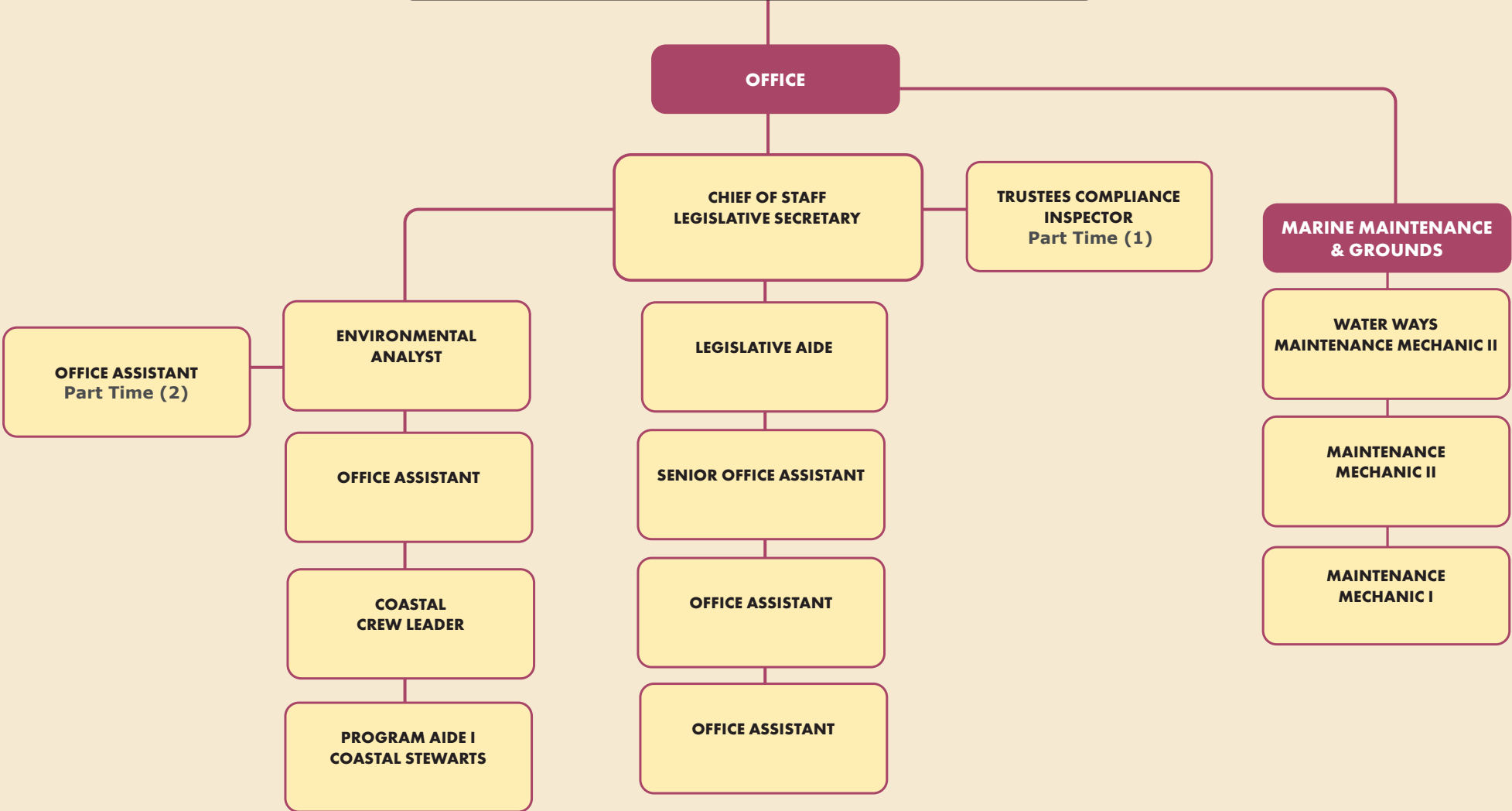


**2024 ORGANIZATIONAL CHART**  
**TRUSTEES OFFICE**

Main Line: 287-5717  
 Fax: 287-5723

BOARD OF TRUSTEES	
Scott M. Horowitz	Trustee
Richard T. Maran Jr.	Trustee
Joseph R. McLoughlin	Trustee
Matthew Parsons	Trustee
Edward J. Warner Jr	Trustee



