	Office - 7:15AM - 5:15PM - lunch 1hr.	9.0
-		Worked All Day at Town Hall	
		Helped with opening up, phone calls, e-mails,	
		internal meetings, worked on reports and	
		organized files.	
21-Feb	Friday	Office - 7:15AM - 11:15PM - no lunch	4.0
		Worked at Town Hall	
		Helped with opening up, phone calls, e-mails	
		and worked on reports.	
		1:30PM - 4:30 pm Read materials and worked on	3.0
		reports.	
24-Feb	Monday	Office - 9:00AM - 11:00PM - lunch 1.5 hrs.	12.5
24*1 CD	Wionday	Worked All Day at Town Hall	
		Phone calls, e-mails, internal meetings,	-
		worked on reports, organized files and	
		prepared for Town Board Meeting	
		Work Session Meeting - after meeting worked on	
		consent agenda and Town Board Meeting.	
25-Feb	Tuesday	Office - 9:00AM - 4:00PM - no lunch	7.0
		Worked All Day at Town Hall	
		Phone calls, e-mails, worked on reports, research	
		and internal meetings.	
		7:00PM - 9:30PM - Arts and Culture Meeting	2.5
06 F-L	384	Office 0.20ANA 5.00DNA lumph 1 hr	7.5
26-Feb	Wed	Office - 8:30AM - 5:00PM - lunch 1 hr.	/
		Worked All Day at Town Hall Phone calls, e-mails, research, worked on	
			
	,	reports and refunded taxes.	
27-Feb	Thursday	Office - 8:30AM - 5:00PM - lunch 30 mins.	8.0
		Worked All Day at Town Hall	
		Phone calls, e-mails, research, worked on	
		reports and internal meetings.	
28-Feb	Friday	Office - 9:00AM - 5:00PM - no lunch	8.0
		Worked All Day at Town Hall	<u> </u>
		Phone calls, e-mails, research, worked on	<u> </u>
		reports and internal meetings.	
		February Total Hours	171.0



2-Mar	Monday	Office - 8:15AM - 5:15PM - lunch 30 mins.	8.5
		Worked All Day at Town Hall	
		Phone calls, e-mails, research, worked on	
		reports and internal meetings.	
			
3-Mar	Tuesday	Office - 7:30AM - 4:30PM - lunch 1 hr.	8.0
		Worked All Day at Town Hall	<u> </u>
	ļ	Phone calls, e-mails, internal meeting and worked	
		on reports.	
4-Mar	Wed	Office - 8:00AM - 4:30PM - lunch 1 hr.	7.5
7 17101	1100	Worked All Day at Town Hall	
		Phone calls, e-mails, research, worked on	
		reports and internal meetings.	
5-Mar	Thursday	Office - 7:30AM - 4:30PM - lunch 1 hr.	8.0
		Worked All Day at Town Hall	
		Helped open up, phone calls, e-mails, worked	<u> </u>
		on reports and internal meetings, grant meeting	
		and prepared for Town Board Meeting.	
C B A a a	Fulda	Office - 7:30AM - 4:30PM - lunch 1hr.	8.0
6-Mar	Friday	Worked All Day at Town Hall	
		Helped open up, phone calls, e-mails,	1-1
		worked on reports and internal meetings,	<u> </u>
		prepared for Town Board Meeting.	
7-Mar	Saturday	6:00PM - 10:00PM Installation Dinner North	4.0
		Amherst Fire Company	
			1
9-Mar	Monday	Office - 11:00AM - 10:00PM - no lunch	11.0
		Worked All Day at Town Hall	
		Phone calls, e-mails, internal meetings	_
		worked on reports, organized files and	
		prepared for Town Board Meeting,	
		Work Session Meeting - after meeting worked on	- -
	1	consent agenda and Town Board Meeting.	
10-Mar	Tuesday	Office - 8:00AM - 2:30PM - no lunch	6.5
,,,,,,		Worked All Day at Town Hall	
		Phone calls, e-mails, researched grants,	
		worked on reports and internal meetings.	

11-Mar	Wed	Office - 9:00AM - 5:00PM - lunch 1 hr.	7.0
		Worked All Day at Town Hall	
		Phone calls, e-mails, organized files,	
		worked on reports and internal	
		meetings.	
12-Mar	Thursday	Office - 7:30AM - 5:30PM - lunch 1.5 hrs.	8.5
		Worked All Day at Town Hall	
		Opened up, phone calls, e-mails,	
		worked on reports and internal	
		meetings and Emergency Department Head	
		meeting.	
13-Mar	Friday	Office - 7:30AM - 4:00PM - no lunch	8.5
20 17101	,	Worked All Day at Town Hall	
		Opened up, phone calls, e-mails, research	
		worked on reports and internal meetings	
		and Emergency Meeting.	
16-Mar	Monday	Office - 7:30AM - 4:30PM - no lunch	9.0
TO-IVIGI	IVIOITUAY	Worked All Day at Town Hall	
<u></u>		Opened up, phone calls, e-mails, research,	
		worked on reports and internal meeting,	
		emergency meeting and handled Residents.	
17-Mar	Tuesday	Office - 7:30AM - 4:30PM - no lunch	9.0
		Worked Ali Day at Town Hall	
		Opened up, phone calls, e-mails, tax	
		collection, worked on reports and internal	
		meetings and emergency meeting.	
10 Man	Wed	Office - 7:30AM - 4:30PM - lunch 1 hr.	8.
18-Mar	weu	Worked All Day at Town Hall	
		Opened up, phone calls, e-mails, handled	++
		Residents, worked on reports, internal meetings	
		and emergency meeting.	
		0.00	9.
19-Mar	Inursday	Office - 7:30AM - 4:30PM - no lunch	
		Worked All Day at Town Hall	+
		Opened up, phone calls, e-mails, handled Residents, worked on reports and internal	-
		meetings and emergency meeting.	
		meetings and emergency meeting.	

20-Mar	Friday	Office - 7:30AM - 4:30PM - no lunch	9.0
,		Worked All Day at Town Hall	
		Opened up, phone calls, e-mails, handled	
		Residents, worked on reports and internal	
		meetings and emergency meeting.	
		OFF - 0.20444 4.20744 no lunch	8.0
23-Mar	Monday	Office - 8:30AM - 4:30PM - no lunch	
		Worked All Day at Town Hall	
		Opened up, phone calls, e-mails, hand Residents	
	<u> </u>	worked on reports and internal meetings and	
	<u> </u>	prepared for Town Board Meeting.	
24-Mar	Tuesday	Office - 8:30AM - 4:30PM - no lunch	8.0
Z4-IVIAI	luesuay	Worked All Day at Town Hall	
		Opened up, phone calls, e-mails, handled	
		Residents, worked on reports and internal	
		meetings and prepared for Town Board Meeting.	
		meetings and prepared for fown board meeting.	
25-Mar	Wed	Office - 8:30AM - 8:30PM - lunch 1 hr.	11.0
		Worked All Day at Town Hall	
		Opened up, phone calls, e-mails, research,	
		worked on reports and internal	
		meetings and Town Board Meeting.	
26-Mar	Thursday	Office - 8:30AM - 3:30PM - no lunch	7.0
		Worked All Day at Town Hall	
		Opened up, phone calls, e-mails, handled	
		Residents, worked on reports and internal	
	-	meetings.	
27-Mar	Friday	Office - 8:30AM - 3:30PM - no lunch	7.0
27-19101	Tituay	Worked All Day at Town Hall	
	<u> </u>	Opened up, phone calls, e-mails, worked on	
· ·	<u> </u>	reports, internal meeting, emergency meeting	
	<u> </u>	and handled residents	
		and harioted residents	
30-Mar	Monday	Office - 8:30AM - 4:00PM - no lunch	7.5
		Worked All Day at Town Hall	
		Opened up, phone calls, e-mails, handled	
		Residents, worked on reports and internal	
		meetings.	

31-Mar	Tuesday	Office - 8:30AM - 4:30PM - no lunch		8.0
		Worked All Day at Town Hall		
		Opened up, phone calls, e-mails, handled		
		Residents, worked on reports and internal		
		meetings.		
				· · · · · · · · · · · · · · · · · · ·
			_	
		March Total Hours		186.0
			_	
			Q. 141	y Vince of the second
Dages 1		January, February, March Grand Total Hours		552.0

