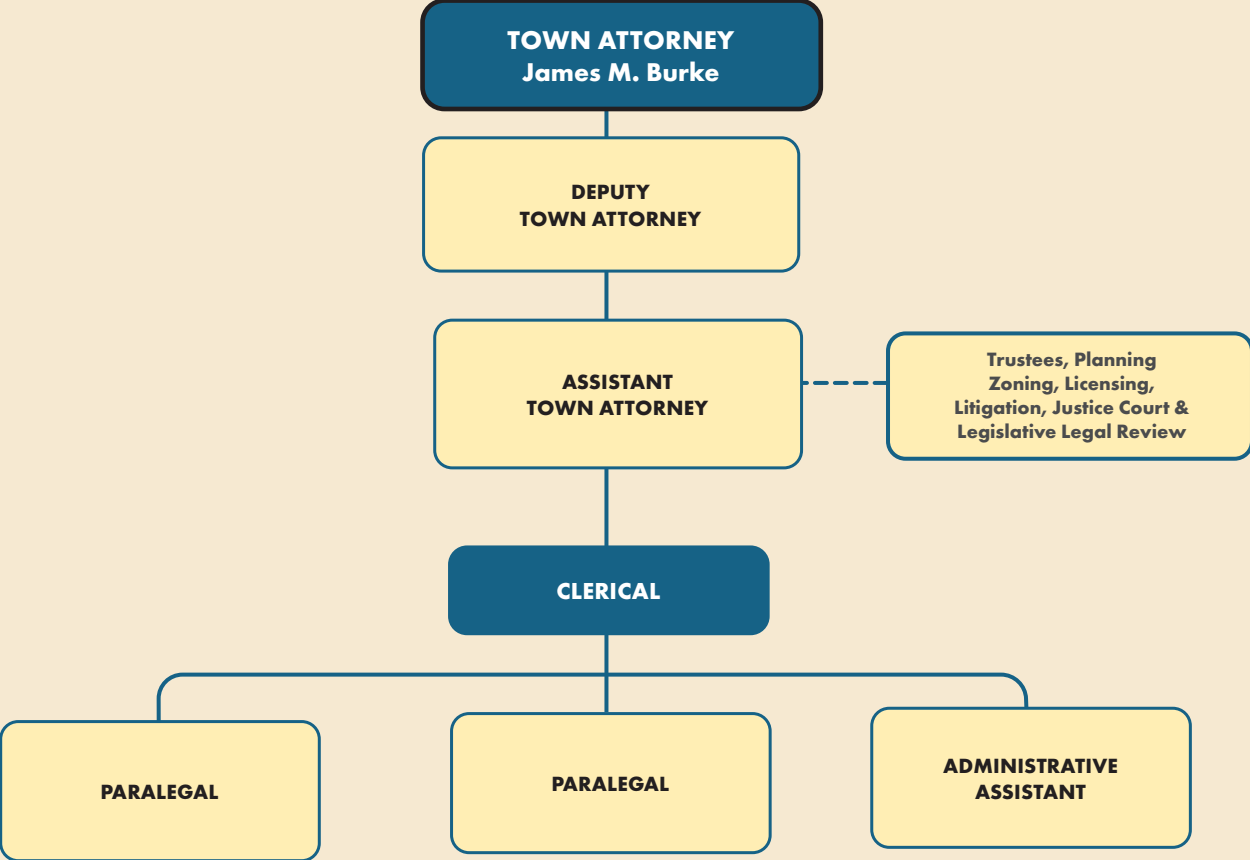


TOWN ATTORNEY

Main Line: 287-3065

Fax: 287-3662



TOWN ATTORNEY - SUMMARY

Department: Town Attorney

Budget Year: 2025
Division: Town Attorney
Tax District: Full Town

Cost Center #: 1420
Manager: James Burke

NOTES:

Departmental Mission & Responsibilities:

The Office of the Town Attorney provides legal advice, assistance and representation to the Town Board, as well as to all the other boards, committees, agencies, and departments of the Town. Other Boards include the Planning Board, Zoning Board of Appeals, Conservation Board, Architectural Review Board, Board of Trustees of the Freeholders and Commonalty of the Town of Southampton, Licensing Review Board, Historic Landmarks Board and Assessment Review Board. Legal support is also provided to, among others, the Audit Advisory Committee, Safety and Loss Committee, Road Review Committee and other entities designated by the Town Board. The Town Attorney's Office also provides legal resources and advice with respect to several specialized areas of the law and matters that span departments and taxing districts, such as: Freedom of Information Law (FOIL) requests; formation and administration of special districts such as fire, ambulance, water, etc.; formation of planned development districts (PDDs); moratoria; State Environmental Quality Review Act (SEQRA) matters, including preparation of environmental impact statements; special events; labor and employment matters; and drafting support for local laws, ordinances and resolutions.

This Department is also instrumental in ensuring Requests for Proposals, bids and contracts and ensuring compliance with applicable laws.

The Office of the Town Attorney is also responsible for all Town litigation, which typically averages over 200 active claims, cases and appeals at any given time, the defense of which is either handled directly by in-house staff or through outside counsel. The Town Attorney's Office also handles the prosecution of all Town Code violations in the Justice Court, parking violations, and all enforcement actions in State Supreme Court.

The Town Attorney's Office includes the Division of Code Services, consolidating the Investigation and Enforcement Unit, the Fire Prevention and Fire Marshal function, and Animal Control into one unit, whose overriding purpose is the enforcement of all applicable NY State and local Town codes and ordinances.

Workload:

The Town Attorney's Office workload includes the following:

1. Legal representation of all Town Boards, agencies and departments.
2. Coordination and review of all outside counsel services to the Town, including labor relations legal counsel.
3. Enforcement of matters in Justice Court and Supreme Court.

Goals & Objectives:

To provide legal representation to all Town Boards, agencies and departments.

To further limit the need to use the services of outside counsel, thereby cutting costs to the Town.

Legal Authority:

Office of the Town Attorney was established by the Town Board pursuant to Section 20(2) of Town Law.

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 1/1/25	Alloc. %
Town Attorney													
Town Attorney - 1420													
Town Attorney	ADMINISTRATIVE	167,334	7,000	8,566	182,900	1,716	9,293	22,385	1,983	35,377	218,276	8.8	100.0
Assistant Town Attorney	ADMINSUPPORT	120,344	6,018	4,112	130,474	42,396	8,527	15,970	1,427	68,320	198,795	20.5	100.0
Assistant Town Attorney	ADMINSUPPORT	104,270	0	0	104,270	40,272	8,077	12,828	1,690	62,868	167,138	5.1	100.0
Assistant Town Attorney	ADMINSUPPORT	105,706	0	0	105,706	18,276	8,151	12,946	1,226	40,599	146,305	3.2	100.0
Assistant Town Attorney	ADMINSUPPORT	98,912	0	0	98,912	40,272	7,627	12,114	1,148	61,161	160,073	4.8	100.0
Deputy Town Attorney	ADMINSUPPORT	144,510	7,000	0	151,510	42,396	8,845	18,630	2,360	72,230	223,740	14.0	100.0
Deputy Town Attorney	ADMINSUPPORT	144,510	7,000	4,552	156,062	42,396	8,901	19,102	1,708	72,107	228,169	22.0	100.0
Paralegal	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	71,635	0	0	71,635	18,276	5,549	8,813	1,167	33,805	105,441	2.0	100.0
Principal Legal Secretary	ADMINSUPPORT	77,249	1,551	8,566	87,366	1,716	6,758	10,733	1,291	20,499	107,865	7.2	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	70,648	0	0	70,648	40,272	5,473	8,692	1,151	55,588	126,236	0.7	100.0
Intern	PART-TIME	5,000	0	0	5,000	0	387	0	98	485	5,485		100.0
Total Town Attorney - 1420		1,110,118	28,569	25,796	1,164,483	287,988	77,589	142,213	15,249	523,040	1,687,522		

NOTES:

