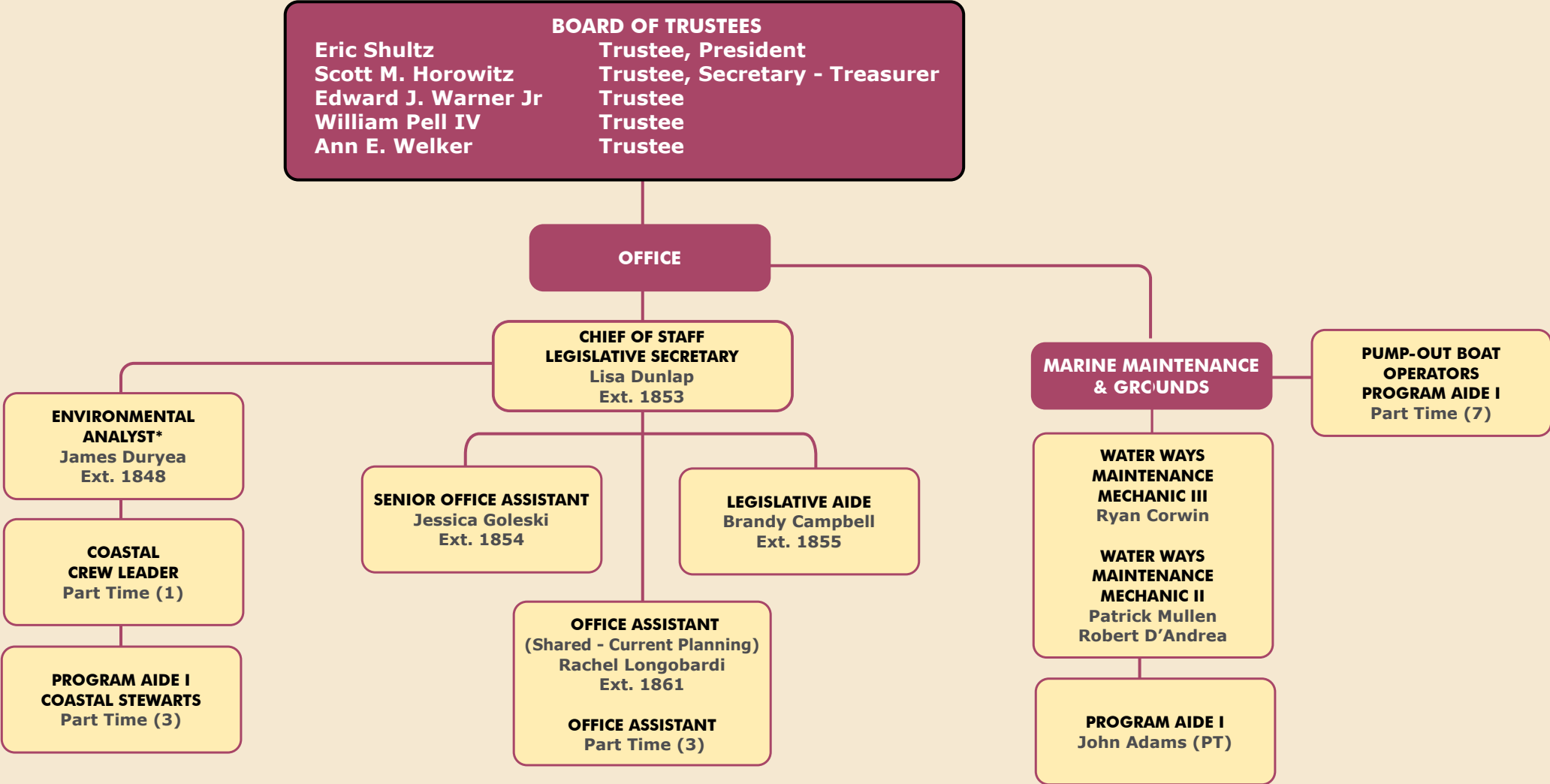


2021 ORGANIZATIONAL CHART
TRUSTEES OFFICE

Main Line: 287-5717
 Fax: 287-5723



BOARD OF TRUSTEES - SUMMARY

Department: Board of Trustees

Budget Year: 2021
Division: Board of Trustees
Tax District: Full Town

Cost Center #: 8700
Manager: Lisa Dunlap

NOTES:

Departmental Mission & Responsibilities:

The Trustees are a select group of individuals whose sole responsibility is the protection of the shores, bays and lake bottoms and their produce for the benefit of the Town's residents.