## BOARD OF TRUSTEES - SUMMARY

**Budget Year:** 2024  
**Division:** Board of Trustees  
**Tax District:** Full Town

**Cost Center #:** 8700  
**Manager:** Jessica Feldman

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### NOTES:

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#### 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:** 2024  
**Division:** Board of Trustees  
**Tax District:** Full Town

**Cost Center #:** 8700  
**Manager:** Jessica Feldman

**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

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*Department: Board of Trustees*

**Budget Year:** 2024  
**Division:** Board of Trustees  
**Tax District:** Full Town

**Cost Center #:** 8700  
**Manager:** Jessica Feldman

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**NOTES:**

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## 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.

# 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 1/1/24	Alloc. %
<b>Board of Trustees</b>													
<b>Board of Trustees Summary</b>													
<b>Board of Trustees - 8700</b>													
Legislative Aide	ADMINSUPPORT	58,404	0	0	58,404	36,756	4,488	6,570	474	48,288	106,691	2.7	100.0
Legislative Secretary	ADMINSUPPORT	85,731	2,572	0	88,303	36,756	6,784	9,932	696	54,169	142,472	9.6	100.0
Maintenance Mechanic I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 3	53,914	0	0	53,914	36,756	4,459	6,527	4,583	52,325	106,239	2.2	100.0
Office Assistant - VACANT *New Position 2024	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 1	48,511	0	0	48,511	36,756	3,727	5,457	397	46,337	94,848		100.0
Senior Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 2	81,274	3,251	0	84,525	36,756	6,494	9,507	664	53,420	137,945	7.8	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	58,039	0	0	58,039	16,560	4,460	6,529	471	28,020	86,059	1.8	100.0
Waterways Maintenance Mechanic II	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 6	64,656	2,586	0	67,242	36,756	5,336	7,812	2,763	52,668	119,910	5.6	100.0
Maintenance Mechanic II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 6	65,934	6,593	0	72,528	18,204	5,901	8,640	4,895	37,641	110,169	23.2	100.0
Trustee	ELECTOFFICIALS	32,390	0	0	32,390	16,560	2,489	3,644	271	22,963	55,353		100.0
Trustee	ELECTOFFICIALS	32,390	972	0	33,362	38,484	2,563	3,753	274	45,074	78,436	17.8	100.0
Trustee	ELECTOFFICIALS	40,231	1,207	0	41,438	36,756	3,184	4,661	336	44,937	86,375	10.1	100.0
Trustee	ELECTOFFICIALS	32,390	972	0	33,362	38,484	2,563	3,753	274	45,074	78,436	20.1	100.0
Trustee	ELECTOFFICIALS	32,390	0	0	32,390	36,756	2,489	3,644	271	43,159	75,549	2.0	100.0
Dock Inspector	PART-TIME	42,500	0	0	42,500	0	3,351	0	1,467	4,818	47,318		100.0
Program Aide	PART-TIME	22,008	0	0	22,008	0	1,691	0	190	1,881	23,889		100.0
Program Aide	PART-TIME	22,008	0	0	22,008	0	1,691	0	190	1,881	23,889		100.0
Program Aide	PART-TIME	22,008	0	0	22,008	0	1,691	0	190	1,881	23,889		100.0
Program Aide	PART-TIME	22,008	0	0	22,008	0	1,691	0	190	1,881	23,889		100.0
Coastal Steward - PP	SEASONAL	22,285	0	0	22,285	0	1,712	0	192	1,904	24,190		100.0
Program Aide I - PP	SEASONAL	10,800	0	0	10,800	0	830	0	102	932	11,732		100.0
Program Aide I - PP	SEASONAL	10,800	0	0	10,800	0	830	0	102	932	11,732		100.0
Program Aide I - PP	SEASONAL	10,800	0	0	10,800	0	830	0	102	932	11,732		100.0
<b>Total Board of Trustees - 8700</b>		<b>871,472</b>	<b>18,154</b>	<b>0</b>	<b>889,625</b>	<b>422,340</b>	<b>69,252</b>	<b>80,428</b>	<b>19,093</b>	<b>591,113</b>	<b>1,480,739</b>		

