

Jeffery Zeplowitz, Contacts, Holidays in United States

Wed Dec 5, 2018

All day 7 HOURS TOTAL

| Wed Dec 5, 2018

9:30am - 5pm Work day in Town Hall - counter work, signings, training

| Where: 7 hours

Thu Dec 6, 2018

All day 9 HOURS TOTAL

| Thu Dec 6, 2018

9:30am - 5:30pm

| Work day in Town Hall - training for new clerk, counter training, signings, research

| Where: 8 hours

5:30pm - 6:30pm Zeplowitz swearing-ceremony in Council Chambers

| Where: 1 hour

Fri Dec 7, 2018

All day 8 TOTAL HOURS

| Fri Dec 7, 2018

All day

| work day at Town Hall - counter training, tax bill training, paper signing, research

| Fri Dec 7, 2018

| Where: 3 hours

12pm - 1pm

| Atwal Eye Care Ribbon cutting, 4590 Main Street, Amherst, NY 14226, 839-3535

| Where: 1 hour

1pm - 5pm Work day

| Where: 3 1/2 hours

Mon Dec 10, 2018

All day 13 HOURS TOTAL

| Mon Dec 10, 2018

All day

| Work in Town Hall research, counter training, agenda prep, computer work, Work session at 4:00pm in Chamber, and Town Board meeting at 7:00pm ending at 9:00pm

| Mon Dec 10, 2018 - Tue Dec 11, 2018

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Tue Dec 11, 2018

All day

Work in Town Hall research, counter training, agenda prep, computer work, Work session at 4:00pm in Chamber, and Town Board meeting at 7:00pm ending at 9:00pm

Mon Dec 10, 2018 - Tue Dec 11, 2018

All day 7.5 TOTAL HOURS

Tue Dec 11, 2018

9am - 4:30pm

Met with Clarence Town Clerk at 10am at Clarence Town Hall.
Handled FOIL requests. Learned about birth, death and marriage cert.

Wed Dec 12, 2018

All day 6 HOURS TOTAL

Wed Dec 12, 2018

9:30am - 5pm

Visits to Amherst Police at 10:00am to get tour of station and learn how their service affects the Clerk's office. 11:00am Visit to Clerk's record office in East Amherst. Work day at 1:00pm at Town Hall. Computer work, scanning and submitting FOIL request and other office duties and work

Thu Dec 13, 2018

All day 7 TOTAL HOURS

Thu Dec 13, 2018

8am - 4:30pm

Worked at Town Hall in office. Meeting with new Building Department Head, training on info about safes and information about taxes and tax collection which is upcoming. FOIL requests and other office research

Fri Dec 14, 2018

All day 7 TOTAL HOURS

Fri Dec 14, 2018

9am - 4:30pm

Worked at Town Hall for whole day. Met with FT staff and seasonal staff and discussed the upcoming tax collection period. Worked on social media for Clerk's office along with numerous FOIL requests.

Mon Dec 17, 2018

All day 9 TOTAL HOURS

Mon Dec 17, 2018

Jeffery Zeplowitz, Contacts, Holidays in United States

7:30am - 5pm

Work day at Town Hall: Opened office and got things ready for day. Handled work at Clerk Counter with residents, FOIL requests, solving snake problem with our Animal Control Dept., met with IT guys in office and did research for proposal in Clerk's office.

Description:

3:00pm - Bicentennial celebration of the Town of Amherst event in Council member chambers

Tue Dec 18, 2018

All day 7.5 TOTAL HOURS

Tue Dec 18, 2018

7:30am - 4pm

Work day at Town Hall: Opening and set up of office. Meeting with office staff. Researching and adding social media posts.

Wed Dec 19, 2018

All day 7 TOTAL HOURS

Wed Dec 19, 2018

8am - 4:30pm

Work in Town Hall: Opening up of office. Researching a dog license issue and correspondence. 10:00am - Visiting local bank which is a vendor for the Town Clerk's office. Also, learning about online Death certificate program.

Thu Dec 20, 2018

All day 7 TOTAL HOURS

Thu Dec 20, 2018

7:30am - 4:30pm

Worked in Town Hall: noon webinar about BAS to learn Town Clerk computer program. Researching dog issues with fellow Town Clerks.

