

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)

Employer Location Code
30045

BE IT RESOLVED, that the Town of Amherst / 30045 hereby established the following standard work days for these titles and will

report the officials to the New York State and Local Retirement based on their record of activities: (Name of Employer) (Location Code)

Elected Officials:									
Name	Social Security Number	NYS SLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
									<input type="checkbox"/>
			Attacker						<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
Appointed Officials:									
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

I, Francina J. Spoth secretary/clerk of the governing board of the Town of Amherst of the State of New York, (Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the ___ day of ___, 20__ 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 on this ___ day of ___, 20__ (Name of Employer)

Affidavit of Posting: I, Francina J. Spoth (Signature of Secretary or Clerk) being duly sworn, deposes and says that the posting of the Resolution began on (Date) and continued for at least 30 days. That the Resolution was available to the public on the: (Name of Secretary or Clerk)

Employer's website at: _____

Official sign board at: _____

Main entrance Secretary or Clerk's office at: _____

(seal)



Please type or print clearly
 in blue or black ink

Employer Location Code
 3 0 0 4 5

Received Date

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

RS 2417-B

(Rev. 04/20)

Name	Social Security Number	NYS SLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Brian J. Kulpa			Supervisor	01/01/18 - 12/31/21	7	22.38	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Jacqueline G. Berger			Councilmember	01/01/18 - 12/31/21	6	26.68	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Deborah Bruch Bucki			Councilmember	01/01/20 - 12/31/23	6	24.23	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Kara Buscaglia			Town Justice	01/01/18 - 12/31/21	7	22.00	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Francina J. Spoth			Town Clerk	01/01/20 - 12/31/23	7	26.29	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Appointed Officials:									
Darlene Carroll			Town Comptroller		7	25.39	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
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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

Deborah Bruch Bucki, RN, PhD
Town of Amherst Councilman

APR14'20 AM 11:48 RCVD

APR14'20 PM 1:23 RCVD

from DECEMBER 30

WEEK 1

MON, DEC 30		TUE, DEC 31		WED, JAN 1	
364/1		365/0		1/365	
7		7	New Year's Eve	7	New Year's Day
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
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9		9		9	
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10		10		10	
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11		11		11	
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:30		:30		:30	
:45		:45		:45	
12		12		12	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
1		1		1	
:15		:15		:15	
:30		:30		:30	
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2		2		2	
:15		:15		:15	
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3		3		3	
:15		:15		:15	
:30		:30		:30	
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:45		:45		:45	
5		5		5	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
6		6		6	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
7		7		7	Preparation of Swearing-In Speech
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
:15		:15		:15	
:30		:30		:30	
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DECEMBER 2019						
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29	30	31				

JANUARY						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

TOTAL = 21 hours this week

to **JANUARY 5**

THU, JAN 2

2/364

FRI, JAN 3

3/363

SAT, JAN 4

4/362

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Town Board
Agenda Review

Review speech

Town Hall
Pick up mail
and agenda

Swearing-in
Ceremony
and Reception

Preparation
of Swearing-in
speech

SUN, JAN 5
2-7 pm Town
Board Agenda
Review

5/361

from **JANUARY 6**

TOTAL = 32.5 hours this week

WEEK 2

MON JAN 6 6/360		TUE JAN 7 7/359		WED JAN 8	
7	Epiphany	7		7	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
9		9		9	
:15		:15		:15	
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10		10		10	
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11		11		11	
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12		12		12	
:15		:15		:15	
:30		:30		:30	
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6	Town Hall	6		6	
:15	Approval and	:15		:15	
:30	Meeting Preparation	:30		:30	
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:30		:30		:30	
:45		:45		:45	
8		8		8	
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:30		:30		:30	
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↑ Emails
Phone Calls

Agenda
Questions

↑ Emails and
Phone Calls

↑ Emails and
Phone Calls

↑ Email

↑ Email

↑ Amherst
Town Board
Meeting

DECEMBER 2019

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JANUARY

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19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

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16	17	18	19	20	21	22
23	24	25	26	27	28	29

to JANUARY 12

THU JAN 9 9/357

FRI JAN 10 10/356

SAT JAN 11 11/355

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7	Full Moon
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9	↑ Email and Phone Calls
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11	↑ 11:30 to 2:15 pm Amherst Chamber of Commerce Luncheon - Supervisor State of the Town Address
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11	↑ Email
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1	↑ Preparation for Disabilities Meeting
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5	5:30 to 9 pm Ellicott Creek Fire Dinner
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8 SUN JAN 12 12/354

12 noon - 1 pm Email

5:45 to 7 pm Email

APR 14 '20 PM 1:21 ROAD AT A GLANCE*

from **JANUARY 13**

TOTAL = 31.5 hours this week

WEEK 3

MON, JAN 13 13/353

TUE, JAN 14 14/352

WED, JAN 15 15/351

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:15	:15	:15
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:45	:45	:45
↑ Email and Phone Calls	↑ Email and Phone Calls	↑ Email and Phone Calls
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:15	:15	:15
:30	:30	:30
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12	12	12
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
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:30	:30	:30
:45	:45	:45
2	2	2
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↑ Email and Phone Calls

↑ Email and Phone Calls

↑ Email and Phone Calls

↑ Suggestion Boxes
Police, Courts, Seniors, Northtown Center

↑ Suggestion Boxes at Highway, Engineering, and Wastewater Treatment Plant

↑ Town Hall - Check Suggestion Box
Hardem Road Community Center
Disability Meeting
Check Suggestion Box