**NOTES:**

# Town of Southampton

## 2024 Adopted Budget

### Board of Trustees - 8700

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 Amended % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	1,092,541	1,092,541	1,173,248	1,171,507	1,171,507	1,218,961	1,326,939	1,326,939	1,326,939	155,432	13.27%	1,247,817	1,347,198	1,347,198	1,347,198
	<b>Total Real Property Taxes</b>	1,092,541	1,092,541	1,173,248	1,171,507	1,171,507	1,218,961	1,326,939	1,326,939	1,326,939	155,432	13.27%	1,247,817	1,347,198	1,347,198	1,347,198
<b>Other Revenue:</b>																
2210	Intergovernmental Revenue	245,000	245,000	245,000	245,000	183,750	245,000	217,000	217,000	217,000	(28,000)	(11.43%)	245,000	225,000	225,000	225,000
	<b>Total Other Revenue</b>	245,000	245,000	245,000	245,000	183,750	245,000	217,000	217,000	217,000	(28,000)	(11.43%)	245,000	225,000	225,000	225,000
	<b>Total Revenue</b>	<b>1,337,541</b>	<b>1,337,541</b>	<b>1,418,248</b>	<b>1,416,507</b>	<b>1,355,257</b>	<b>1,463,961</b>	<b>1,543,939</b>	<b>1,543,939</b>	<b>1,543,939</b>	<b>127,432</b>	<b>9.00%</b>	<b>1,492,817</b>	<b>1,572,198</b>	<b>1,572,198</b>	<b>1,572,198</b>
<b>Salaries:</b>																
6100	Salaries	656,810	645,102	686,682	685,071	587,235	697,727	686,254	686,254	686,254	(1,183)	(0.17%)	719,713	707,735	707,735	707,735
6101	Overtime	10,500	10,894	10,000	10,000	4,977	10,000	10,000	10,000	10,000	0	0.00%	11,500	11,500	11,500	11,500
6103	Accumulated Sick/Personal Days	922	493	921	921	0	0	0	0	0	921	100.00%	0	0	0	0
6105	Part Time Salaries	148,605	135,323	149,604	149,604	99,482	129,604	185,217	185,217	185,217	(35,614)	(23.81%)	129,604	185,217	185,217	185,217
6110	Longevity	20,839	15,754	16,256	16,256	16,307	15,567	18,154	18,154	18,154	(1,898)	(11.67%)	15,862	18,547	18,547	18,547
6127	Cash in Lieu of Health Benefits	12,124	12,160	13,798	13,798	3,176	0	0	0	0	13,798	100.00%	0	0	0	0
	<b>Total Salaries</b>	849,800	819,727	877,260	875,649	711,177	852,898	899,625	899,625	899,625	(23,976)	(2.74%)	876,678	923,000	923,000	923,000
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	81,535	81,836	85,113	85,113	69,901	79,649	80,428	80,428	80,428	4,685	5.50%	82,143	82,928	82,928	82,928
6830	FICA Tax Expenditure	66,052	60,380	68,242	68,118	51,950	65,855	69,252	69,252	69,252	(1,134)	(1.67%)	67,605	70,960	70,960	70,960
6835	MTA Tax	2,942	2,684	3,039	3,033	2,162	2,927	3,078	3,078	3,078	(45)	(1.47%)	3,005	3,154	3,154	3,154
6840	Worker's Compensation	16,531	16,879	17,206	17,206	15,974	17,947	15,627	15,627	15,627	1,579	9.17%	18,549	16,077	16,077	16,077
6860	Medical Insurance - Active Employees	253,572	279,447	292,740	292,740	322,327	354,828	400,032	400,032	400,032	(107,292)	(36.65%)	354,828	400,032	400,032	400,032
6865	Dental & Optical	20,174	19,132	21,060	21,060	17,698	36,288	22,308	22,308	22,308	(1,248)	(5.93%)	36,288	22,308	22,308	22,308