The Trustees work with all segments of the population. They must be aware of any law that relates to the local resident, the weekender, the commercial fisherman, the developer, or the homeowner hoping to improve his property on the water's edge. The Trustees must be aware of the effects of any decisions they render upon the environment and its resources.

Each Trustee has the following responsibilities:

1. To make decisions affecting the wetlands.
2. To conduct a routine inspection of individual areas.
3. To work with the Bay Constables, who are available to the Trustees with respect to the enforcement of Trustee rules and regulations and Town Code provisions related to Trustee lands and waters.
4. To conduct inspections at the request of all governmental agencies, relating to property within 500 feet of any surface water.
5. To conduct inspections on all applications to the Board of Trustees (i.e., construction of bulkheads, docks, dredging and moorings).
6. To answer queries and complaints from the general public.
7. To work with the Town Attorney regarding all legal matters.
8. To sign all legal documents.
9. To arrange for and supervise maintenance dredging.
10. To prepare, budget for, oversee, and police shellfish transplants in the Town waters.
11. To prepare specifications for bids.
12. To promulgate rules and regulations for the Board.

The Waterways Maintenance Mechanics are overseen by the Trustees and have the following responsibilities:

1. Provide a safe marine environment for the citizens of and visitors to our Town. This includes the maintenance of safe waterways and wetlands, protection of water quality, and maintenance of Town marine facilities.
2. Place all navigation aids in the waters of the Town and make repairs to same.
3. Remove hazards to navigation.
4. Provide general maintenance to docks, bulkheads and ramps, including building and installing floating docks, fixed docks and signs; and cleaning and repairing ramps, as needed.
5. Maintain power tools, pumps, boats and other equipment, as required. Create and place signs used by department (speed, ramp, beach driving and others).

Department Summary

Department: Board of Trustees

Budget Year: 2021
Division: Board of Trustees
Tax District: Full Town

Cost Center #: 8700
Manager: Lisa Dunlap

NOTES:

6. Provide general building and ground maintenance by doing carpentry, masonry, electrical, plumbing and painting to department property. Maintain Trustee properties and rights-of-way (tree trimming, grass).
7. Assist Bay Constables with boat impounds and shellfish programs. Responsible for having knowledge of Town waters and waterways. Operate and maintain 25' barge and other department boats.

The Secretary to the Board of Trustees, overseen by the President of the Board, has the following responsibilities:

1. Prepare bimonthly Board meeting agendas, minutes of each meeting, reports and summaries of business transacted.
2. Receive, sort, and process all incoming mail for department members, including but not limited to, all applications for permits (bulkheads, dredging, docks, moorings, ramps and beach four-wheel drive vehicles).
3. Issue and maintain file for all Town Commercial Shellfish licenses.
4. Maintain file for all resident, freeholders and temporary resident shellfish licenses issued by the Town Clerk's Office.
5. Issue and maintain file for all Town Guide Licenses.
6. Maintain records for all fish traps, pots, gill nets and in Town waters and types renewal notices.
7. Maintain all records for duck blind permits and renewals and assist Bay Constables with map placement location.
8. Notify local newspapers, radio stations, and the public regarding public meetings, notice to bidders, changes in Trustees' Rules and Regulations.
9. Process all bids for department vehicles, boats and motors, including typing and mailing specifications.
10. Maintain all records for dock lottery participants and permit holders and assist Bay Constable with slip assignments.
11. Prepare confidential letters for Trustees regarding litigation, general correspondence and numerous reports.
12. Receive, sort, prepare, and answer all requests for building referrals and inspections.
13. Issue all permits approved by the Board.
14. Issue four-wheel drive and ramp permit stickers to the general public.
15. Prepare and type all invoices, purchase orders, and vouchers against the the Trustees' annual budget.
16. Answer telephones and relay emergency calls to Bay Constables and pump-out boat operators.
17. Maintain inventory of Department of Motor Vehicle ("DMV") titles, registrations, warranties, and service contracts on department equipment, including patrol boats and trailers, patrol vehicles, all shop equipment and office equipment.
18. Responsible for all bookkeeping and bank deposits, including impound fees.

Workload:

There are five Trustees in the Town of Southampton, each responsible for monitoring a specific area of wetlands in the Town. Each Trustee is a member of the Board, which is overseen by the President. The President of the Trustees, in addition to monitoring an assigned wetlands area, is also responsible supervising the workings of the office. The President also oversees administration of the pump-out program for Town waters, which includes approximately seven (7) seasonal boat operators and administers the Town's Piping Plover Program, which includes four (4) seasonal Coastal Stewards.

