

2023 ORGANIZATIONAL CHART  
**TRUSTEES OFFICE**

Main Line: 287-5717  
 Fax: 287-5723

**BOARD OF TRUSTEES**  
 Scott M. Horowitz Trustee, President  
 William Pell IV Trustee, Secretary - Treasurer  
 William Parash Trustee  
 Edward J. Warner Jr Trustee  
 Ann E. Welker Trustee

**OFFICE**

**CHIEF OF STAFF  
 LEGISLATIVE SECRETARY**

**TRUSTEES COMPLIANCE IN-  
 SPECTOR  
 Part Time (1)**

**MARINE MAINTENANCE  
 & GROUNDS**

**PUMP-OUT BOAT OPERATORS  
 PROGRAM AIDE I  
 Part Time (7)**

**OFFICE ASSISTANT  
 Part Time (2)**

**ENVIRONMENTAL  
 ANALYST\***

**COASTAL  
 CREW LEADER  
 Part Time (1)**

**PROGRAM AIDE I  
 COASTAL STEWARDS  
 Part Time (4)**

**LEGISLATIVE AIDE**

**SENIOR OFFICE ASSISTANT**

**OFFICE ASSISTANT  
 Part Time (2)**

**FOIL OFFICER  
 Part Time (1)**

**WATER WAYS  
 MAINTENANCE  
 MECHANIC III  
  
 WATER WAYS  
 MAINTENANCE  
 MECHANIC II  
  
 WATER WAYS  
 MAINTENANCE  
 MECHANIC I**

## BOARD OF TRUSTEES - SUMMARY

**Budget Year:** 2023

**Division:** Board of Trustees

**Fund:** Full Town

**Costing Center #:** 8700

**Manager:** Jessica Feldman

**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).
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.

# Department Summary

*Department: Board of Trustees*

**Budget Year:** 2023

**Division:** Board of Trustees

**Fund:** Full Town

**Costing Center #:** 8700

**Manager:** Jessica Feldman

**NOTES:**

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.

# Department Summary

*Department: Board of Trustees*

**Budget Year:** 2023

**Division:** Board of Trustees

**Fund:** Full Town

**Costing Center #:** 8700

**Manager:** Jessica Feldman

## 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.

## 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 1/1/23
<b>Board of Trustees</b>												
<b>Board of Trustees Summary</b>												
<b>Board of Trustees - 8700</b>												
Trustee	ELECTOFFICIALS	31,600	0	0	31,600	15,060	2,427	3,680	144	21,419	53,019	
Trustee	ELECTOFFICIALS	31,600	918	0	32,518	33,954	2,497	3,787	144	40,493	73,011	16.8
Trustee	ELECTOFFICIALS	39,250	765	0	40,015	32,664	3,073	4,660	175	40,708	80,723	9.1
Trustee	ELECTOFFICIALS	31,600	612	0	32,212	33,954	2,474	3,751	144	40,433	72,645	19.1
Trustee	ELECTOFFICIALS	31,600	0	0	31,600	1,620	2,427	3,680	144	7,979	39,579	1.0
Dock Inspector	PART-TIME	20,000	0	0	20,000	0	1,577	0	628	2,274	22,274	
Program Aide	PART-TIME	19,666	0	0	19,666	0	1,510	0	96	1,674	21,340	
Program Aide	PART-TIME	19,666	0	0	19,666	0	1,510	0	96	1,674	21,340	
Program Aide	PART-TIME	19,666	0	0	19,666	0	1,510	0	96	1,674	21,340	
Program Aide	PART-TIME	19,666	0	0	19,666	0	1,510	0	96	1,674	21,340	
Coastal Steward - PP	SEASONAL	22,285	0	0	22,285	0	1,712	0	107	1,895	24,180	
Program Aide I - PP	SEASONAL	9,551	0	0	9,551	0	734	0	56	822	10,373	
Program Aide I - PP	SEASONAL	9,551	0	0	9,551	0	734	0	56	822	10,373	
Program Aide I - PP	SEASONAL	9,551	0	0	9,551	0	734	0	56	822	10,373	
Maintenance Mechanic I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	51,678	0	7,293	58,971	32,664	4,721	7,158	2,757	47,510	106,481	1.2
Senior Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 1	77,872	3,115	0	80,987	32,664	6,219	9,431	329	48,919	129,906	6.8
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	55,624	0	0	55,624	15,060	4,272	6,478	240	26,241	81,865	0.8
Waterways Maintenance Mechanic II	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 5	62,034	0	6,899	68,933	1,620	5,456	8,273	2,406	17,998	86,931	4.6
Waterways Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 4	69,123	2,765	527	72,415	32,664	5,905	8,953	4,787	52,572	124,987	7.3
Legislative Aide	ADMINSUPPORT	56,979	0	0	56,979	32,664	4,376	6,636	246	44,116	101,096	1.7
Legislative Secretary	ADMINSUPPORT	83,640	1,673	0	85,313	32,664	6,552	9,935	352	49,795	135,108	8.6
Maintenance Mechanic II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 6	64,081	6,408	0	70,489	16,548	5,731	8,690	4,439	35,662	106,151	22.2
<b>Total Board of Trustees - 8700</b>		<b>836,286</b>	<b>16,256</b>	<b>14,719</b>	<b>867,260</b>	<b>313,800</b>	<b>67,662</b>	<b>85,113</b>	<b>17,594</b>	<b>487,176</b>	<b>1,354,436</b>	

**NOTES:**



## PUMP-OUT BOAT DIVISION - SUMMARY

**Budget Year:** 2023

**Division:** Board of Trustees

**Fund:** Full Town

**Costing Center #:** 8189

**Manager:** Jessica Feldman

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### 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 illegal discharge of waste into local waters. Marine waste is considered hazardous material and discharge into our waters can have serious effects, including health issues and closures to both swimming and shell fishing areas. The program has pumped over 1 million gallons of sewage from the boaters using our waterways. Both the Peconic Bay Estuary and the South Shore Estuary are now designated as "No Discharge Zones." The Trustees' Pump Out program was instrumental in this designation.

### Workload:

The Board of Trustees, with the assistance from the Town Bay Constables, operates seven pump-out vessels, each with the capacity to retrieve up to 250 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 Peconic Estuary, free of charge.

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 extremely effective and 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 a 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 first in New York State and the largest program with respect to both area of coverage and volume of marine waste that was recovered.

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**NOTES:**

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# 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 1/1/23
<b>Board of Trustees</b>												
<b>Board of Trustees Summary</b>												
<b>Pump-Out Boat Division - 8189</b>												
Program Aide I	SEASONAL	10,612	0	0	10,612	0	843	0	426	1,307	11,919	
Program Aide I	SEASONAL	10,612	0	0	10,612	0	843	0	426	1,307	11,919	
Program Aide I	SEASONAL	10,612	0	0	10,612	0	843	0	426	1,307	11,919	
Program Aide I	SEASONAL	10,612	0	0	10,612	0	843	0	426	1,307	11,919	
Program Aide I	SEASONAL	10,612	0	0	10,612	0	843	0	426	1,307	11,919	
Program Aide I	SEASONAL	10,612	0	0	10,612	0	843	0	426	1,307	11,919	
Program Aide I	SEASONAL	10,612	0	0	10,612	0	843	0	426	1,307	11,919	
Program Aide I	SEASONAL	10,612	0	0	10,612	0	843	0	426	1,307	11,919	
<b>Total Pump-Out Boat Division - 8189</b>		<b>84,897</b>	<b>0</b>	<b>0</b>	<b>84,897</b>	<b>0</b>	<b>6,745</b>	<b>0</b>	<b>3,410</b>	<b>10,454</b>	<b>95,351</b>	