DECEMBER 2019

S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

JANUARY

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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	30	31	

FEBRUARY

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

to JANUARY 19

THU, JAN 16 16/350

FRI, JAN 17 17/349

SAT, JAN 18 18/348

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↑ E-mail and Phone Calls

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↑ E-mail + Phone Calls

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↑ Town Hall - State of the State address with Commissioner Mark Schroeder

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↑ Meeting with Supervisor and Chief of Staff

↓

↑ Installation of Historical marker at St. Benedicts

↓

↑ E-mail + phone Calls

↓

↑ Veterans Ceremony with Congressman Higgers & Assembly Member Mc Mason

↓

6-10pm Amherst Police Annual Dinner
SUN, JAN 19 19/347

2-7pm Town Board Agenda Review

APR 14 '20 PM 1:21 BCUD

from **JANUARY 20** TOTAL = 36.5 hours this week
 WEEK 4

MON JAN 20	TUE JAN 21	WED JAN 22
7 Martin Luther King Jr. Day	7	7
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8	8	8
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↑ Email
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↑ Email
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↑ Email and Phone calls
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↑ Laptop Wi-Fi Installation
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↑ Arrive at Town Hall
Meeting Preparation
↓ Amherst Town Board Meeting and Work Session

↑ 7 to 10pm Town Board Agenda Review
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↑ Email
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DECEMBER 2019

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22	23	24	25	26	27	28
29	30	31				

JANUARY

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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	30	31	

FEBRUARY

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16	17	18	19	20	21	22
23	24	25	26	27	28	29

to JANUARY 26

THU, JAN 23

23/343

FRI, JAN 24

24/342

SAT, JAN 25

25/341

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↑ Email and Phone Calls

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↑ Amherst Police Training Center Disabilities Press Conference / Discussion of TOWN Board Resolutions

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:30

:45

11

:15

:30

:45

12

:15

:30

:45

1

:15

:30

:45

2

:15

:30

:45

3

:15

:30

:45

4

:15

:30

:45

5

:15

:30

:45

Chinese New Year

↑ Email

↓

6-9:30 pm North Bailey Fire Dinner

SUN, JAN 26

26/340

1:30-4:30 PM Polish Arts Club Installation Dinner

7-8pm Email

APR14'20 PM 1:21 ROAD

from **JANUARY 27**

TOTAL = 31.5 hours this week

WEEK 5

MON, JAN 27 27/339

TUE, JAN 28 28/338

WED, JAN 29 29/337

7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45
9	9	9
:15	:15	:15
:30	:30	:30
:45	:45	:45
10	10	10
:15	:15	:15
:30	:30	:30
:45	:45	:45
11	11	11
:15	:15	:15
:30	:30	:30
:45	:45	:45
12	12	12
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
:15	:15	:15
:30	:30	:30
:45	:45	:45
2	2	2
:15	:15	:15
:30	:30	:30
:45	:45	:45
3	3	3
:15	:15	:15
:30	:30	:30
:45	:45	:45
4	4	4
:15	:15	:15
:30	:30	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30	:30
:45	:45	:45
6	6	6
:15	:15	:15
:30	:30	:30
:45	:45	:45
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45

Email and Phone Calls

Email and phone calls

Email and Phone Calls

Resolution Review and Preparation

DECEMBER 2019						
S	M	T	W	T	F	S
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	30	31				

JANUARY						
S	M	T	W	T	F	S
		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	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						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 FEBRUARY 2

THU, JAN 30 30/336

FRI, JAN 31 31/335

SAT, FEB 1 32/334

THU, JAN 30	FRI, JAN 31	SAT, FEB 1
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45
9	9	9
:15	:15	:15
:30	:30	:30
:45	:45	:45
10	10	10
:15	:15	:15
:30	:30	:30
:45	:45	:45
11	11	11
:15	:15	:15
:30	:30	:30
:45	:45	:45
12	12	12
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
:15	:15	:15
:30	:30	:30
:45	:45	:45
2	2	2
:15	:15	:15
:30	:30	:30
:45	:45	:45
3	3	3
:15	:15	:15
:30	:30	:30
:45	:45	:45
4	4	4
:15	:15	:15
:30	:30	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30	:30
:45	:45	:45
6	6	6
:15	:15	:15
:30	:30	:30
:45	:45	:45
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45

↑ Emails and Phone Calls

↑ Email and Phone Calls

↑ Town Board Agenda Review

↑ Supervisor East Amherst Community Meeting

↑ Town Board Agenda Review

6 to 9:30 pm
Main Transit Fire Dinner

SUN, FEB 2 33/333
Groundhog Day

12 noon to 4 pm
Town Board Agenda Review

APR 14 '20 PM 1:21 RCVD

from **FEBRUARY 3** TOTAL = 32 hours this week
WEEK 6

MON FEB 3 27/932		TUE FEB 4 36/381		WED FEB 5	
7	Constitution Day (Mexico)	7		7	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
9	↑ Emails and Phone Calls	9		9	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
10		10	↑ Email and Phone Calls	10	↓ Email and Phone Calls
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
11		11		11	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
12		12		12	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
1		1		1	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
2	Arrive Town Hall	2		2	
:15		:15		:15	
:30	↓ Employee Suggestion Review Committee	:30	↑ Email	:30	
:45		:45		:45	
3	↑ Town Board Agenda Preparation	3		3	
:15		:15		:15	
:30		:30		:30	↑ Email
:45		:45		:45	
4	↑ Amherst Town Board Work Session and Meeting	4		4	↓
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
5		5		5	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
6		6		6	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
7		7		7	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	

