

Please type or print clearly  
 in blue or black ink

Received Date

# Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

3 0 0 4 5

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev. 09/18)

BE IT RESOLVED, that the Town of Amherst / 30045 / Amherst 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:

Title:	Standard Work Day: (Hrs/day) Min. 6 hrs Max. 8 hrs	Name: (First and Last)	Social Security Number: (Last 4 digits)	NYSLRS ID:	Tier 1 (Check only if member is Tier 1)	Current Term Begin & End Dates: (mm/dd/yy-mm/dd/yy)	Record of Activities Result:*	Not Submitted: (Check only if official did not submit their Record of Activities)
<b>Elected Officials:</b>								
Councilmember	6	Jacqueline Berger		R12790128	<input type="checkbox"/>	01/01/18-12/31/21	26.68	<input type="checkbox"/>
<b>Appointed Officials:</b>								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>

I, Jeffery Zeplovitz (Name of Secretary or Clerk), secretary/clerk of the governing board of the Town of Amherst (Name of Employer), of the State of New York,

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.

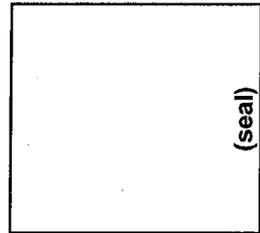
IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Amherst (Name of Employer) on this \_\_\_ day of \_\_\_, 20\_\_\_

(Signature of Secretary or Clerk)

**Affidavit of Posting:** I, Jeffery Zeplovitz (Name of Secretary or Clerk) being duly sworn, deposes and says that the posting of the Resolution began on

and continued for at least 30 days. That the Resolution was available to the public on the:

- Employer's website at: \_\_\_\_\_
- Official sign board at: \_\_\_\_\_
- Main entrance Secretary or Clerk's office at: \_\_\_\_\_



Record of Activities

Jacqueline G Berger

Date	Start Time	End Time	Activity	Time
5/1/2019	9:00 AM	12:00 PM	CSEA Negotiations	
	2:00 PM	3:00 PM	Meeting regarding Town Health Insurance Plans	
	3:00 PM	5:00 PM	Meetings with Town Department Heads and staff	
	6:30 PM	8:30 PM	Amherst Conservation Advisory Council	
5/2/2019	11:00 AM	3:00 PM	Review and Prepare for negotiations	8 hours
		2 hours	Emails and Phone calls with Department Head, Staff, and Constituents	
5/3/2019	2:00 PM	4:00 PM	Phone calls with Department Head, Staff, and Constituents	6 hours
	8:00 PM	10:00 PM	Emails and review of materials	
5/4/2019	10:00 AM	1:00 PM	Negotiations Preparation	4 hours
	6:00 PM	9:00 PM	Review materials, emails and phone calls	
3 Day Week Total				24 hours
5/5/2019	6:00 PM	10:00 PM	Prepare for Town Board Meeting	
5/6/2019	9:30 AM	12:00 PM	Erie County Opioid Task Force	4 hours
	1:00 PM	4:00 PM	Meetings with Department Heads & staff	
	4:00 PM	5:00 PM	Work Session	
	5:00 PM	7:00 PM	Discussions with other board members/staff	
	7:00 PM	8:45 PM	Board Meeting	
	8:45 PM	9:30 PM	Office Work	
5/7/2019	8:30 AM	10:00 AM	Amherst Task Force for Healthy Community Healthy Youth	11 hours
	10:00 AM	11:00 AM	Emails and phone calls with constituents and town employees	
	7:00 PM	11:00 PM	Emails and phone calls with constituents and town employees, Review LED Proposals	
5/8/2019	10:00 AM	12:30 PM	LED Streetlight RFP Interview	6.5 hours

