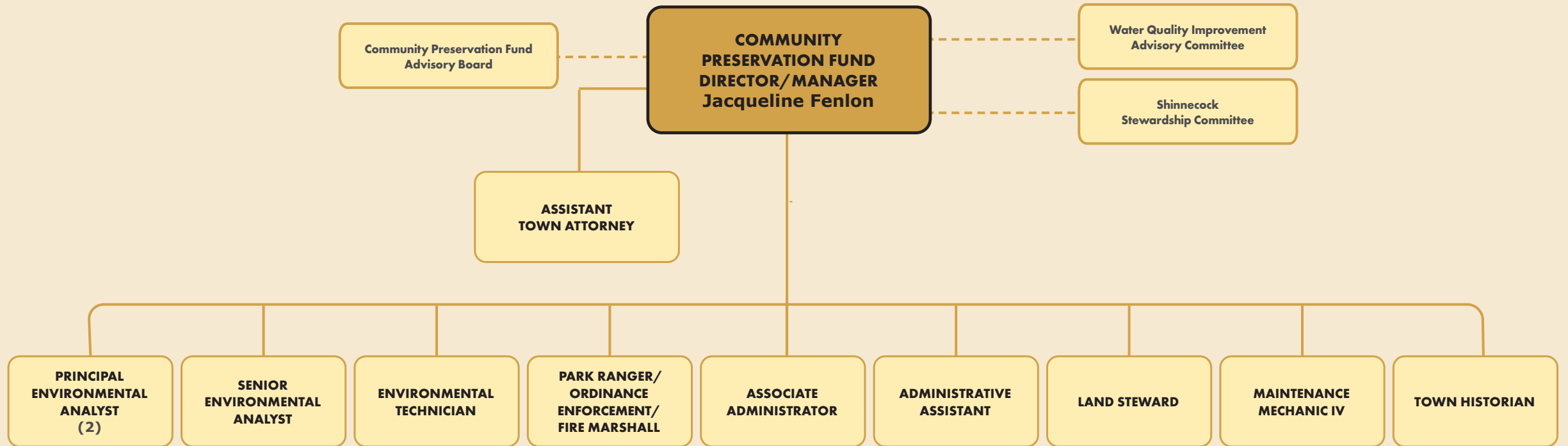


2026 ORGANIZATIONAL CHART
COMMUNITY PRESERVATION FUND

Main Line: 287-5720
Fax: 728-1920



COMMUNITY PRESERVATION - SUMMARY

Department: Community Preservation

Budget Year: 2026

Division: Community Preservation Department

Tax District: Community Preservation Fund

Cost Center #: 1940

Manager: Jacqui Fenlon

NOTES:

Departmental Mission & Responsibilities:

The Community Preservation Department is responsible for administration of the Town's land acquisition program financed through CPF transfer tax revenues. In addition, enforcement matters and stewardship duties are handled by department staff for assets acquired. Transfer taxes are not real property taxes, but rather a closing cost paid by the buyer when property changes title in the Town to a new purchaser. (Certain exemptions apply)

1. Provide professional oversight and management of the Community Preservation Project Plan and the Management and Stewardship Plan.
2. Maintain numerous databases for preserved properties and properties under consideration for acquisition.
3. Field inquiries from landowners, real estate brokers, community groups, attorneys, and other interested parties regarding potential acquisition of interests in real property, including easements and fee acquisition.
4. Recommend and prioritize acquisitions for the Town Board, make presentations at Public Hearings and prepare resolutions regarding acquisitions.
5. Negotiate on behalf of Town to acquire targeted parcels at or below fair market value.
6. Order and review appraisals, title insurance and surveys; prepare purchase agreements, easements, covenants and other closing documents.
7. Prepare and maintain baseline documentation and inspection reports for parcels acquired.
8. Establish active management and stewardship routines; enforce rules and regulations pertaining to Town-owned lands, oversee trail blazing and maintenance; attend CPF Advisory Board and Agricultural Advisory Committee meetings.
9. Oversee Town compliance with State and local requirements for Payment in Lieu of Taxes (PILOT) payments to eligible special districts, including financial certifications by the Town Comptroller based on Tax Receiver's calculations for proposed payments or reductions to tax levies.
10. Oversee, process and interpret the First Time Home Buyer's Exemption to the 2% real estate transfer tax.
11. Oversee, manage and coordinate CPF historic preservation construction projects, including work with Town historic preservation consultant.
12. Administer the Water Quality Improvement Project Plan, including database maintenance, rebate administration compliance; develop grant application and review criteria, assist in Town Board presentations, implement evaluation process, manage budget and disbursements and provide for project accountability; attend WQIP Advisory Board meetings.

Department Summary

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Workload:

1. Prepare and implement open space management plans for specific target areas and for individual parcels.
2. Coordinate with other Town, County, State, Federal and private agencies to ensure open space and stewardship goals are achieved.
3. Prepare a 3-year Stewardship and Management Plan and present at Public Hearing on same. Update this Plan as permitted by statute and as needed to address emerging stewardship and management needs.
4. The CPF Program Manager shall insure an annual independent audit of the CPF revenues is performed as required by statute. The manager presents properties for consideration to the CPF Advisory Board and the Town Board. Reviews appraisals for potential acquisitions. Reviews stewardship and capital projects. Attends Water Quality Advisory Committee meetings and Agricultural Advisory Committee meetings when appropriate. Attends Town Board public hearings and meetings for; property (fee) acquisitions, Development Right/ Conservation Easement acquisitions and Historic Façade Easements. Coordinates with internal Town Departments on CPF owned properties and Town Capital Projects. Coordinates with Federal, State, County and Village personnel on coordinated projects and joint acquisitions.
5. Assistant Town Attorney assigned to CPF ensures compliance with 64e and Town Code Section 140, assists in property consideration, attends public hearings for property acquisitions, assists in code amendments relative to the Department, reviews First Time Homebuyer forms, prepares for closing by erviewieng title information, preparation of closing statements and attends closing for each acquisition.
5. The Principal Environmental Analyst performs over 550 initial and annual monitoring inspections and reports and drafts long-term management plans. The CPF Program has acquired interest in over 500 properties, all of which require an initial inspection by the Principal Environmental Analyst, annual monitoring inspections and reports, as well as a long-term management plan. The Principal Environmental Analyst performs additional environmental inspections for prospective acquisitions. This individual also manages complex stewardship projects including drafting and submitting required governmental environmental permit applications. The Principal Environmental Analyst also provides technical support for PILOT analyses, required reports, acts as liaison to the Friends of the Long Pond Greenbelt, staffs the Long Pond Greenbelt Nature Center, conducts invasive plant species removal programs and coordinates various stewardship projects.
6. The Ordinance Enforcement Officer performs numerous enforcement and monitoring projects for CPF-acquired parcels. The Ordinance Enforcement Officer annually, investigates approximately 250 complaints, performs at least 250 inspections and patrols over 500 properties. In addition, the Ordinance Enforcement Officer provides support for baseline inspections and numerous stewardship responsibilities including sign installation, trail maintenance and property security measures. This person also investigates hazard trees which has been an increasing safety concern due to the presence of Southern Pine Beetle impacts. This person is instrumental in major property cleanups, preventing unauthorized ATV use on lands and installing security measures on CPF lands. This individual is also a member of three subcommittees of the Pine Barrens Law Enforcement Council.

Department Summary

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7. The Associate Administrator, in addition to functioning as the office manager for the CPF Department, performs many additional duties including the maintenance of numerous databases, management, coordination and compliance with lending sources, auditing of monthly Peconic Bay Region transfer tax returns, updating the CPF Project Plan and Management and Stewardship Plan, as well as handling daily inquiries and processing of statutory tax exemptions. This staff person also handles all aspects of real estate closings, which currently average 15- 20 per calendar year and prepares 100-120 potential property acquisition presentations annually, as well as prepares resolutions and agendas for the Town Board and the CPF Advisory Board. In addition, this individual coordinates, manages and processes all aspects of payments for historic construction projects, administration of the Water Quality Improvement Project Plan, daily operations and stewardship costs, including database maintenance, rebate administration compliance and project accountability.

8. The Environmental Analyst assists and performs stewardship tasks, including the completion of baseline documentation, over 250 annual property inspections and initial environmental inspections, including in-person and photographic documentation, invasive species removal, as well as a variety of stewardship tasks working in concert with the Principal Environmental Analyst. Oversees support staff and aids and inspects in property conditions prior to closings

9. The Land Steward(s)/ Maintenance Mechanic III perform a variety of stewardship tasks for CPF-preserved lands including, but not limited to, sign installation, fence installation, trail and access road maintenance and repair, property inspections, painting, equipment operation, maintenance and repair, carpentry, historic property maintenance and repair, boundary line determinations, habitat restoration and ongoing invasive species control and preparing work plans, material lists and cost estimates for other related stewardship duties.

10. The Town Historian (part time with CPF) reviews properties for historic consideration, prepares reports for historic façade easement acquisitions, prepares baseline reports and conducts annual inspections and reports regarding existing preserved historic properties and structures. Works closely with CPF staff members on continuing stewardship projects and management.

Department Summary

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Goals & Objectives:

The CPF transfer tax has been in place since 1998, and the success of the program is evidenced in the 4,600 acres of land acquired for protection. These thousands of acres require stewardship and management in order for the intent of this program to be honored and for these community resources to be preserved and maintained. In the coming year, there will be a strong focus on stewardship and management of the Town's varied CPF lands. Lands include beach access areas, wetlands, woodlands, parks and historic properties and places.

1. Accelerate the processes necessary to further the goals of the Community Preservation Project Plan, specifically through the use of CPF revenues.
2. Continue working relationships with Federal, State and County agencies involved in land acquisitions.
3. Coordinate the local and Town Departments to implement the Community Preservation Project Plan.
4. Coordinate and facilitate educational and recreational programs to increase public awareness of the Town's Community Preservation Program.
5. Prepare material with descriptions of preserved lands that are open to the public, including recreational opportunities, trail maps, aerial photographs and other information useful the public.
6. Continue to monitor CPF-acquired historic properties, including capital construction projects and ongoing stewardship by CPF or other organizations. CPF provides ongoing renovation/construction management and general compliance with all relevant local, state, and federal legislation, as well as grant funding compliance, and coordination with other Town departments for complex bid preparation.
7. Identify CPF properties where increased public access and awareness may be implemented through joint projects with other Town departments and County and State agencies.
8. Implement recommendations of the 2008 State Comptroller Audit and annual audits and consider augmenting staff resources with additional stewardship staff resources.