JANUARY

S	M	T	W	T	F	S
	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	30	31	

FEBRUARY

S	M	T	W	T	F	S
					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

MARCH

S	M	T	W	T	F	S
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	30	31				

to **FEBRUARY 9**

THU FEB 6 37/329

FRI FEB 7 38/328

SAT FEB 8 39/327

THU FEB 6	FRI FEB 7	SAT FEB 8
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45
9	9	9
:15	:15	:15
:30	:30	:30
:45	:45	:45
10	10	10
:15	:15	:15
:30	:30	:30
:45	:45	:45
11	11	11
:15	:15	:15
:30	:30	:30
:45	:45	:45
12	12	12
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
:15	:15	:15
:30	:30	:30
:45	:45	:45
2	2	2
:15	:15	:15
:30	:30	:30
:45	:45	:45
3	3	3
:15	:15	:15
:30	:30	:30
:45	:45	:45
4	4	4
:15	:15	:15
:30	:30	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30	:30
:45	:45	:30
6	6	SUN FEB 9 40/326
:15	:15	Full Moon
:30	:30	5:30-6:30 Review and
:45	:45	sign letters
7	7	7-8pm Town Hall
:15	:15	8:30-12 Midnight
:30	:30	Review Committee
:45	:45	Work and Emails
8	8	
:15	:15	
:30	:30	
:45	:45	

↑ Email and Phone Calls

↑ Email and Phone Calls

↑ Email

↑ Email and Phone Calls

↑ Fire Radio Meeting

↑ 7:30 to 9:30 Amherst Public Library Fundraiser

from **FEBRUARY 10**

TOTAL = 30 hours this week

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	:30
:45	:45	:45
9	9	9
:15	:15	:15
:30	:30	:30
:45	:45	:45
10	10	10
:15	:15	:15
:30	:30	:30
:45	:45	:45
11	11	11
:15	:15	:15
:30	:30	:30
:45	:45	:45
12	12	12
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
:15	:15	:15
:30	:30	:30
:45	:45	:45
2	2	2
:15	:15	:15
:30	:30	:30
:45	:45	:45
3	3	3
:15	:15	:15
:30	:30	:30
:45	:45	:45
4	4	4
:15	:15	:15
:30	:30	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30	:30
:45	:45	:45
6	6	6
:15	:15	:15
:30	:30	:30
:45	:45	:45
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45

↑ Email and Phone Calls

↑ Email and Phone Calls

↑ Email and Phone Calls

↑ Emails / Prepare for committee work

↑ Email and Phone Calls

↑ Harlem Road Community Center Disabilities Meeting

↑ Historic Preservation Commission

↑ Email

↑ Work on resolution

JANUARY

S	M	T	W	T	F	S
			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	30	31	

FEBRUARY

S	M	T	W	T	F	S
						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

MARCH

S	M	T	W	T	F	S
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	30	31				

to **FEBRUARY 16**

THU, FEB 13

44/322

FRI, FEB 14

45/321

SAT, FEB 15

46/320

7	7	7
:15	Valentine's Day	:15
:30		:30
:45		:45
8	8	8
:15		:15
:30		:30
:45		:45
9	9	9
:15	↑ Email and Phone Calls	:15
:30		:30
:45		:45
10	10	10
:15	↑ Email and Phone Calls	:15
:30		:30
:45		:45
11	11	11
:15		:15
:30		:30
:45		:45
12	12	12
:15	↑ Email	:15
:30		:30
:45		:45
1	1	1
:15		:15
:30		:30
:45		:45
2	2	2
:15		:15
:30		:30
:45		:45
3	3	3
:15	↑ Email and Phone Calls	:15
:30		:30
:45		:45
4	4	4
:15	↑ Email and Phone Calls	:15
:30		:30
:45		:45
5	5	5
:15		:15
:30		:30
:45		:30
6	6	6
:15		:15
:30		:30
:45		:45
7	7	7
:15	↑ Email	:15
:30		:30
:45		:45
8	8	8
:15	↑ Email and Phone Calls	:15
:30		:30
:45		:45

SUN, FEB 16

47/319

10-11 am Email
 4-7 pm Sort papers,
 Emails
 Review materials
 for Committee
 Work

from FEBRUARY 17

TOTAL = 33 hours this week
WEEK 8

MON, FEB 17 48/318		TUE, FEB 18 49/317		WED, FEB 19	
7	Presidents' Day	7		7	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
9		9		9	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
10		10		10	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
11		11		11	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
12		12		12	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
1		1		1	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
2		2		2	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
3		3		3	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
4		4		4	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
5		5		5	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
6		6		6	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
7		7		7	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	