**NOTES:**

# Town of Southampton

## 2023 Adopted Budget

### Pump-Out Boat Division - 8189

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	9,108	9,108	110,984	110,984	110,984	117,851	117,851	117,851	117,851	6,867	6.19%	115,351	115,351	115,351	115,351
	<b>Total Real Property Taxes</b>	9,108	9,108	110,984	110,984	110,984	117,851	117,851	117,851	117,851	6,867	6.19%	115,351	115,351	115,351	115,351
<b>other revenue:</b>																
4020	Clean Vessel	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	0	0.00%	35,000	35,000	35,000	35,000
5031	Interfund Transfer - Revenue	100,000	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total other revenue</b>	130,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	0	0.00%	35,000	35,000	35,000	35,000
	<b>Total Revenue</b>	<b>139,108</b>	<b>39,108</b>	<b>140,984</b>	<b>140,984</b>	<b>140,984</b>	<b>147,851</b>	<b>147,851</b>	<b>147,851</b>	<b>147,851</b>	<b>6,867</b>	<b>4.87%</b>	<b>150,351</b>	<b>150,351</b>	<b>150,351</b>	<b>150,351</b>
<b>Salaries:</b>																
6101	Overtime	0	4,742	0	10,000	5,647	0	0	0	0	10,000	100.00%	0	0	0	0
6105	Part Time Salaries	81,600	56,128	83,232	73,232	62,505	84,897	84,897	84,897	84,897	(11,665)	(15.93%)	84,897	84,897	84,897	84,897
	<b>Total Salaries</b>	81,600	60,870	83,232	83,232	68,152	84,897	84,897	84,897	84,897	(1,665)	(2.00%)	84,897	84,897	84,897	84,897
<b>Employee Benefits - Current:</b>																
6830	FICA Tax Expenditure	6,480	4,657	6,612	6,612	5,214	6,745	6,745	6,745	6,745	(132)	(2.00%)	6,745	6,745	6,745	6,745
6835	MTA Tax	288	207	294	294	222	300	300	300	300	(6)	(1.99%)	300	300	300	300
6840	Worker's Compensation	3,101	2,856	3,204	3,272	3,272	3,269	3,269	3,269	3,269	4	0.12%	3,269	3,269	3,269	3,269
6875	Disability	139	28	141	73	19	141	141	141	141	(68)	(93.00%)	141	141	141	141
	<b>Total Employee Benefits - Current</b>	10,008	7,747	10,252	10,252	8,726	10,454	10,454	10,454	10,454	(202)	(1.97%)	10,454	10,454	10,454	10,454
	<b>Total Employee Costs</b>	<b>91,608</b>	<b>68,617</b>	<b>93,484</b>	<b>93,484</b>	<b>76,879</b>	<b>95,351</b>	<b>95,351</b>	<b>95,351</b>	<b>95,351</b>	<b>(1,867)</b>	<b>(2.00%)</b>	<b>95,351</b>	<b>95,351</b>	<b>95,351</b>	<b>95,351</b>
<b>Equipment:</b>																
6200	Equipment	15,000	14,986	15,000	15,000	510	15,000	15,000	15,000	15,000	0	0.00%	20,000	20,000	20,000	20,000
	<b>Total Equipment</b>	15,000	14,986	15,000	15,000	510	15,000	15,000	15,000	15,000	0	0.00%	20,000	20,000	20,000	20,000
<b>Contractual:</b>																
6401	Contracts	5,500	0	5,500	2,000	0	5,500	5,500	5,500	5,500	(3,500)	(175.00%)	5,500	5,500	5,500	5,500
6403	Gasoline	12,000	9,968	12,000	15,800	13,757	17,000	17,000	17,000	17,000	(1,200)	(7.59%)	17,000	17,000	17,000	17,000
6406	Repair Equipment	10,000	7,728	10,000	10,000	1,709	10,000	10,000	10,000	10,000	0	0.00%	7,500	7,500	7,500	7,500
6418	Uniforms	500	0	500	170	0	500	500	500	500	(330)	(194.12%)	500	500	500	500
6423	Small Equipment (Non-Capital)	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
6426	Supplies - Other	1,000	0	1,000	1,000	263	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6480	Marine Charges	2,500	0	2,500	2,530	2,516	2,500	2,500	2,500	2,500	30	1.19%	2,500	2,500	2,500	2,500
	<b>Total Contractual</b>	32,500	17,697	32,500	32,500	18,244	37,500	37,500	37,500	37,500	(5,000)	(15.38%)	35,001	35,001	35,001	35,001
	<b>Total Expenditures</b>	<b>139,108</b>	<b>101,300</b>	<b>140,984</b>	<b>140,984</b>	<b>95,633</b>	<b>147,851</b>	<b>147,851</b>	<b>147,851</b>	<b>147,851</b>	<b>(6,867)</b>	<b>(4.87%)</b>	<b>150,351</b>	<b>150,351</b>	<b>150,351</b>	<b>150,351</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(62,192)</b>	<b>0</b>	<b>0</b>	<b>45,351</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>