	12:30 PM	2:30 PM	Meetings with Engineering Department Head and staff	
	3:30 PM	4:30 PM	Meeting with one of the Amherst Union Presidents	
	7:00 PM	8:30 PM	Amherst Youth Board	
	8:30 PM	9:00 PM	Meet with Constituent	
5/9/2019	9:30 AM	12:30 PM	LED Streetlight RFP Interview	7.5 hours
	12:30 PM	2:30 PM	Meet with Engineering staff	
	7:00 PM	9:00 PM	Emails and phone calls with constituents and town employees	
5/10/2019	8:00 AM	9:30 AM	Meeting regarding potential grants for the town	7 hours
	8:30 PM	10:00 PM	Meeting with constituents	
	4:00 PM	7:00 PM	Emails and phone calls with constituents and town employees	
Total				6 hours
Total				42 hours

5/13/2019	9:00	11:00 AM	Amherst Local Waterfront Revitalization Program Advisory Committee	
	11:45 AM	12:45 PM	Meeting with Youth and Recreation Staff	
	3:00 PM	4:15 PM	CEC Committee Meeting	
	4:15 PM	5:30 PM	Meetings with Supervisor and Department Heads	
	5:30 PM	6:30 PM	Office work, mail, email and phone calls	
5/14/2019	8:30 AM	10:30 PM	Negotiations Preparation	6.5 hours
	4:00 PM	5:00 PM	Meetings with Youth and Recreation Department Head and Staff	
	5:00 PM	6:30 PM	Recreation Commission Meeting	
		2 hours	Emails and phone calls with constituents and town employees	
5/15/2019	1:30 PM	4:30 PM	Engineering Budget Meeting & Planning	6.5 hours
		2 hours	Emails and phone calls with constituents and town employees	
5/16/2019	11:30 AM	1:30 PM	Meeting regarding DEC and Land Conservancy Concerns	5 hours
	1:30 PM	5:00 PM	LED Streetlight RFP Interview	
	6:00 PM	8:30 PM	Planning Board	

8 hours

5/17/2019	8:30 AM	10:00 AM	Amherst IDA
	12:00 PM	1:00 PM	Amherst Youth Foundation Meeting
	1:00 PM	6:00 PM	Meetings and Office Work
5/18/2019	10:00 AM	1:00 PM	Prepare for Town Board Meeting

7.5 hours

3 hours

36.5 hours

Total

5/20/2019	2:30 PM	4:00 PM	Meetings with staff
	4:00 PM	6:30 PM	Work Session
	6:00 PM	7:00 PM	Discussions with other board members/staff
	7:00 PM	9:15 PM	Board Meeting
	9:15 PM	9:45 PM	Office Work

7.25 hours

5/21/2019	4:00 PM	6:30 PM	Office work, emails and phone calls
	6:30 PM	9:30 PM	Zoning Board of Appeals

5.5 hours

5/22/2019	3:30 PM	4:30 PM	Amherst Youth Foundation Meeting
	4:30 PM	9:30 PM	Office work, mail, email and phone calls

6 hours

5/23/2019	8:30 AM	9:30 AM	Meeting with the Supervisor
	9:30 AM	1:00 PM	LED Streetlight RFP Interview
	1:00 PM	3:00 PM	Meetings in HR- CSEA Negotiation
	3:00 PM	4:00 PM	Discussions in Planning
	4:00 PM	4:15 PM	Special Board Meeting

7.75 hours

5/24/2019	8:30 AM	11:00 AM	Memorial Day Event and Clean up
	11:00 AM	5:00 PM	Work in Amherst State Park, emails, phone calls and meetings

8.5 hours

5/25/2019 2 hours Emails and phone calls with constituents and town employees 2 hours

Total 37 hours

5/27/2019 11:00 AM 12:30 PM Memorial Day Event  
 12:30 PM 3:00 PM Review materials, phone calls, and emails

5/28/2019 7:00 PM 10:00 PM Phone calls, emails, and prepare for LED streetlight interview 3 hours

5/29/2019 1:30 PM 6:00 PM LED Streetlight RFP Interview & discussion 3 hours  
 6:00 PM 9:00 PM Planning Training

5/30/2019 8:00 AM 9:30 AM Meeting with Supervisor 7.5 hours  
 1:30 PM 6:30 PM Meetings in HR, planning, phone calls and emails -CSEA Negotiations

5/31/2019 9:00 AM 11:00 AM Engineering Budget Meeting 6.5 hours  
 11:00 AM 3:30 PM Meetings with staff, dept. heads, email and phone calls

6/1/2019 10:00 AM 1:00 PM Prepare for board meeting  
 1:00 PM 2:00 PM Phone calls  
 2:00 PM 5:00 PM Review contracts 7 hours

(Holiday week)4 Days Total 33.5 hours

Date	Start Time	End Time	Activity	Time
6/3/2019	1:30 PM	4:00 PM	Meeting with HR Department Head	7.5 hours
	4:00 PM	4:45 PM	Work Session	
	4:45 PM	7:00 PM	Discussions with other board members/staff	
	7:00 PM	8:00 PM	Board Meeting	
	8:00 PM	9:00 PM	Office work	
6/4/2019	8:30 AM	10:00 AM	Amherst Task Force for Healthy Community Healthy Youth	7.5 hours
	1:00 PM	2:00 PM	Preparations for Negotiations	
	2:00 PM	4:00 PM	CSEA Negotiations	
	4:00 PM	7:00 PM	Meetings with department heads and staff, emails and phone calls	
6/5/2019	4:00 PM	8:00 PM	Review materials, phone calls, and emails	7.5 hours
6/6/2019	7:00 AM	12:30 PM	Meetings with developers regarding Northtown Center and Westwood and plans for Park, meeting with Supervisor Kulpa	4 hours
	7:00 PM	9:00 PM	Emails, phone calls, and review materials	
	8:30 AM	10:00 AM	Amherst IDA Meetings	
6/7/2019	3:00 PM	7:00 PM	Meetings with dept. heads, staff, and constituents, emails, and review materials	7.5 hours
	1:00 PM	4:00 PM	Grand Opening and Ribbon Cutting:	
6/8/2019	5:00 PM	6:30 PM	National Federation of the Blind Outreach Center	5.5 hours
			Planning and Work at Amherst State Park	
	Total			
			36.5 hours	
6/10/2019	12:00 PM	3:00 PM	Discussions with staff in HR, Building, and Planning	5.5 Hours
	3:00 PM	4:00 PM	Clean Energy Community Committee Meeting	
	4:00 PM	5:30 PM	Meeting with Engineering Union Representatives	
6/11/2019	8:30 AM	12:00 PM	Park Planning	5.5 Hours
	5:00 PM	6:30 PM	Recreation Commission Meeting	
	7:30 PM	9:00 PM	Review materials, phone calls, and emails	

6/12/2019	10:00 AM 3:00 PM	11:30 AM 5:00 PM	Discussions with staff in HR, Building, and Planning Review materials, phone calls, and emails	5.5 hours
6/13/2018	8:00 AM 10:00 AM 7:00 PM	10:00 AM 1:00 PM 9:30 PM	Meeting with the Supervisor Discussions with staff in HR, Building, and Planning Review materials, phone calls, and emails	3.5 hours
6/14/2019	9:00 AM 10:00 AM 4:00 PM	10:00 AM 12:30 PM 6:00 PM	Meet with Youth and Recreation Department Head Office work, discussions with staff at town hall Dedication of Science Building at Park School	7.5 hours
6/15/2019	11:00 PM 1:00 PM	1:00 PM 6:00 PM	Work at Amherst State Park and Veteran's Memorial Review materials, phone calls, and emails, work on negotiations	5.5 hours
Total				5 hours
Total				35.5 hours
6/16/2019	8:00 PM	10:00 PM	Prepare for Board Meeting	2 hours
6/17/2019	1:00 PM 2:00 PM 4:00 PM 5:00 PM 7:00 PM 7:00 PM	2:00 PM 4:00 PM 5:00 PM 7:00 PM 8:45 PM	HR Personnel Issues Office work, emails and phone calls Work Session Meet with staff, talk to board members, and email Town Board Meeting	2 hours
6/18/2019	1:30 PM 4:00 PM 6:30 PM	4:00 PM 6:30 PM 9:30 PM	LED Streetlight RFP Meeting Office work, emails and phone calls Zoning Board of Appeals	7.75 hours
6/19/2019	9:00 AM 10:00 AM 12:00 PM 1:00 PM	10:00 AM 12:00 PM 1:00 PM 3:00 PM	Negotiations Preparation Negotiations Engineering Nature View Park Meeting with Land Conservancy	8 hours

3:00 PM 5:00 PM 8 hours

6/20/2019 8:00 AM Meeting with the Supervisor  
 10:00 AM 12:30 PM Meetings with staff in building and planning departments  
 12:30 1:30 PM Meeting with HR director  
 1:30 PM 4:30 PM CSEA Negotiations  
 4:30 PM 6:00 PM Meeting with planning department staff, office work  
 6:00 PM 8:45 PM Planning Board Meeting  
 Total 12.75 hours  
 38.5 hours

June 21 - 26-Jun Vacation

6/27/2019 8:00 AM Meeting with supervisor  
 10:00 AM 12:00 PM CSEA Negotiations  
 1:30 PM 4:00 PM LED Streetlight RFP Discussion

6/29/2019 9:00 AM Billy Wilson Playground Community Build  
 6:00 PM 8:00 PM Negotiations preparation  
 Total 2 day week 6.5 hours  
 7 hours  
 13.5 hours

Date	Start Time	End Time	Activity	Time
7/1/2019	12:00 PM	3:00 PM	Town Hall Office	7.5 hours
	3:00 PM	4:30 PM	Town Board Meeting	
	4:30 PM	7:30 PM	Town Hall Office	
7/3/2019	8:00 AM	3:00 PM	Meetings in HR, and Building and office work	7 hours
7/4/2019	8:00 PM	11:00 PM	Work the 4th of July Event	3 hours
7/5/2019	10:00 AM	5:00 PM	Emails, Phone calls, review policies, zoning issues, discuss with staff	7 hours
7/6/2019	9:00 AM	2:00 PM	Work on and in parks	5 hours
Total				29.5 hours
4 day week				
7/8/2019	9:00 AM	1:00 PM	Phone calls, emails, and discussions with staff	7 hours
	6:00 PM	9:00 PM	Community Meeting	
7/9/2019	8:00 AM	9:00 AM	Office work	6.5 hours
	9:00 AM	11:30 AM	Golf Facilities Meeting	
	5:00 PM	6:30 PM	Recreation Commission Meeting	
	6:30 PM	8:00 PM	Phone calls and emails	
7/10/2019	9:00 AM	12:30 PM	CSEA Negotiations	8 hours
	3:00 PM	4:00 PM	Office Work	
	4:00 PM	5:30 PM	Meeting with UBMD regarding Amherst Central Park	
7/11/2019	7:00 PM	9:00 PM	Amherst Youth Board	6 hours
	8:00 AM	10:30 AM	Amherst IDA and Public Hearing	
7/12/2019	10:30 AM	2:00 PM	Discussions at Town Hall with staff, Supervisor	4 hours
	5:00 PM	9:00 PM	Community Activities and discussions with constituents	

7/13/2019	1:00 PM	5:00 PM	Phone calls and meetings with constituents	4 hours
Total				35.5 hours
7/15/2019	12:00 PM	12:30 PM	Discussion on Zoning Issue	
	12:30 PM	1:30 PM	Negotiations Preparation	
	1:30 PM	3:00 PM	LED Streetlight Meeting	
	3:00 PM	5:00 PM	CEC Committee Meeting	
	5:00 PM	8:00 PM	Office work, emails, and phone calls	
7/16/2019	8:00 AM	9:00 AM	Meet with HR Department Head and Supervisor re: negotiations	6 hours
	9:00 AM	11:00 AM	Amherst Central Park Meeting: Town Square	
	11:00 AM	2:00 PM	Discussions at Town Hall with staff and review materials	
	2:00 PM	4:00 PM	LED Streetlight Meeting	
	4:00 PM	8:00 PM	Community Event and Parade	
7/17/2019	10:00 AM	12:00 PM	Meet with HR Department Head and Supervisor	10 hours
	1:30 PM	4:00 PM	Meeting regarding Negotiations	
	7:00 PM	9:00 PM	Discussions with constituents	
7/18/2019	8:00 AM	10:00 AM	Meeting with Supervisor	6.5 hours
	7:30 PM	11:00 PM	Phone calls, emails and review materials	
7/19/2019	10:00 AM	6:00 PM	Town Hall Office - discussions in Planning, Building, and HR	5.5 hours
7/20/2019	1:00 PM	3:00 PM	Discussions with constituents	8 hours
7/21/2019	8:00 PM	10:00 PM	Prepare for Board Meeting	2 hours
7/22/2019	12:00 PM	4:00 PM	Meetings at Town Hall	
	4:00 PM	5:45 PM	Work Session	
	5:45 PM	7:00 PM	Discussions with other board members/staff	
Total				38 hours

		7:00 PM	11:00 PM	Town Board Meeting	11 hours
7/23/2019	1:00 PM	3:00 PM	3:00 PM	Meeting: Small Cell Code	
	3:00 PM	6:30 PM	6:30 PM	Town Hall Office	
	6:30 PM	10:15	10:15	Zoning Board of Appeals	
7/24/2019	12:00 PM	1:30 PM	1:30 PM	LED Streetlight RFP Discussion	9.25 hours
	1:30 PM	4:00 PM	4:00 PM	CSEA Negotiations	
	4:00 PM	6:00 PM	6:00 PM	Working in Town Office	
	6:00 PM	7:30 PM	7:30 PM	Energy Conservation Citizens Advisory Committee	
7/25/2019	8:00 AM	10:00 AM	10:00 AM	Meeting with the Supervisor	7.5 hours
	10:00 AM	10:30 AM	10:30 AM	Zoning Issue	
	10:30 AM	12:30 PM	12:30 PM	CSEA Negotiations	
7/26/2019	8:00 AM	10:00 AM	10:00 AM	Amherst IDA	4.5 hours
	10:00 AM	4:30 PM	4:30 PM	Town Hall Office, Discussions with staff in HR, Planning, and Building	
Total					8 hours
Total					42.25 hours
7/29/2019	10:00 AM	5:00 PM	5:00 PM	Town Hall Office , discussions with staff	7 hours
7/30/2019	12:00 PM	1:00 PM	1:00 PM	Meet with HR Director	
	1:00 PM	3:00 PM	3:00 PM	CSEA Negotiations	
	3:00 PM	6:00 PM	6:00 PM	Town Hall Office , discussions with staff	
7/31/2019	8:00 AM	10:00 AM	10:00 AM	Town Hall Office , discussions with staff	6 hours
	10AM	1:00 PM	1:00 PM	CSEA Negotiation	
	1:00 PM	3:00 PM	3:00 PM	Town Hall Office , discussions with staff	
	6:00 PM	8:00 PM	8:00 PM	Sierra Club Event regarding Town Initiatives	
8/1/2019	8:00 AM	10:00 AM	10:00 AM	Meeting with the Supervisor	9 hours
	10AM	12:00 PM	12:00 PM	Meeting regarding LMHC Health Insurance	

12:00 PM	3:00 PM	Town Hall Office, discussions with staff	
3:00 PM	4:00 PM	Premerier Presentation on Referenced Based Pricing	8 hours
8/2/2019	11:00 AM	7:00 PM Town Hall Office, discussions with staff	8 hours
Total			38 hours