↑ Email Laptop work

↑ Email and Phone calls

↑ Email and Phone calls

↑ Amherst Seniors Transportation Services Meeting

↑ Diversity Commission

JANUARY

S	M	T	W	T	F	S
	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	30	31	

FEBRUARY

S	M	T	W	T	F	S
					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

MARCH

S	M	T	W	T	F	S
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	30	31				

to **FEBRUARY 23**

THU FEB 20 51/615 **FRI FEB 21** 52/614 **SAT FEB 22** 53/613

7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45
9	9	9
:15	:15	:15
:30	:30	:30
:45	:45	:45
10	10	10
:15	:15	:15
:30	:30	:30
:45	:45	:45
11	11	11
:15	:15	:15
:30	:30	:30
:45	:45	:45
12	12	12
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
:15	:15	:15
:30	:30	:30
:45	:45	:45
2	2	2
:15	:15	:15
:30	:30	:30
:45	:45	:45
3	3	3
:15	:15	:15
:30	:30	:30
:45	:45	:45
4	4	4
:15	:15	:15
:30	:30	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30	:30
:45	:45	:30
6	6	SUN FEB 23 54/612
:15	:15	
:30	:30	
:45	:45	
7	7	
:15	:15	
:30	:30	
:45	:45	
8	8	
:15	:15	
:30	:30	
:45	:45	

↑ Email and Phone Calls

↑ Email and Phone Calls

↑ Agenda Review
Email

↑ Email and Phone Calls

↑ Email

↑ Email and Phone Calls

7-9pm Agenda Review

11-12: Email
12 noon - 2pm Agenda Review

10:30-11:30pm Town Hall Set Agenda

to 10pm Agenda Review: Email

from **FEBRUARY 24**

TOTAL = 32 hours this week

WEEK 9

MON, FEB 24 55/311		TUE, FEB 25 56/310		WED, FEB 26 57/309	
7	Flag Day (Mexico)	7		7	Ash Wednesday
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
9		9		9	
:15		:15		:15	
:30	↑ Email and	:30	↑ Email and	:30	
:45	Phone Calls	:45	Phone Calls	:45	
10		10		10	↑ Email and
:15		:15		:15	Phone Calls
:30		:30		:30	
:45		:45		:45	
11		11		11	
:15	↓	:15	↓	:15	
:30		:30		:30	
:45		:45		:45	
12		12		12	↓
:15		:15		:15	
:30		:30		:30	
:45	↑ Arrive Town Hall	:45		:45	
1	Senior Center	1		1	
:15	Interview	:15		:15	
:30		:30		:30	
:45	↓	:45		:45	
2	↑ Agenda	2		2	
:15	Preparation	:15		:15	
:30		:30		:30	
:45		:45		:45	
3		3		3	
:15	↓	:15		:15	
:30	↑ Town Board	:30	↑ Email	:30	↑ Emails
:45	Picture	:45		:45	
4		4	↓	4	↓
:15	↑ Amherst Town	:15		:15	
:30	Board Work	:30		:30	
:45		:45		:45	
5	Session and	5		5	
:15	Meeting	:15		:15	
:30		:30		:30	
:45		:45		:45	
6		6	↑ NFTA Meeting	6	↑ Harlem Road
:15		:15		:15	Community Center
:30		:30	↓ Sweet Home	:30	Minority Women
:45		:45	↓ Middle School	:45	Owned Business
7		7		7	Committee
:15		:15		:15	Meeting
:30		:30		:30	
:45		:45		:45	
8		8		8	↑ International
:15		:15		:15	Festival
:30		:30		:30	Meeting
:45		:45		:45	
9		9		9	↓
:15		:15		:15	
:30		:30		:30	
:45	↓ 10:45pm Leave	:45		:45	
	Town Hall				

JANUARY						
S	M	T	W	T	F	S
		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	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						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

MARCH						
S	M	T	W	T	F	S
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	30	31				

to **MARCH 1**

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	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45
9	9	9
:15	:15	:15
:30	:30	:30
:45	:45	:45
10	10	10
:15	:15	:15
:30	:30	:30
:45	:45	:45
11	11	11
:15	:15	:15
:30	:30	:30
:45	:45	:45
12	12	12
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
:15	:15	:15
:30	:30	:30
:45	:45	:45
2	2	2
:15	:15	:15
:30	:30	:30
:45	:45	:45
3	3	3
:15	:15	:15
:30	:30	:30
:45	:45	:45
4	4	4
:15	:15	:15
:30	:30	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30	:30
:45	:45	:45
6	6	6
:15	:15	:15
:30	:30	:30
:45	:45	:45
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45

↑ Email and Phone Calls

↑ Email

↑ Email and Phone Calls

↑ Email and Phone Calls

↑ Email and Phone Calls

SUN, MAR 1 61/305

12 noon to 1 pm
Email

7-8 pm Email

↑ WNY Kosciuszko Foundation Re-organization meeting

↓ Rescheduled due to snow ❄️

APR 14 '20 PM 1:22 RCVD

from **MARCH 2**

TOTAL = 37.5 hours this week

WEEK 10

MON MAR 2 62/802		TUE MAR 3 63/803		WED MAR 4 64/804	
7	Eastern Orthodox Lent begins	7		7	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
:15		:15		:15	
:30	↑ Email and Phone Calls	:30		:30	
:45		:45		:45	
9		9		9	
:15		:15		:15	
:30		:30	↑ Email and Phone Calls	:30	↑ Email and Phone Calls
:45	:45	:45		:45	
10	10	10			
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
11		11		11	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
12		12		12	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
1		1		1	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
2		2		2	
:15	↑ Town Hall Laptop Assistance Webpage updates	:15		:15	
:30		:30		:30	↑ Town Hall / Laptop Assistance
:45		:45		:45	
3	3		3		
:15		:15		:15	
:30		:30	↑ Email Town Board Agenda Item	:30	↑ Boulevard Central District zoning meeting
:45	:45	:45		:45	
4	4	4			
:15		:15		:15	↑ Amherst Public Library Board of Trustees meeting
:30	↑ Email	:30		:30	
:45		:45		:45	
5		5	5		
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
6		6		6	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
7		7		7	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
:15	↑ Email	:15		:15	
:30		:30		:30	
:45		:45		:45	

FEBRUARY

S	M	T	W	T	F	S
						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

MARCH

S	M	T	W	T	F	S
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	30	31				

APRIL

S	M	T	W	T	F	S
				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	30	

to **MARCH 8**

THU MAR 5 65/301

FRI MAR 6 66/300

SAT MAR 7 67/299

THU MAR 5 65/301	FRI MAR 6 66/300	SAT MAR 7 67/299
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45
9	9	9
:15	:15	:15
:30	:30	:30
:45	:45	:45
10	10	10
:15	:15	:15
:30	:30	:30
:45	:45	:45
11	11	11
:15	:15	:15
:30	:30	:30
:45	:45	:45
12	12	12
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
:15	:15	:15
:30	:30	:30
:45	:45	:45
2	2	2
:15	:15	:15
:30	:30	:30
:45	:45	:45
3	3	3
:15	:15	:15
:30	:30	:30
:45	:45	:45
4	4	4
:15	:15	:15
:30	:30	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30	:30
:45	:45	:45
6	6	6
:15	:15	:15
:30	:30	:30
:45	:45	:45
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45

↑ Email and Phone Calls

↑ Email and Phone Calls

↑ Email

↑ Town Hall
Senior Center Interview

↑ Town Hall - Pickup agenda
TUNY Kosciuszko Foundation
Reorganization Meeting of Daemen College

↑ 6:30 to 9:20 pm
General Pulaski Association Inc. Installation and Awards Dinner

6:30 to 9:15 North Amherst Fire Dinner

SUN MAR 8 68/298

Daylight Saving Time begins
International Women's Day

1 to 6:30 pm Agenda Review
8:20 - 10:30 pm Agenda Review / Email / Diversity Commission Minutes

AT-A-GLANCE

TOTAL = 33 hours this week

from MARCH 9

WEEK 11

MON, MAR 9 69/297		TUE, MAR 10 70/296		WED, MAR 11 71/295	
7	Purim begins at sundown	7		7	
:15	Full Moon	:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
9	↑ Email and Phone Calls	9	↑ Email and Phone Calls	9	↑ Email and Phone Calls
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
10	↓	10	↓	10	↓
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
11		11		11	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
12	↑ Arrive at Town Hall	12		12	
:15		:15		:15	
:30	↓ Senior Center	:30		:30	
:45		:45		:45	
1	↓ Interviews	1		1	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
2	↓	2		2	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
3	↑ Preparation of Agenda	3		3	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
4	↑ Amherst Town Board Work Session and Meeting	4		4	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
5		5	↑ Arrive Town Hall	5	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
6		6	↓ Diversity Commission Meeting	6	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
7		7	↓ Historic Preservation Meeting	7	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8	↓ Leave at 9:30	8		8	
:15		:15		:15	
:30	10:30-11 pm	:30		:30	
:45	Email	:45	↓ Wrap up work from HPE	:45	
			Leave Town Hall 10:15 PM		

FEBRUARY

S	M	T	W	T	F	S
						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

MARCH

S	M	T	W	T	F	S
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	30	31				

APRIL

S	M	T	W	T	F	S
				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	30	31

to **MARCH 15**

THU, MAR 12 72/294

FRI, MAR 13 73/293

SAT, MAR 14 74/292

7

:15

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↑ Emails and Phone Calls ↓

↑ Emails and Phone Calls ↓

↑ Email ↓

↑ Email ↓

↑ Email ↓

APR 14 '20 PM 1:22 RCUD

SUN, MAR 15 75/291

10-10:45 Phone Call regarding Town of Amherst State of Emergency
 5:30-6:30 County Executive Press Conference and News
 7-8pm Email

from **MARCH 16**

TOTAL = 37 hours this week

WEEK 12

MON. MAR 16 7/9/200	TUE. MAR 17 7/12/00	WED. MAR 18 7/9/200
7 Benito Juarez's Birthday observed (Mexico)	7 St. Patrick's Day	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45
9	9 ↑ Email and Phone Calls	9 ↑ Email and Phone Calls
:15	:15	:15
:30	:30	:30
:45	:45	:45
10 ↑ Email	10 ↓	10
:15	:15	:15
:30	:30	:30
:45	:45	:45
11 ↓	11 News / Governor's Press conference ↑	11 ↓ Governor's Press Conference ↑
:15	:15	:15
:30	:30	:30
:45	:45	:45
12 ↑ HPC Resolution ↓	12 ↑ HPC Resolution ↓	12 ↓
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
:15	:15	:15
:30	↑ Email ↓	:30
:45	:45	:45
2	2	2
:15	:15	:15
:30	:30	:30
:45	:45	:45
3	3 ↑ Police Training Facility Meeting regarding Pandemic Planning School Districts ↓	3 ↑ Police Training Facility Meeting with school Districts ↓
:15	:15	:15
:30	:30	:30
:45	:45	:45
4	4	4
:15	:15	:15
:30	↑ Email / CLG Grant ↓	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30	:30
:45	:45	:45
6	6 ↓ Email	6 ↓ New 3
:15	:15	:15
:30	:30	:30
:45	:45	:45
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45
9	9	9
:15	:15	:15
:30	:30	:30
:45	:45	:45

FEBRUARY

S	M	T	W	T	F	S
						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

MARCH

S	M	T	W	T	F	S
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	30	31				

APRIL

S	M	T	W	T	F	S
						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
30	31					

to MARCH 22

THU MAR 19 79/287		FRI MAR 20 80/286		SAT MAR 21 81/285	
7	Spring begins	7		7	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
8		8		8	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
9		9	↑ Email	9	
:15		:15		:15	
:30	↑ Newspaper -	:30		:30	
:45	coronavirus	:45	↓	:45	
10		10		10	
:15		:15		:15	
:30	10:40 Governor's press	:30		:30	
:45	conference	:45		:45	
11	↑ Email	11	↑ Governor's Press	11	↑ Governor's Press
:15		:15	Conference	:15	Conference
:30	↓ Presidential	:30	Presidential	:30	
:45	Press	:45	Press Conference	:45	
12	Conference	12		12	
:15		:15		:15	
:30		:30		:30	White House
:45		:45		:45	updates
1		1	↑ Town Hall to	1	↑ Agenda Review
:15		:15	Pick up agenda	:15	
:30		:30		:30	
:45		:45	↓	:45	
2		2	↑ Email	2	
:15		:15		:15	
:30		:30		:30	
:45		:45	↓	:45	
3	↑ Email	3		3	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
4	↓ Phone Call	4		4	
:15	Town attorney	:15		:15	
:30	regarding	:30	↑ Email	:30	
:45	pandemic	:45	↓	:45	
5		5		5	
:15		:15		:15	
:30		:30		:30	
:45		:45		:45	
6		6		6	1 pm Email
:15		:15		:15	to 2 pm
:30		:30		:30	
:45		:45		:45	
7		7		7	2 to 6 pm
:15		:15		:15	Agenda Review
:30		:30		:30	
:45		:45		:45	
8	↑ 9 to 10 pm -	8		8	
:15	Email	:15		:15	
:30		:30		:30	
:45		:45		:45	

from **MARCH 23**

TOTAL = 37 hrs this week

WEEK 13

MON, MAR 23 83/283

TUE, MAR 24 84/282

WED, MAR 25 85/281

7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45
9	9	9
:15	:15	:15
:30	:30	:30
:45	:45	:45
10	10	10
:15	:15	:15
:30	:30	:30
:45	:45	:45
11	11	11
:15	:15	:15
:30	:30	:30
:45	:45	:45
12	12	12
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
:15	:15	:15
:30	:30	:30
:45	:45	:45
2	2	2
:15	:15	:15
:30	:30	:30
:45	:45	:45
3	3	3
:15	:15	:15
:30	:30	:30
:45	:45	:45
4	4	4
:15	:15	:15
:30	:30	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30	:30
:45	:45	:45
6	6	6
:15	:15	:15
:30	:30	:30
:45	:45	:45
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45

↑ Emails / Phone Calls
↓

↑ Emails / Phone Calls
↓ Minority / Women Owned Business Email

↑ Email
↓

Presidential Press Conference

↑ Email
↓

↓ Dry Run for Zoom
↓ Amherst Town Board Meeting

↑ Email
↓

↑ Email
↓ Work with IT to prepare for using Zoom for Town Board Meeting

↑ Email
↓

9 to 10 pm Review Suspension Items for Board Mtg

↓ Email

↑ Governor's Press Conference
↓

↑ Email
↓

↑ Email
↓

↑ County Executive Press Conference with Commission SHERK = SENIAR
↓

↑ Ch. 2 News - Drive Through Testing at Amherst
↓ Highway Garage

↓ Prepared for Zoom Meeting connected

↓ Amherst Town Board Meeting
Went 7:50pm
8-8:30pm Supervisors
10-11 pm phone call

↑ Email
↓

FEBRUARY

S	M	T	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	26	27	28
29	30	31				

MARCH

S	M	T	W	T	F	S
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	30	31				

APRIL

S	M	T	W	T	F	S
	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	30		

to **MARCH 29**

THU, MAR 26 86/280

FRI, MAR 27 87/279

SAT, MAR 28 88/278

Time	THU, MAR 26	FRI, MAR 27	SAT, MAR 28
7		7	7
:15		:15	:15
:30		:30	:30
:45		:45	:45
8		8	8
:15		:15	:15
:30		:30	:30
:45		:45	:45
9		9 ↑ Email	9
:15		:15	:15
:30		:30	:30
:45		:45	:45
10		10	10 ↓ Email
:15		:15	:15
:30		:30	:30
:45		:45	:45
11	↑ Ch. 2 News	11 ↑ Governor's Press Conference at Janets Center	11
:15	↓ Governor's Press Conference	:15	:15
:30		:30	:30
:45		:45	:45
12		12 ↓	12 ↑ Governor's Press Conference
:15		:15	:15
:30		:30	:30
:45		:45	:45
1	↓ Email	1 ↑ Email	1
:15		:15	:15
:30		:30	:30
:45		:45	:45
2		2	2
:15		:15	:15
:30		:30	:30
:45		:45	:45
3		3 ↑ County Executive Press Conference	3 ↑ County Executive Press Conference
:15		:15	:15
:30		:30	:30
:45		:45	:45
4		4	4
:15		:15	:15
:30		:30	:30
:45		:45	:45
5		5	5 ↓ 8-11 pm Researching 2002 Events
:15		:15	:15
:30		:30	:30
:45		:45	:30
6		6 ↓ Presidential Press Conference / NBC Nightly News	SUN, MAR 29 89/277
:15		:15	10-11 Email
:30		:30	12 noon Governor's Press Conference to 1 pm
:45		:45	
7		7	10-10:30 pm Email
:15		:15	
:30		:30	
:45		:45	
8	↓ All to 11:30 pm ↓ Email	8	
:15		:15	
:30		:30	
:45		:45	