6875	Disability	385	84	388	388	95	370	388	388	388	0	0.00%	370	388	388	388
	<b>Total Employee Benefits - Current</b>	441,191	460,441	487,788	487,658	480,107	557,864	591,113	591,113	591,113	(103,455)	(21.21%)	562,788	595,847	595,847	595,847
	<b>Total Employee Costs</b>	<b>1,290,991</b>	<b>1,280,168</b>	<b>1,365,048</b>	<b>1,363,307</b>	<b>1,191,284</b>	<b>1,410,761</b>	<b>1,490,739</b>	<b>1,490,739</b>	<b>1,490,739</b>	<b>(127,431)</b>	<b>(9.35%)</b>	<b>1,439,466</b>	<b>1,518,847</b>	<b>1,518,847</b>	<b>1,518,847</b>
<b>Contractual:</b>																
6403	Gasoline	12,500	19,976	18,000	18,000	10,288	18,000	18,001	18,001	18,001	(1)	0.00%	15,000	15,001	15,001	15,001
6404	Electric	2,400	378	2,400	2,400	0	2,400	2,400	2,400	2,400	0	0.00%	2,500	2,500	2,500	2,500
6405	Fuel Oil	4,200	4,828	3,600	3,600	2,045	3,600	3,600	3,600	3,600	0	0.00%	3,600	3,600	3,600	3,600
6406	Repair Equipment	2,200	0	2,200	2,200	1,987	2,200	2,200	2,200	2,200	0	0.00%	2,400	2,400	2,400	2,400
6411	Printing and Stationery	500	0	500	500	0	500	500	500	500	0	0.00%	3,000	3,000	3,000	3,000
6418	Uniforms	250	0	500	500	0	500	500	500	500	0	0.00%	600	600	600	600
6420	Other	2,000	0	2,500	2,500	759	2,500	2,500	2,500	2,500	0	0.00%	2,000	2,000	2,000	2,000
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	2,000	0	0	2,000	2,000	2,000	2,000	(2,000)	(100.00%)	2,400	2,400	2,400	2,400
6425	Office Supplies	2,600	181	2,600	2,500	151	2,600	2,600	2,600	2,600	(100)	(4.00%)	2,700	2,700	2,700	2,700
6426	Supplies - Other	10,000	949	10,000	12,000	9,981	10,000	10,000	10,000	10,000	2,000	16.67%	10,000	10,000	10,000	10,000
6441	Diesel Fuel	0	739	0	100	81	0	0	0	0	100	100.00%	0	0	0	0
6444	Mileage Reimbursement	700	0	600	600	27	600	600	600	600	0	0.00%	600	600	600	600
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	2,000	6,651	2,000	3,500	3,384	2,000	2,000	2,000	2,000	1,500	42.86%	2,000	2,000	2,000	2,000

**Town of Southampton**  
**2024 Adopted Budget**  
**Board of Trustees - 8700**

Account Code	Description	2022	2022	2023	2023	2023	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2023 Amended Difference	Adopted / 2023 Amended % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6477	Copier Leases	2,500	2,398	3,800	2,300	1,049	3,800	3,800	3,800	3,800	(1,500)	(65.22%)	3,800	3,800	3,800	3,800
	<b>Total Contractual</b>	46,550	36,101	53,200	53,200	29,751	53,200	53,201	53,201	53,201	(1)	0.00%	53,351	53,351	53,351	53,351
	<b>Total Expenditures</b>	<b>1,337,541</b>	<b>1,316,269</b>	<b>1,418,248</b>	<b>1,416,507</b>	<b>1,221,035</b>	<b>1,463,961</b>	<b>1,543,939</b>	<b>1,543,939</b>	<b>1,543,939</b>	<b>(127,432)</b>	<b>(9.00%)</b>	<b>1,492,817</b>	<b>1,572,198</b>	<b>1,572,198</b>	<b>1,572,198</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>21,272</b>	<b>0</b>	<b>0</b>	<b>134,222</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>