Fri Dec 21, 2018

All day 5 TOTAL HOURS

Fri Dec 21, 2018

7:30am - 4:30pm

Work in Town Hall: Phone calls to various government offices to set up future projects. Spent 1 hour to get voice mail on office set up (Had to work with out of state vendor). 2:00-3:15pm Webinar training on BAC and the Itax programs for Clerk's office

Mon Dec 24, 2018

All day 5.5 TOTAL HOURS

Mon Dec 24, 2018

All day Christmas Eve

Mon Dec 24, 2018

Calendar: Holidays in United States

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7:30am - 1pm Work day at Town Hall: Opened office, office scheduling,

Tue Dec 25, 2018

All day Christmas Day

Tue Dec 25, 2018

Calendar: Holidays in United States

Wed Dec 26, 2018

All day 4 TOTAL HOURS

Wed Dec 26, 2018

7:30am - 11:30am

Work Day in Town Hall: Opened office Worked on social media projects for office and discussions about new email plan for office. Office outreach at Williamsville Library and memos for staff. Talk with town clerk's office from other town.

Description: Went home sick at 11:45am

Thu Dec 27, 2018

All day 8.5 TOTAL HOURS

Thu Dec 27, 2018

7:30am - 4pm

Work Day at Town Hall: Opened up office and got it ready for day. Add social media blurb to Clerk sites. Learning new program, Trackus along with working on reso for upcoming board meeting and working the counter.

Fri Dec 28, 2018

All day 1.5 TOTAL HOURS

Fri Dec 28, 2018

7:30am - 9am

Work day at Town Hall: Opened office and set up computers. Worked on reso for upcoming Town Board meeting.

Mon Dec 31, 2018

All day 8.5 TOTAL HOURS

Mon Dec 31, 2018

All day New Year's Eve

Mon Dec 31, 2018

Calendar: Holidays in United States

7:30am - 4:30pm

Work in Town Hall: Met with Deputy about things going on in Office for last two weeks. Submitted resolution for upcoming Board meeting. Scheduled upcoming things for office.

Jeffery Zeplowitz, Contacts, Holidays In United States

Tue Jan 1, 2019

All day New Year's Day

Tue Jan 1, 2019

Calendar: Holidays in United States

Wed Jan 2, 2019

All day 8 TOTAL HOURS

Wed Jan 2, 2019

9am - 5pm

Work day at Town Hall: Met with Clerk staff, handled FOIL requests, scheduling events, reorganizing office, handled resident phone calls.

Thu Jan 3, 2019

All day 7 TOTAL HOURS

Thu Jan 3, 2019

9am - 4pm

Work in Town Hall: Met with willamsville residents regarding decorations for Clerk's office. Met with Clerk's staff regarding ongoing issues with our vendors. Reviewed Town Board agenda and resolutions as well and signed certificates for Town Attorney's office

Fri Jan 4, 2019

All day 8 TOTAL HOURS

Fri Jan 4, 2019

8:30am - 4:30pm

Work in Town Hall: Reviewing DEC Powerpoint Show so as to apply as an DEC fishing and hunting agent. Met with Town Comptroller

Description:

2:00pm - BAS Training with staff 3:00pm - Meeting in office with Town Assessor Dave Marrano

Mon Jan 7, 2019

All day 9.5 TOTAL HOURS

Mon Jan 7, 2019

9am - 4:30pm

Work in Town Hall: Answered phones, working on resolution amendment, met with clerk staff throughout the day along with IT director on Town website. Sent emails throughout the day.

Description:

6:30pm - Ready for 7:00pm Town Board meeting tonight. Meeting ran to roughly 8:30pm or so.

Tue Jan 8, 2019

All day 8 TOTAL HOURS

Tue Jan 8, 2019

Jeffery Zeplovitz, Contacts, Holidays in United States

9am - 5pm

Work in Town Hall: Met with department heads, worked on social media and met with office staff. Handling issue with local vendors and answering emails from the public and internal. Met briefly with the supervisor.