APR 14 '20 PM 1:23 ROWD

TOTAL = 11.5 hours for 2 days at conclusion of the month

from MARCH 30

WEEK 14

MON MAR 30 90/276	TUE MAR 31 91/275	WED APR 1
7	7	7 April Fools' Day
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45
9	9	9
:15	:15	:15
:30	:30	:30
:45	:45	:45
10	10	10
:15	:15	:15
:30	:30	:30
:45	:45	:45
11	11	11
:15	:15	:15
:30	:30	:30
:45	:45	:45
12	12	12
:15	:15	:15
:30	:30	:30
:45	:45	:45
1	1	1
:15	:15	:15
:30	:30	:30
:45	:45	:45
2	2	2
:15	:15	:15
:30	:30	:30
:45	:45	:45
3	3	3
:15	:15	:15
:30	:30	:30
:45	:45	:45
4	4	4
:15	:15	:15
:30	:30	:30
:45	:45	:45
5	5	5
:15	:15	:15
:30	:30	:30
:45	:45	:45
6	6	6
:15	:15	:15
:30	:30	:30
:45	:45	:45
7	7	7
:15	:15	:15
:30	:30	:30
:45	:45	:45
8	8	8
:15	:15	:15
:30	:30	:30
:45	:45	:45

↑ Email
News/Governor
Press conference

↑ Emails and Phone
Calls

↓ Superior Kulpa
Chamber of
Commerce Zoom
Video about Pandemic

↓ Email/Phone
County Executive
Policy Press
Conference

↑ Email

↑ Email

↑ Governor's Press
Conference / Ch &
News Update

↑ Email

↑ County Executive
Press conference
National Doctors Day

↑ Email
to 9:30 pm

TOTAL HOURS

for January,
February and
March 2020 =
436



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

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Town Clerk

APR 20 '20 AM 10:47 RCVD

Town of Amherst - 2020 Time Log
Town Clerk: Francina J. Spoth

Year 2020			Daily
Date	Day	Description	Hours
1-Jan	Wed	Holiday	
2-Jan	Thursday	Office - 8:00AM to 4:30PM - no lunch Worked All Day in Town Hall. Organized records and office, training, e-mails, phone calls, reports, researching, computer work, internal meetings and preparing for Town Board Meeting.	8.5
3-Jan	Friday	Office - 8:00AM - 3:30PM - no lunch Worked All Day in Town Hall Online training for Adoptee Bill of Rights, reports e-mails, preparing for taxes, training, phone calls, internal meetings, computer work and preparing for Town Board Meeting. Swearing in Ceremony from 5:00pm - 7:30pm	7.5 2.5
4-Jan	Saturday	7:00AM - 10:30AM - Read Tax Collection Book	3.5
6-Jan	Monday	Office - 8:00AM to 8:30PM - lunch 1 hr. Worked All Day in Town Hall E-mails, preparing for taxes, phone calls, internal meetings, researching, reading materials, computer work, preparing for Town Board Meeting and Town Board Meeting.	11.5
7-Jan	Tuesday	Office - 7:30AM - 5:00PM - lunch 1 hr. Worked All Day in Town Hall Helped open office, phone calls, reading materials, training, internal meetings, worked on reports, researched grants and organized office.	8.5
8-Jan	Wed	Office - 7:30AM - 4:30PM - working lunch meeting Worked All Day Town Hall Helped open office, worked on reports, read tax materials, training, organized office, e-mails, computer work and phone calls.	9.0
9-Jan	Thursday	Office - 7:30AM - 5:00PM - lunch 2 hrs. Worked All Day Town Hall Helped open office, training, worked on reports, meeting for Introduction to M&T Bank, phone calls, computer work and read materials.	7.5

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 Francina J. Spoth
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Town of Amherst - 2020 Time Log
Town Clerk: Francina J. Spoth

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.	
13-Jan	Monday	Office - 7:30AM - 5:00PM - lunch 1hr.	8.5
		Worked All Day Town Hall	
		Meeting with Auditors, meeting about grants.	
		Internal meetings. Phone calls, e-mails, training, computer work, organized paper work, dog renewals and scheduling season help.	
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 meetings, training and worked on reports.	
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
		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	
21-Jan	Tuesday	Office - 8:00AM - 9:00PM - lunch 1 hr.	12.0
		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 and Town Board Meeting.	