Department Summary

Department: Board of Trustees

Budget Year: 2021

Division: Board of Trustees

Tax District: Full Town

Cost Center #: 8700

Manager: Lisa Dunlap

Goals & Objectives:

The Dongan Patent was granted more than 300 years ago, and is still ruled as valid by the Courts of the State of New York and the Supreme Court of the United States. This patent established that a portion of the Town of Southampton, approximately 25,000 acres, consisting of waters and land under the waters, were to be vested in the Trustees of the Freeholders and Commonalty of the Town of Southampton. The Trustees are to act as custodians of the same in a manner, which in their judgment, will best serve the interests of the inhabitants of the Town.

Legal Authority:

The Board of Trustees was established in 1686 by the Dongan Patent. This document, granted more than 300 years ago, is still ruled as valid by the Courts of the State of New York and the Supreme Court of the United States. This patent established that a portion of the Town of Southampton, approximately 25,000 acres, consisting of waters and land under the waters together with numerous Right of Ways to the waters, were to be vested in the Trustees of the Freeholders and Commonalty of the Town of Southampton. The Trustees are to act as custodians of the same in a manner, which in their judgment, will best serve the interests of the inhabitants of the Town.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Board of Trustees													
Board of Trustees Summary													
Board of Trustees - 8700													
Legislative Aide	ADMINSUPPORT	51,469	0	0	51,469	28,488	3,955	7,244	430	40,117	91,586	4.7	100.0
Legislative Secretary	ADMINSUPPORT	97,655	3,907	0	101,562	29,340	7,804	14,292	813	52,249	153,811	20.3	100.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 4	68,337	0	0	68,337	13,104	5,252	9,618	565	28,539	96,877	4.8	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 5	22,820	0	0	22,820	6,552	1,754	3,212	192	11,709	34,530	4.1	50.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 6	54,534	0	0	54,534	14,400	4,191	7,675	455	26,721	81,255	6.6	100.0
Waterways Maintenance Mechanic II	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 3	56,022	0	6,023	62,045	1,380	4,909	8,991	2,364	17,644	79,689	2.6	100.0
Waterways Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	62,668	0	0	62,668	13,104	5,178	9,482	5,261	33,025	95,692	5.3	100.0
Maintenance Mechanic II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 6	59,631	4,770	0	64,402	14,400	5,292	9,691	5,023	34,406	98,807	20.2	100.0
Trustee	ELECTOFFICIALS	27,454	0	0	27,454	13,104	2,110	3,864	237	19,315	46,769		100.0
Trustee	ELECTOFFICIALS	27,454	824	0	28,278	29,340	2,173	3,979	240	35,733	64,010	14.8	100.0
Trustee	ELECTOFFICIALS	34,806	0	0	34,806	28,488	2,675	4,899	296	36,358	71,164	1.0	100.0
Trustee	ELECTOFFICIALS	27,454	550	6,023	34,027	1,380	2,613	4,785	260	9,037	43,064	7.1	100.0
Trustee	ELECTOFFICIALS	27,454	550	0	28,004	29,340	2,152	3,941	239	35,672	63,676	17.1	100.0
Marine Maintenance	PART-TIME	17,479	0	0	17,479	0	1,437	0	1,392	2,830	20,308		100.0
Program Aide	PART-TIME	11,900	0	0	11,900	0	915	0	113	1,027	12,927		100.0
Program Aide	PART-TIME	11,900	0	0	11,900	0	915	0	113	1,027	12,927		100.0
Program Aide	PART-TIME	10,200	0	0	10,200	0	784	0	99	883	11,083		100.0
Coastal Steward - PP	SEASONAL	21,420	0	0	21,420	0	1,646	0	189	1,835	23,255		100.0
Program Aide I - PP	SEASONAL	9,180	0	0	9,180	0	706	0	91	796	9,976		100.0
Program Aide I - PP	SEASONAL	9,180	0	0	9,180	0	706	0	91	796	9,976		100.0
Program Aide I - PP	SEASONAL	9,180	0	0	9,180	0	706	0	91	796	9,976		100.0
Total Board of Trustees - 8700		718,194	10,601	12,046	740,842	222,420	57,870	91,673	18,555	390,518	1,131,360		

NOTES:

Town of Southampton

2021 Adopted Budget

Board of Trustees - 8700

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	964,341	964,341	997,960	997,960	997,960	971,113	980,797	980,797	980,797	(17,163)	(1.72%)	994,261	1,004,192	1,004,192	1,004,192
	Total Real Property Taxes	964,341	964,341	997,960	997,960	997,960	971,113	980,797	980,797	980,797	(17,163)	(1.72%)	994,261	1,004,192	1,004,192	1,004,192
Other Revenue:																
2210	Intergovernmental Revenue	205,000	205,000	205,000	205,000	102,500	210,000	210,000	210,000	210,000	5,000	2.44%	210,000	210,000	210,000	210,000
2701	Miscellaneous Tax Receipts	0	0	0	0	1,946	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	205,000	205,000	205,000	205,000	104,446	210,000	210,000	210,000	210,000	5,000	2.44%	210,000	210,000	210,000	210,000
	Total Revenue	1,169,341	1,169,341	1,202,960	1,202,960	1,102,406	1,181,113	1,190,797	1,190,797	1,190,797	(12,163)	(1.01%)	1,204,261	1,214,192	1,214,192	1,214,192
Salaries:																
6100	Salaries	581,019	578,894	602,552	602,552	503,704	617,756	617,756	617,756	617,756	(15,204)	(2.52%)	633,943	633,943	633,943	633,943
6101	Overtime	10,500	8,070	10,500	10,500	3,710	10,500	10,500	10,500	10,500	0	0.00%	11,500	11,500	11,500	11,500
6105	Part Time Salaries	98,469	97,245	98,812	98,812	71,751	100,439	100,439	100,439	100,439	(1,627)	(1.65%)	100,439	100,439	100,439	100,439
6110	Longevity	9,932	9,593	10,581	10,581	0	10,601	10,601	10,601	10,601	(21)	(0.20%)	10,697	10,697	10,697	10,697
6127	Cash in Lieu of Health Benefits	6,002	11,581	12,046	12,046	5,730	12,046	12,046	12,046	12,046	0	0.00%	12,046	12,046	12,046	12,046
	Total Salaries	705,923	705,384	734,491	734,491	584,895	751,342	751,342	751,342	751,342	(16,851)	(2.29%)	768,625	768,625	768,625	768,625
Employee Benefits - Current:																
6810	Employee Retirement - Active	79,872	79,018	81,296	81,296	67,461	81,988	91,673	91,673	91,673	(10,377)	(12.76%)	84,078	94,009	94,009	94,009
6830	FICA Tax Expenditure	56,052	52,530	58,126	58,126	43,766	58,450	58,450	58,450	58,450	(324)	(0.56%)	59,746	59,746	59,746	59,746
6835	MTA Tax	2,497	2,335	2,590	2,590	1,999	2,604	2,604	2,604	2,604	(14)	(0.56%)	2,664	2,664	2,664	2,664
6840	Worker's Compensation	29,696	27,109	28,248	28,248	18,372	15,627	15,627	15,627	15,627	12,621	44.68%	16,022	16,022	16,022	16,022
6860	Medical Insurance - Active Employees	231,402	195,853	232,278	232,278	166,300	205,170	205,170	205,170	205,170	27,108	11.67%	205,170	205,170	205,170	205,170
6865	Dental & Optical	16,650	15,471	17,250	17,250	11,769	17,250	17,250	17,250	17,250	0	0.00%	17,250	17,250	17,250	17,250
6875	Disability	374	60	357	357	150	357	357	357	357	0	0.00%	357	357	357	357
	Total Employee Benefits - Current	416,544	372,376	420,144	420,144	309,818	381,446	391,130	391,130	391,130	29,014	6.91%	385,286	395,217	395,217	395,217
	Total Employee Costs	1,122,466	1,077,759	1,154,635	1,154,635	894,712	1,132,788	1,142,472	1,142,472	1,142,472	12,163	1.05%	1,153,911	1,163,842	1,163,842	1,163,842
Contractual:																
6403	Gasoline	12,500	10,311	12,500	9,280	6,259	12,500	12,500	12,500	12,500	(3,220)	(34.70%)	13,000	13,000	13,000	13,000
6404	Electric	2,400	2,341	2,400	2,400	1,930	2,400	2,400	2,400	2,400	0	0.00%	2,500	2,500	2,500	2,500
6405	Fuel Oil	4,200	2,250	4,200	4,200	1,481	4,200	4,200	4,200	4,200	0	0.00%	4,400	4,400	4,400	4,400
6406	Repair Equipment	2,200	1,607	2,200	2,200	0	2,200	2,200	2,200	2,200	0	0.00%	2,400	2,400	2,400	2,400
6411	Printing and Stationery	2,800	0	2,800	2,800	0	2,800	2,800	2,800	2,800	0	(0.01%)	3,000	3,000	3,000	3,000
6418	Uniforms	550	0	550	550	0	550	550	550	550	0	0.00%	600	600	600	600
6420	Other	550	0	550	4,770	1,625	550	550	550	550	4,220	88.47%	600	600	600	600
6421	Legal Notices	1,500	0	1,500	1,500	0	1,500	1,500	1,500	1,500	0	0.00%	1,750	1,750	1,750	1,750
6423	Small Equipment (Non-Capital)	2,200	0	2,200	2,200	0	2,200	2,200	2,200	2,200	0	0.00%	2,400	2,400	2,400	2,400
6425	Office Supplies	2,600	0	2,600	2,600	0	2,600	2,600	2,600	2,600	0	0.00%	2,700	2,700	2,700	2,700
6426	Supplies - Other	10,000	8,853	10,000	7,800	876	10,000	10,000	10,000	10,000	(2,200)	(28.21%)	10,000	10,000	10,000	10,000
6444	Mileage Reimbursement	700	183	700	700	436	700	700	700	700	0	0.00%	750	750	750	750
6466	Telephone - Wireless	1,000	0	1,000	1,000	0	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6474	Other - Landfill Charges	2,625	2,599	2,625	2,625	2,380	2,625	2,625	2,625	2,625	0	0.00%	2,750	2,750	2,750	2,750