Wed Jan 9, 2019

All day Sick Day

Wed Jan 9, 2019

Thu Jan 10, 2019

All day 8 TOTAL HOURS

Thu Jan 10, 2019

9am - 5pm

Work in Town Hall: Met with Human Resource director and staff about salary issues. Visited maintenance dept. to schedule them for appt. Started studying tax collection process. Met with Town Attorney on a compliance issue and work on social media and the Town's website to provide a tax collection status.

Fri Jan 11, 2019

All day 8 TOTALS HOURS

Fri Jan 11, 2019

9am - 5pm

Work in Town Hall: Besides a number of FOIL requests, most of my work dealt with getting the Tax situation set with the County and BAS which is our tax collection system. Meetings with IT and Clerk staff dominated the day

Mon Jan 14, 2019

All day 8 HOURS TOTAL

Mon Jan 14, 2019

9am - 5pm

Work in Town Hall: Most of the work has revolved around getting the tax bills ready for mailing. Had meeting with Larry Graner, Compliance Officer and working on a number of FOIL requests. Also, helping with renovations in office and pulling re-levy tax bills

Tue Jan 15, 2019

All day 7.5 TOTAL HOURS

Tue Jan 15, 2019

All day

Work in Town Hall: Spending most of the day getting tax system set up for disbursement of tax bills, including setting town website up for make residents aware of taxes being ready in addition to doing a number of FOIL requests.

Tue Jan 15, 2019

Jeffery Zeplowitz, Contacts, Holidays in United States

Wed Jan 16, 2019

All day 7 HOURS TOTAL

Wed Jan 16, 2019

9:30am - 5pm

Work in Town Hall: Handled a number of FOIL requests and studied tax collection information as well. Learning the tax collection process from my Deputies.

Thu Jan 17, 2019

All day 8 TOTAL HOURS

Thu Jan 17, 2019

9am - 5pm

Work in Town Hall: printing out various reports for tax collection. Met with office staff on internal issue along with discussions with Town Supervisor. Met with IT director and Senate office in Orange County to discuss passage of statewide legislation that would affect current tax collection.

Fri Jan 18, 2019

All day 8 TOTAL HOURS

Fri Jan 18, 2019

9am - 5pm

Work in Town Hall: Record keeping and checking all Town tax accounts. Answering and solving constituents phone calls. Met with town constituent in office and have a 3:00pm meeting with Staff from Supervisor's office.

Sat Jan 19, 2019

All day 1 TOTAL HOUR

Sat Jan 19, 2019

Description:

Social media work and press release regarding tax issue encountered over the weekend.

Mon Jan 21, 2019

All day **Martin Luther King Jr. Day**

Mon Jan 21, 2019

Calendar: Holidays in United States

Tue Jan 22, 2019

All day 13 HOURS TOTAL

Tue Jan 22, 2019

8am - 9pm

Work in Town Hall: Answering phone all day along re: tax questions and other issues. Also did a ride along with other clerks on tax computers. FOIL requests along with preparing Town Board agenda.

Description: 4:00pm - 5:30pm Work session meeting 7:00pm - 9:00pm Town Board meeting

Jeffery Zeplovitz, Contacts, Holidays in United States

Wed Jan 23, 2019

All day 8 HOURS TOTAL

Wed Jan 23, 2019

9am - 5pm

Work in Town Hall: Reconciling all bank accounts and checking on all Town bank accounts while in the tax collection period. Handled FOIL requests and helped residents over the phone. Also working with County Clerk's office on upcoming event

Thu Jan 24, 2019

All day 7.5 HOURS TOTAL

Thu Jan 24, 2019

9am - 4:30pm

Work in Town Hall: Working on tax collection, FOILS, correspondence, staff meetings and meetings in Supervisor's office and computer software issues that needed dealing with.

Fri Jan 25, 2019

All day 5 TOTAL HOURS

Fri Jan 25, 2019

9am - 2pm

Work in Town Hall: Worked on tax collection aspects and FOIL requests. Met with office staff and made sure that tax collection training was coming along.

Description: 12 Noon - Attended Amherst Chamber of Commerce event

Mon Jan 28, 2019

All day 8.5 TOTAL HOURS

Mon Jan 28, 2019

9am - 5:30pm

Work Day at Town Hall: Reviewing tax collection from the weekend. Reviewing computer tax system Town accounts. Additional FOIL requests and other additional office work.

Description:

Met with new Finance director at 11am to discuss our offices. 4:00pm - 5:18pm

Work session meeting with the Town Board to discuss 201 Reist Street

Tue Jan 29, 2019

All day 8 TOTAL HOURS

Tue Jan 29, 2019

9am - 5pm

Work in Town Hall: FOIL requests, tax reconciliations, meetings with office staff and working on an issue with a local House of Worship. Typing up meeting notes from last night's work session.

Description: 10am - 12:30pm Department head meeting at Amherst Senior Center

Jeffery Zeplowitz, Contacts, Holidays in United States

Wed Jan 30, 2019

All day 7.5 TOTAL HOURS

| Wed Jan 30, 2019

9am - 4:30pm

| Work in Town Hall: Reviewing all tax accounts and transferring funds all morning. Phone call with local House of Worship. Meeting with clerk staff re: snow storm and declared blizzard and how that will affect today's staff. Took constituent calls and researched issues for callers.

Thu Jan 31, 2019

All day 7 TOTAL HOURS

| Thu Jan 31, 2019

9am - 4:30pm

| Work at Town Hall: Continuous record keeping and tax collection processing which will last till February 15. Reviewing town board agenda, meeting with staff. Handling FOIL request.

Fri Feb 1, 2019

All day 7 TOTAL HOURS

| Fri Feb 1, 2019

9am - 5pm

| Work at Town Hall: Handling tax collection process and FOILS for most of the day. 4:00pm: Met with a member from the Temple Shur Shalom regarding their BINGO program. Met with DEputy on various issues and researched programs for office.

Mon Feb 4, 2019

All day 11.5 TOTAL HOURS

| Mon Feb 4, 2019

9:30am - 10pm

| Work in Town Hall: Reviewing tax collection records and balancing accounts. Meeting with Deputy and phone calls with Amherst residents along with constituent casework

Description:

4:00pm - 5:00pm Town Board work session Town Board meeting: 7:00pm - 10:00pm

Tue Feb 5, 2019

All day Not at work due to being sick

| Tue Feb 5, 2019

Wed Feb 6, 2019

All day 7.5 TOTAL HOURS

| Wed Feb 6, 2019

Jeffery Zeplowitz, Contacts, Holidays in United States

9am - 5pm

Work in Town Hall: A number of FOIL request, along with balancing Tax collection accounts and researching issues with tax reports. Discussions with County Clerk

Thu Feb 7, 2019

All day 7.5 TOTAL HOURS

Thu Feb 7, 2019

9am - 4:30pm

Work Day at Town Hall: Reviewing all tax accounts and transferring money when needed. 11:30am meeting with Clerk staff and BINGO head from Shur Shalom Temple. Handled a number of FOILS and I am balancing accounts as well

Fri Feb 8, 2019

All day 7.5 TOTAL HOURS

Fri Feb 8, 2019

9am - 4:30pm

Work at Town Hall: Reconciling and balancing all town tax accounts an reviewing monies coming in. Handled FOIL requests and meeting with building staff

Sat Feb 9, 2019

All day .5 HOUR TOTAL

Sat Feb 9, 2019

9:30am - 10am Working on social media issue for constituent

Mon Feb 11, 2019

All day 7.5 TOTAL HOURS

Mon Feb 11, 2019

9am - 4:30pm

Town Hall workday: Balancing all accounts and making money transfers. Handled a number of FOIL requests and met with office staff about some collection issues. 2:30pm attended Social Media meeting in Supervisor's office

Tue Feb 12, 2019

All day 9.5 TOTAL HOURS

Tue Feb 12, 2019

9am - 4:30pm

Work in Town Hall: With tax collections finishing up, in office all day balancing tax accounts, transferring money, talking to clerk staff and county officials. Worked on a DEC issue, and emails.

Description:

6:30pm-8:30pm Attended Amherst Committee on Disabilities meeting at Northtown Center, Amherst

Jeffery Zepelowitz, Contacts, Holidays in United States

Wed Feb 13, 2019

All day 8 TOTAL HOURS

| Wed Feb 13, 2019

9am - 5pm

| Work all in Town Hall: Visited home bank for Town, balancing Town accounts and transferring money. Handling FOIL accounts and researching various issues today.

Thu Feb 14, 2019

All day 8 TOTAL HOURS

| Thu Feb 14, 2019

All day Valentine's Day

| Thu Feb 14, 2019

| Calendar: Holidays in United States

10am - 6pm

| Work Day in Town Hall: Handling all tax collections, balancing accounts and transferring funds. Answering phones and helping residents with questions. Filling out commerce dept. forms. Resolution signings and meeting with clerk staff

Fri Feb 15, 2019

All day 9 TOTAL HOURS

| Fri Feb 15, 2019

9am - 6pm

| Work Day at Town Hall: Last day for tax collection. Balancing all accounts, transferring money and reviewing records. Answering phones and handling many FOIL requests. Also, meeting residents and clerk staff.

Description:

10am - 2:00pm - Outreach event with County Clerk's office at Town Hall. Table in rotunda and council chambers.

Mon Feb 18, 2019

All day Presidents' Day (regional holiday)

| Mon Feb 18, 2019

| Calendar: Holidays in United States

Description:

Public holiday in: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, District of Columbia, Florida, Hawaii, Idaho, Illinois, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Dakota, Northern Mariana Islands, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wyoming

Tue Feb 19, 2019

All day 6.5 TOTAL HOURS

| Tue Feb 19, 2019

Jeffery Zepowitz, Contacts, Holidays in United States

11am - 5:30pm

Work at Town Hall plus 9-11am doc appt. - Balancing all tax accounts along with writing and sending refund checks. Handled bounced check issue for most of the afternoon.

Wed Feb 20, 2019

All day 7.5 TOTAL HOURS

Wed Feb 20, 2019

9am - 4pm

Work in Town Hall: Handling refund checks for the town along with balancing town accounts and transferring money. Handled some FOIL requests and meeting with Deputy clerk throughout the day.

Thu Feb 21, 2019

All day 8 TOTAL HOURS

Thu Feb 21, 2019

9am - 5pm

Work in Town Hall: Handling all recon of all town accounts and transferring money as such. Also, working on various aspects of the collections along with keeping records. Had bank issue that had to be resolved and transfer issue. Also handling constituent issues

Fri Feb 22, 2019

All day 7 TOTAL HOURS

Fri Feb 22, 2019

9am - 4pm

Work in Town Hall: Tax collection balancing of books along with FOIL requests. Also, providing refunds to taxpayers and transferring money to County account

Mon Feb 25, 2019

All day 8 TOTAL HOURS

Mon Feb 25, 2019

All day

Work in Town Hall: Transferring money, printing reports, handling refunds and other tax collection work. Working on contact compliance issue.

Mon Feb 25, 2019

Description:

4:00pm - 4:45pm Town Board work session 7:00pm - 7:40pm - Town Board meeting

Tue Feb 26, 2019

All day 6.5 TOTAL HOURS

Tue Feb 26, 2019

Jeffery Zeplowitz, Contacts, Holidays in United States

9am - 5pm

Work in Town Hall: send back refunds and overpayments.
Reconciling collection accounts, handling FOIL requests, along with transferring money from different accounts. Data imputing and work with our Bank.

Wed Feb 27, 2019.

All day 7 TOTAL HOURS

Wed Feb 27, 2019

10am - 5pm

Work in Town Hall: balancing and transferring monies all day.
Handling FOIL requests, signing new town laws, and trying to finish up tax collection leftover projects. Also, worked on constituent case for resident.
Met with IT director and completed survey for his review

Thu Feb 28, 2019

All day 8 TOTAL HOURS

Thu Feb 28, 2019

9am - 4:30pm

Work in Town Hall: Finally finishing up all of the tax collection balancing and transferring of town money. Handled a FOIL request and discussed dog renewal program with IT director. Also, greeted and talked with area residents at Clerk Counter. Did some research on some upcoming clerk projects.

Description: 8:00pm - 8:30pm Working on Letter to the Editor for area newspapers

Fri Mar 1, 2019

All day 6 TOTAL HOURS

Fri Mar 1, 2019

9am - 5pm

Work in Town Hall: Balancing tax collection accounts, writing numerous refund checks to residents. Working on Letter to the Editor for area newspapers and checking emails throughout the day and FOIL requests.

Mon Mar 4, 2019

All day 11 TOTAL HOURS

Mon Mar 4, 2019

9am - 9pm

Work in Town Hall: Balancing all Town tax accounts, transferring monies and writing checks for County. Handling FOILS and meeting with Clerk staff on a variety of issues. Also, getting consent calendar ready for Town Board meeting

Description:

4:00pm - 5:00pm Town Board work session meeting 7:00pm - 8:45pm - Town Board meeting

Jeffery Zepowitz, Contacts, Holidays in United States

Tue Mar 5, 2019

All day 7 TOTAL HOURS

Tue Mar 5, 2019

9am - 5pm

Work in Town Hall: Transferring money, writing over payment checks, discussion with Clerk staff and computer work took up much of the day with an occasion FOIL request.

Description: 12:00noon - 2:00pm - Town Clerk association lunch in Hamburg

Jeffery Zeplowitz, Contacts, Holidays in United States

Wed Mar 6, 2019

All day 7 TOTAL HOURS

| Wed Mar 6, 2019

9am - 4pm

| Work in Town Hall: Handling all Town Bank accounts, meeting with office staff, handling FOIL requests and normal office work for the day.

Thu Mar 7, 2019

All day 8 TOTAL HOURS

| Thu Mar 7, 2019

9am - 4pm

| Work at Town Hall: Working with Senior Center on social media for upcoming Clerk outreach event. Handled numerous FOIL requests, DEC fishing issue, online dog license project and meets with office staff. Also, reviewed Town bank accounts and transfers if needed.

Fri Mar 8, 2019

All day 8 TOTAL HOURS

| Fri Mar 8, 2019

9am - 5pm

| Work in Town Hall: Sent emails, conducted normal office work like bank reconciles and review of all balances and tax payments. Met with office staff regarding various office issues like contact and compliance problems with a vendor.

Sun Mar 10, 2019

All day Daylight Saving Time starts

| Sun Mar 10, 2019

Calendar: Holidays in United States

Mon Mar 11, 2019

All day 8.5 TOTAL HOURS

| Mon Mar 11, 2019

8:30am - 5pm

| Work in Town Hall: Opened office today. Set up computers and other aspects of office. Helped organize material for a town board member for a project she is working on, along with a tax issue for a Town resident. Handled normal office work including phone calls, emails and tax collection.

Tue Mar 12, 2019

All day 7.5 TOTAL HOURS

| Tue Mar 12, 2019

8:30am - 4pm

| Work in Town Hall: Opened office and readied it for the day. Reviewed bank accounts and tax payments. Conducted emails and normal office work.

Jeffery Zeplovitz, Contacts, Holidays in United States

Wed Mar 13, 2019

All day 7.5 TOTAL HOURS

| Wed Mar 13, 2019

8:30am - 4pm

| Work in Town Hall: Opened office and set up computers for day. Review all accounts and transferred funds. Handled FOIL requests and worked with local vendor on an ongoing issue. Also, worked on a marriage license project that we are instituting in the office.

Thu Mar 14, 2019

All day 7 TOTAL HOURS

| Thu Mar 14, 2019

9am - 4pm

| Work in Town Hall: Reviewed all town bank accounts, handled FOIL requests, sent emails and reached out to former Town clerks to organize a future group picture, along with other pieces of office business.

Fri Mar 15, 2019

All day 2 TOTAL HOURS

| Fri Mar 15, 2019

9am - 11am

| Work in Town Hall: Sent email out in the morning concerning snow plow issue and researched that issue with great detail for the Monday town board meeting. Left work around 11am after son had an accident at day care and required stitches.

Sun Mar 17, 2019

All day St. Patrick's Day

| Sun Mar 17, 2019

| Calendar: Holidays in United States

Mon Apr 15, 2019

All day Tax Day

| Mon Apr 15, 2019

| Calendar: Holidays in United States

Sun Apr 21, 2019

All day Easter Sunday

| Sun Apr 21, 2019

| Calendar: Holidays in United States

Mon Apr 22, 2019

All day Easter Monday

| Mon Apr 22, 2019

| Calendar: Holidays in United States