Town of Amherst - 2020 Time Log
Town Clerk: Francina J. Spoth

Year 2020			Daily
Date	Day	Description	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 Ethnic	
		Meeting, phone calls, e-mails, tax collection,	
		internal meetings and worked on reports.	
23-Jan	Thursday	Office - 8:00AM - 5:00PM - lunch 30 mins.	8.5
		Worked All Day at Town Hall	
		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	
		Phone calls, e-mails, tax collection, internal	
		meetings, worked on reports, organized files and	
		attended event for Vettrans.	
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	
		Office at Amherst and Village Town Chili Cook Off	
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	
		meetings, worked on reports, meeting with	
		Assessor and conference call.	
28-Jan	Tuesday	Office - 7:30AM - 4:30PM - lunch 30 mins.	8.5
		Worked All Day at Town Hall	
		Phone calls, e-mails, tax collection, internal	
		meetings and worked on reports.	
29-Jan	Wed	Office - 7:30AM - 5:00PM - lunch 1 hr.	8.5
		Worked All Day at Town Hall	
		Phone calls, e-mails, tax collection, internal	
		meetings, worked on reports, organized files and	
		conference call.	

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Town Clerk

Town of Amherst - 2020 Time Log
Town Clerk: Francina J. Spoth

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.	
31-Jan	Friday	Office - 8:00AM - 5:00PM - lunch 30 mins.	8.5
		Worked All Day at Town Hall	
		Phone calls, e-mails, tax collection, internal meetings, worked on reports and prepared for Town Board Meeting.	
January Total Hours			195.0
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
		Worked at Town Hall / Attended Clerks Luncheon	
		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	
		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
		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 Head Meeting.	

Town of Amherst - 2020 Time Log
Town Clerk: Francina J. Spoth

7-Feb	Friday	Attended Mad Hatter Gala - 7:00PM - 10:00PM	3.0
9-Feb	Sunday	3:00PM - 4:00PM - Spoke with residents and answered their concerns.	1.0
10-Feb	Monday	Office - 7:30AM - 4:30PM - lunch 2 hr. Worked All Day at Town Hall Phone calls, e-mails, tax collection, internal meetings and worked on reports.	7.0
11-Feb	Tuesday	Office - 8:00AM - 5:00PM - lunch 1 hr. Worked All Day at Town Hall Phone calls, e-mails, tax collection, internal meetings and worked on reports.	8.0
12-Feb	Wed	Office - 7:30AM - 4:00PM - no lunch Worked All Day at Town Hall Phone calls, e-mails, tax collection, internal meetings, worked on reports, organized files and lunch meeting.	8.5
13-Feb	Thursday	Office - 8:30AM - 5:00PM - lunch 1 hr. Worked All Day at Town Hall Phone calls, e-mails, tax collection, internal meetings, worked on reports and organized files.	7.5

14-Feb	Friday	Office - 7:30AM - 5:30PM - lunch 1 hr. Worked All Day at Town Hall Phone calls, e-mails, tax collection, internal meetings and worked on reports.	9.0
17-Feb	Monday	Holiday	
18-Feb	Tuesday	Office - 7:00AM - 7:00PM - lunch 1 hr. Worked All Day at Town Hall Helped with opening up, phone calls, e-mails tax collection, internal meetings, worked on reports and organized files.	11.0
19-Feb	Wed	Office - 7:15AM - 5:15PM - lunch 1hr. Worked All Day at Town Hall Helped with opening up, phone calls, e-mails, internal meetings, worked on reports and researched grants.	9.0

Town of Amherst - 2020 Time Log
Town Clerk: Francina J. Spoth

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
		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
26-Feb	Wed	Office - 8:30AM - 5:00PM - lunch 1 hr.		7.5
		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		
		Phone calls, e-mails, research, worked on		
		reports and internal meetings.		
February Total Hours				171.0

Town of Amherst - 2020 Time Log
Town Clerk: Francina J. Spoth

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	
		Phone calls, e-mails, internal meeting and worked on reports.	
4-Mar	Wed	Office - 8:00AM - 4:30PM - lunch 1 hr.	7.5
		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 on reports and internal meetings, grant meeting and prepared for Town Board Meeting.	
6-Mar	Friday	Office - 7:30AM - 4:30PM - lunch 1hr.	8.0
		Worked All Day at Town Hall	
		Helped open up, phone calls, e-mails, worked on reports and internal meetings, prepared for Town Board Meeting.	
7-Mar	Saturday	6:00PM - 10:00PM Installation Dinner North Amherst Fire Company	4.0
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 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.	

COFF

Clerk

Town of Amherst - 2020 Time Log
Town Clerk: Francina J. Spoth

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
		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
		Worked All Day at Town Hall	
		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 All Day at Town Hall	
		Opened up, phone calls, e-mails, tax	
		collection, worked on reports and internal	
		meetings and emergency meeting.	
18-Mar	Wed	Office - 7:30AM - 4:30PM - lunch 1 hr.	8.0
		Worked All Day at Town Hall	
		Opened up, phone calls, e-mails, handled	
		Residents, worked on reports, internal meetings	
		and emergency meeting.	
19-Mar	Thursday	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.	

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 Town Clerk

**Town of Amherst - 2020 Time Log
Town Clerk: Francina J. Spoth**


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.	
23-Mar	Monday	Office - 8:30AM - 4:30PM - no lunch	8.0
		Worked All Day at Town Hall	
		Opened up, phone calls, e-mails, hand Residents	
		worked on reports and internal meetings and prepared for Town Board Meeting.	
24-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 and prepared for Town 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
		Worked All Day at Town Hall	
		Opened up, phone calls, e-mails, worked on reports, internal meeting, emergency meeting and handled 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.	

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APR 20 '20 10:49 RCUD

Town of Amherst - 2020 Time Log
Town Clerk: Francina J. Spoth

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
			January, February, March Grand Total Hours	552.0


 Francina J. Spoth
 Town Clerk

APR 20 '20 AM 10:49 RCVD