Town of Southampton
2021 Adopted Budget
Board of Trustees - 8700

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget	2021 Adopted / 2020 Amended Difference	2021 Adopted / 2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget
6477	Copier Leases	1,050	1,772	2,500	3,700	3,464	2,500	2,500	2,500	2,500	1,200	32.43%	2,500	2,500	2,500	2,500
	Total Contractual	46,875	29,916	48,325	48,325	18,451	48,325	48,325	48,325	48,325	0	0.00%	50,350	50,351	50,351	50,351
	Total Expenditures	1,169,341	1,107,675	1,202,960	1,202,960	913,163	1,181,113	1,190,797	1,190,797	1,190,797	12,162	1.01%	1,204,261	1,214,192	1,214,192	1,214,192
	Net Surplus (Deficit)	0	61,667	0	0	189,243	0	0	0	0			0	0	0	0

PUMP-OUT BOAT DIVISION - SUMMARY

Department: Pump-Out Boat Division

Budget Year: 2021

Division: Board of Trustees

Tax District: Full Town

Cost Center #: 8189

Manager: Lisa Dunlap

NOTES:

Departmental Mission & Responsibilities:

The marine Pump-Out Program was initiated by the Southampton Board of Trustees in 1995. This program was intended to prevent the discharge of marine waste into local waters. Marine waste is considered hazardous material and discharge into our waters can have serious effects, including health impacts on both swimming and shell fishing areas. The program has pumped over 1 million gallons of sewage from the boaters using our waterways. The Estuary and the South Shore Estuary are now designated as "No Discharge Zones." The Trustees' Pump Out program was instrumental in the creation of these zones.

Workload:

The Board of Trustees, with the assistance from the Town Bay Constables, operates seven pump-out vessels, each with the capacity to pump out 1,000 gallons of marine waste. The pump-out vessel is on call by VHF radio and is available to all boaters in Southampton Town waters and the Peco Bay.

The pump-out program is expected to remove in excess of 112,000 gallons of marine waste from local waters, per year. This program is beneficial to Southampton's environmental, social and economic health. Our aim is to increase the pump-out boat activity by 10%.

Goals & Objectives:

This program is extremely effective and beneficial to Southampton's environmental, social and economic health. The Trustees have established the goal to increase the pump-out boat activity by 10%.

Legal Authority:

The Board of Trustees has been charged with the authority to oversee and administer Southampton's Marine Pump-Out Program. This program is the largest in York State and the largest program with respect to both area of coverage and volume of marine waste that was recovered.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/21	Alloc. %
Board of Trustees													
Board of Trustees Summary													
Pump-Out Boat Division - 8189													
Program Aide I	SEASONAL	10,200	0	0	10,200	0	810	0	441	1,251	11,451		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	810	0	441	1,251	11,451		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	810	0	441	1,251	11,451		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	810	0	441	1,251	11,451		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	810	0	441	1,251	11,451		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	810	0	441	1,251	11,451		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	810	0	441	1,251	11,451		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	810	0	441	1,251	11,451		100.0
Total Pump-Out Boat Division - 8189		81,600	0	0	81,600	0	6,480	0	3,528	10,008	91,608		

NOTES:

