

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A

(Rev. 11/19)

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

Employer Location Code
 4 0 1 1 7

BE IT RESOLVED, that the Village of Asharoken

(Name of Employer)

/ 40117 (Location Code)

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	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
Appointed Officials									
Douglas Adil	0392	210023X17	Building Inspector		6.00	143.05	<input type="checkbox"/>	2x month	<input type="checkbox"/>
Emily Hayes	0392	21039201	Treasurer		6.00	45.75	<input type="checkbox"/>	2x month	<input type="checkbox"/>
Elected Officials									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Michelle Glennon secretary/clerk of the governing board of the Village of Asharoken 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 1st day of Oct, 2024 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 Village of Asharoken on this 12 day of February, 2025.

Michelle Glennon
 (Signature of Secretary or Clerk)
 Michelle Glennon
 (Name of Employer)

Affidavit of Posting: I, Michelle Glennon being duly sworn, deposes and says that the posting of the Resolution began on 2-12-2025 and continued for at least 30 days. That the Resolution was available to the public on the: asharoken.com

(Date)

(Name of Secretary or Clerk)

Employer's website at: asharoken.com

Official sign board at: _____

Main entrance Secretary or Clerk's office at: 1 Asharoken Ave, Northport

(seal)




Doug Adil--Record of Activities

AA= Asharoken Ave.

DATE	Location	ACTIVITY	START	FINISH	# HOURS
JUNE					
6/1/2024	219 AA	Reviewed TCO/Closeout documents and surveys	10:0A	11:30A	1.50
6/1/2024	399 AA	Inspected exterior load path connectors and interior hold downs	1:00P	2:30P	1.5
6/1/2024	89 Cove Road	Inspected exterior wood framing connectors, new foundations	3:00P	4:00P	1.0
6/2/2024	250 AA	Wrote Inspection Report relative to Summons for bringing soil onto the site w/o a Permit	6:30P	8:30P	2.0
6/3/2024	238 AA	Building inspection. Discussed driveway material, apron and site grading with contractor. Inspected Garage progress.	5:00P	6:30P	1.5
6/3/2024	ALL	Wrote Monthly Building report for May 2024	7:30P	9:00P	1.5
6/4/2024	248 AA	Met with homeowner who questioned the scope of work for construction at 250 AA	5:00P	6:30P	1.5
6/5/2024	250 AA	Building & site inspection. Met with homeowner, discussed alterations in rear yard that were not permitted. Requested repair schedule.	5:00P	6:30P	1.5
6/7/2024	561 AA	Conducted plan review of permit package for new swimming pool.	6:00P	8:00P	2.0
6/8/2024	1 Lobster Way	Plan review for proposed new dock construction (No Objections)	10:00A	12:00P	2.0
6/8/2024	3 Bevin West	Building Inspection- Homeowner improvements w/o a Permit	1:00P	2:30P	1.5
6/8/2024	3 Bevin West	Started inspection report findings document.	2:30P	3:30P	1.0
6/9/2024	276 AA	Alterations-Main house plumbing, rough framing inspection	1:00P	2:30P	1.5
6/10/2024	238 AA	Plan review for proposed new swimming pool (AAN)	7:00P	9:00P	2.0
6/11/2024	3 Clamshell Lane	Plan review for proposed Bedroom expansion + issued letter of Denial	5:30P	7:30P	2.0
6/13/2024	5 Pheasant La.	Plan review of preliminary drawings- Permit Required.	5:00P	6:00P	1.0
6/14/2024	3 Clamshell Lane	Plan review for proposed Storage structure + issued letter of Denial	6:00P	7:30P	1.5
6/15/2024	317 AA	Reviewed and Approved Fence Permit application	5:30P	6:30P	1.0
6/15/2024	1 Lobster Way	Halted demolition of an existing home without a permit	9:00A	11:00A	1.5
6/15/2024	89 Cove Road	Exterior roofing, siding inspections. Rough plumbing inspection.	1:00P	2:30P	1.5
6/17/2024	284 AA	Stopped Work at 284 Asharoken Av. Due to complete demolition of the existing garage. Issued Stop Work Order via Asharoken PD.	12:00P	2:00P	2.0
6/17/2024	219 AA	Reviewed SCHED Survey- acceptable	5:45P	7:00P	1.25
6/17/2024	411 AA	Review of Fence Permit App.	5:30P	6:30P	1.0
6/18/2024	561 AA	review of Building Permit drawings	7:00P	9:00P	2.0
6/19/2024	276 AA	Alterations-Main house progress inspection	5:30P	6:30P	1.0
6/19/2024	33 Bevin Rd.	Reviewed construction drawings for Pool cabana	6:30P	8:00P	1.5
6/20/2024	7 Kew Court	Preliminary review of closeout documents for PV solar	5:00P	6:00P	1.0
6/22/2024	89 Cove Road	Interior wood framing connectors continued. MEP systems underway.	1:00P	2:30P	1.5
6/22/2024	279 AA	New construction-Main house Final inspection in Progress	2:30P	4:00P	1.5
6/23/2024	399 AA	Inspection of Wood framing, MEP systems.	5:30P	6:30P	1.0
6/27/2024	7 Kew Court	Inspection of PV Solar mounting rack	6:00P	7:00P	1.0
6/27/2024	Bevin Rd.	Inspected shoulder deterioration at the intersection of Pheasant	5:00P	6:00P	1.0
6/29/2024	35 Bevin Rd.	framing, insulation, rough plumbing inspections	1:00P	2:30P	1.5
6/29/2024	248 AA	Met with homeowner who expressed concerns regarding construction at 250AA	3:00P	4:00P	1.0
Monthly total					48.75
					hours

Doug Adil -- Record of Activities -- July 2024

AA= Asharoken Avenue

DATE	Location	ACTIVITY	START	FINISH	HOURS
7/1/2024	ALL	Wrote June Building report	4:30P	6:00P	1.5
7/1/2024	161 AA	Conducted plan review of permit package for new soaking pool.	5:30P	7:30P	2.0
7/2/2024	238 AA	Inspected interior and exterior plumbing and gas service systems.	1:00P	3:00P	2.0
7/2/2024	399 AA	Conducted detailed review of design documents for PV solar-R&R	4:00P	6:00P	2.0
7/2/2024	1 AA	Attended Monthly Board of Trustees Meeting	6:30P	8:00P	1.5
7/3/2024	89 Cove Road	Continued exterior roofing, siding inspection as the work progressed.	3:00P	4:30P	1.5
7/3/2024	Cove Road	Met with EHC representatives, inspected site conditions per a question from EHC as to whether a Building Permit is required for stormwater management and road improvements. Discussed road improvements in detail.	4:30P	6:30P	2.0
7/3/2024	250 AA	Inspected building interior, foundations; work is progressing. Inspected rear yard at dune removal- work is not progressing much at all. Informed homeowner they need to improve productivity.	6:30P	7:30P	1.0
7/6/2024	276 AA	Inspection- continued main house plumbing, rough framing re-inspection.	1:00P	2:30P	1.5
7/6/2024	5 Pheasant La.	Plan review of detailed construction drawings- Permit Required.	2:30P	4:30P	2.0
7/9/2024	561 AA	Re-review of Building Permit drawings. Approved for construction.	4:30P	6:30P	2.0
7/10/2024	35 Bevin Rd.	Framing inspection- all open items completed. Insulation continuing.	1:00P	2:30P	1.5
7/11/2024	71 Bevin Rd.	Conducted plan review of permit package for new Roof-over balcony adjacent to the new swimming pool.	12:00P	1:30P	1.5
7/12/2024	92/94 Cove Road	Investigated an anonymous complaint regarding new balcony railings were installed at these 2 locations, without a Building Permit.	8:30A	10:00A	1.5
7/12/2024	Training	Attended NY State training seminar: Energy Code for Existing Buildings	10:00A	12:00P	2.0
7/13/2024	301 AA	Reviewed Fence Permit application, travelled to the site for inspection of existing conditions. Permit request rejected due to environmental permitting concerns.	3:30P	5:00P	1.5
7/16/2024	250 AA	Investigated a complaint from a resident that their neighbor has a large dumpster on their property. Researched to Village Code and determined that there is no language that prohibits having a dumpster on residential property.	5:00P	6:30P	1.5
7/23/2024	159 AA	Conducted plan review of proposed detached garage. Plans returned for numerous deficiencies.	4:00P	6:00P	2.0
7/23/2024	204 AA	Inspection of hot tub installed w/o a Building Permit.	6:00P	7:00P	1.0
7/25/2024	71 Bevin Rd.	Re-review of proposed swimming pool plans. AAN	1:00P	3:00P	2.0
7/27/2024	89 Cove Road	Inspected completed roofing work; siding and trim still progressing.	2:30P	4:00P	1.5
7/27/2024	284 AA	Conducted surveillance to verify that no work is proceeding.	11:00A	11:30A	0.5
7/27/2024	Duck Island Rd.	Investigated complaint from one neighbor tha the neighbor's proposed fence removal will damage the adjacent patio.	12:00P	1:00P	1.0
7/27/2024	276 AA	Reviewed SCHD Survey, inspected in the field- acceptable	1:00P	2:00P	1.0
7/27/2024	279 AA	New construction-Main house , inspected attic for access, new swimming pool, new concrete retaining walls.	2:00P	4:30P	2.5
7/28/2024	33 Bevin Rd.	Performed inspection of Pool cabana; numerous issues remain to be resolved.	1:00P	2:30P	2.5
7/28/2024	7 Kew Court	Inspected installed rack mounting system for PV modules	12:00P	1:30P	1.5
7/28/2024	399 AA	Preliminary inspection of Fire Sprinkler layout, crawl space flood vents	1:30P	3:00P	1.5
7/28/2024	248 AA	Met with homeowner a second time to hear their issues with construction at 250 AA.	3:00P	4:00P	1.0
					46.5
Signed: 	7/31/2024		Monthly total		46.5

Doug Adil -- Record of Activities -- August 2024

AA= Asharoken Avenue

DATE	Location	ACTIVITY	START	FINISH	HOURS
8/1/2024	238 AA	Inspected underground gas piping trench and piping from street to house via the garage.	1:30P	3:00P	1.5
8/1/2024	327 AA	Conducted plan review of permit package for interior alterations	5:30P	7:30P	2.0
8/2/2024	Training	Attended NY State training seminar: Overview of Alterations in 2020 EBC	10:00A	12:00P	2.0
8/2/2024	225 AA	Conducted a site walkthrough to verify zoning conformance.	12:00P	1:00P	1.0
8/2/2024	561 AA	Conducted detailed review of design documents to confirm estimated cost for Building Permit. Cost as submitted by applicant found to be very low.	1:00P	3:00P	2.0
8/3/2024	250 AA	Re-inspected building interior, foundations; work is continuing. Inspected rear yard at dune removal- work still is not progressing adequately. Informed APD that they need to touch base with the homeowner.	3:30P	5:00P	1.5
8/3/2024	5 Pheasant La.	Met with homeowner to review the scope of work and examine the construction drawings. Permit to hopefully be issued the following week.	5:00P	6:00P	1.0
8/3/2024	89 Cove Road	Performed inspection of exterior siding, trim as the work progressed.	6:45P	7:45P	1.0
8/5/2024	ALL	Wrote July Building report	4:30P	6:00P	1.5
8/7/2024	284 AA	Conducted surveillance to verify that no work is proceeding.	5:00p	5:30P	0.5
8/7/2024	561 AA	Performed framing inspection of the house interior, along with review of proposed energy conservation methodology	5:30p	6:30P	1.0
8/12/2024	225 AA	Gas service inspection (piping, trench, caution tape, anode, proper depth, proper material...galvanized at exterior) etc.	3:30P	5:00P	1.5
8/12/2024	276 AA	Inspection- insulation throughout the interior..	5:00P	6:00P	
8/12/2024	250 AA	Met with homeowner to clarify the changes that are required to restore the dune. Also discussed scope of work at basement level.	6:00P	7:15P	1.25
8/12/2024	161 AA	Re-review of Building Permit drawings. Drawings still do not display the mounting height and location of soaking pool equipment per flood zone requirements.	7:30P	9:00P	1.50
8/14/2024	35 Bevin Rd.	Insulation inspection- all open items done. Next inspect.-Firestopping, then Final	5:00P	6:00P	1.0
8/17/2024	71 Bevin Rd.	Finalized plan review of permit package for new Roof-over balcony adjacent to the new swimming pool. Ready for Building Permit.	10:00A	12:00P	2.0
8/17/2024	279 AA	Gas pressure test at the manifold and at the pool equipment.	8:30A	10:00A	1.5
8/17/2024	5 Duck Island La.	Reviewed Building permit package for installation of a shed. Proposed location requires a variance.	10:00A	11:30 AM	1.5
8/18/2024	106 Cove	Preliminary plan review for new 9,000 s.f. home.	11:30A	1:30P	2.0
8/18/2024	13 Bevin Rd.	Preliminary plan review for new 7,000 s.f. home with Art Studio.	1:30P	3:30P	2.0
8/18/2024	89 Cove Road	Inspected completed siding and trim work. Roof/wall areas still need flashing. Inspected recently added footings in basement due to revised floor plan.	3:30P	5:30P	2.0
8/19/2024	159 AA	Re- review of proposed detached garage. Plans returned AAN.	4:00P	6:00P	2.0
8/19/2024	284 AA	Met with homeowner and general contractor to discuss site logistics, tie-in of existing foundation with new, flood vent requirements and related topics.	6:00P	7:00P	1.0
8/20/2024	71 Bevin Rd.	Conducted site meeting with GC and Owner to review construction rules per Village Code, site safety fencing, silt fence layout and other start-up concerns.	1:00P	2:30P	1.5
8/20/2024	89 Cove Road	Inspected completed roofing work; siding and trim still progressing.	2:30P	4:00P	2.0
8/22/2024	284 AA	Conducted surveillance to verify that no work is proceeding.	11:00A	11:30A	1.5
8/22/2024	3 Lobster Way	Met with GC and homeowner to confirm that the new generator is being installed per plans and specs.	12:00P	1:00P	1.0
8/24/2024	279 AA	Reviewed SCHED Survey, inspected in the field- Is acceptable.	1:00P	2:00P	1.0
8/24/2024	250 AA	Re-inspected rear yard at dune removal- progress continues to lag expectations. Discussed with Officer-in-Charge relative to upcoming court hearing.	3:30P	4:30P	1.0
8/26/2024	279 AA	New construction-Main house , inspected state of completion of flooring, plumbing fixtures, appliances, HVAC and at exterior, landscaping.	2:00P	4:00P	2.0
8/27/2024	33 Bevin Rd.	Performed inspection of Pool cabana; issues have been resolved. Next inspection- Final	1:00P	2:00P	1.0
8/28/2024	7 Kew Court	Inspected installed rack mounting system for PV modules	12:00P	1:30P	1.5
8/31/2024	399 AA	Met with homeowner and general contractor to discuss site development, Landscaping plan and site drainage requirements.	1:30P	3:00P	1.5
8/31/2024	248 AA	Met with homeowner a third time to hear their issues with construction at 250 AA.	3:00P	4:00P	1.0
				Monthly total	47.8
Signed: <i>Doug Adil</i>		8/31/2024			

Record of Activities

Name Emily Hayes
Title Treasurer
Employer Village of Asharoken

Day	Time In	Time Out	Total Time	Description of Work
6/3/24	11:15	1:30	2.25	deposits, vouchers, meeting prep
6/4/24	6:15	7:15	1	meeting
6/12/24	1:00	4:30	3.5	payroll, deposits, bank recs, audit workpapers budget input
6/14/24	2:00	3:30	1.5	audit workpapers
6/24/24	12:45	2:00	1.25	NYS audit workpapers, deposits
6/28/24	9:15	2:30	5.25	14.75 NYS audit workpapers and meeting, deposits, vouchers
7/1/24	3:30	4:15	0.75	vouchers, deposits, meeting prep
7/2/24	6:15	7:15	1	meeting
7/10/24	1:00	1:45	0.75	NYS audit, Village audit, payroll
7/15/24	8:45	3:15	6.5	Deposits, bank recs, payroll, NYS audit
7/19/24	1:00	2:00	1	NYS Audit questions
7/22/24	12:30	1:30	1	NYS Audit questions and research
7/23/24	2:30	4:15	1.75	12.75 payroll deposits
8/2/24	9:00	2:00	6	vouchers, deposits, bank recs, NYS audit meeting
8/5/24	1:15	3:45	2.5	vouchers, meeting prep, deposits, fixed assets update
8/6/24	6:15	7:15	1	meeting
8/12/24	8:45	3:30	6.75	deposits, bank recs, yearly audit
8/26/24	9:15	10:15	1	deposits, payroll
8/30/24	10:15	11:15	1	18.25 deposits, vouchers
				45.75 Total Hours
				15.25 Average hours per month
				2.541667 Average Days worked

With my signature, I attest to the accuracy of the record provided above

Emily Hayes

9/11/24