Legal Authority:

Pursuant to Chapter 140 (Community Preservation) of the Town Code and NYS Town Law Section 64.

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 1/1/26	Alloc. %
Community Preservation Department													
Community Preservation Department													
Community Preservation - 1940													
CPF Assistant Town Attorney	ADMINISTRATIVE	126,298	6,315	0	132,613	40,272	8,550	18,632	397	67,851	200,464		100.0
Community Preservation Fund Manager	ADMINSUPPORT	122,012	6,101	0	128,113	40,272	8,485	18,000	384	67,140	195,253	19.8	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 4	74,072	2,963	0	77,034	40,272	5,910	10,824	240	57,246	134,280	6.5	100.0
Associate Administrator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 4	78,381	3,135	600	82,116	18,660	6,300	11,537	253	36,750	118,866	8.3	100.0
Environmental Technician	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 5	62,126	0	0	62,126	18,660	4,767	8,730	204	32,361	94,487	3.8	100.0
Fire Marshal I	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	72,061	0	300	72,361	40,272	5,552	10,168	234	56,226	128,587	1.1	100.0
Maintenance Mechanic IV	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - I / Step 2	80,451	3,218	0	83,669	40,272	6,419	11,756	259	58,706	142,375	7.3	100.0
Principal Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 3	98,543	5,913	0	104,456	18,660	8,013	14,676	313	41,662	146,118	10.1	100.0
Principal Environmental Analyst *Proposed Promotion 2026	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - M / Step 1	95,768	0	0	95,768	40,272	7,348	13,457	305	61,383	157,151	4.6	100.0
Senior Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 3	85,856	3,434	0	89,290	40,272	6,850	12,546	275	59,943	149,233	7.7	100.0
Town Historian	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 8	49,312	0	0	49,312	24,163	3,821	6,998	652	35,635	84,946	4.9	60.0
Land Steward	PART-TIME	40,800	0	0	40,800	0	3,131	0	140	3,271	44,071		100.0
Land Steward	PART-TIME	40,800	0	0	40,800	0	3,131	0	140	3,271	44,071		100.0
Land Steward	PART-TIME	40,800	0	0	40,800	42,840	3,131	0	140	46,111	86,911		100.0
Total Community Preservation - 1940		1,067,280	31,079	900	1,099,259	404,887	81,408	137,324	3,935	627,554	1,726,813		

NOTES:

Town of Southampton

2026 Adopted Budget

Community Preservation - 1940

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
Other Revenue:																
1190	Community Preservation 2%	56,139,384	70,117,069	70,448,448	70,448,448	53,357,129	72,246,311	71,169,595	71,169,595	71,169,595	721,147	1.02%	69,913,111	69,972,778	69,972,778	69,972,778
1201	Interest And Earnings	5,000,000	13,727,602	8,000,000	8,000,000	8,042,474	9,000,000	10,000,000	10,000,000	10,000,000	2,000,000	25.00%	9,000,000	9,000,000	9,000,000	9,000,000
2660	Sale of Real Property	0	154,000	0	0	33,000	0	0	0	0	0	0.00%	0	0	0	0
2701	Miscellaneous Tax Receipts	0	45	0	0	2,014,134	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	6,343	7,189	6,343	6,343	6,633	6,343	6,343	6,343	6,343	0	0.00%	6,343	6,343	6,343	6,343
5031	Interfund Transfer - Revenue	0	377	0	665	666	0	0	0	0	(665)	(100.00%)	0	0	0	0
Total Other Revenue		61,145,727	84,006,281	78,454,791	78,455,456	63,454,036	81,252,654	81,175,938	81,175,938	81,175,938	2,720,482	3.47%	78,919,454	78,979,121	78,979,121	78,979,121
Total Revenue		61,145,727	84,006,281	78,454,791	78,455,456	63,454,036	81,252,654	81,175,938	81,175,938	81,175,938	2,720,482	3.47%	78,919,454	78,979,121	78,979,121	78,979,121
Salaries:																
6100	Salaries	880,011	809,561	911,439	911,439	682,486	938,581	944,880	944,880	944,880	(33,441)	(3.67%)	966,425	973,044	973,044	973,044
6103	Accumulated Sick/Personal Days	0	555	0	0	0	0	600	600	600	(600)	(100.00%)	0	600	600	600
6105	Part Time Salaries	122,400	42,943	122,400	122,400	36,744	122,400	122,400	122,400	122,400	0	0.00%	122,400	122,400	122,400	122,400
6110	Longevity	23,967	20,237	24,247	24,247	0	24,705	31,079	31,079	31,079	(6,832)	(28.18%)	25,176	31,717	31,717	31,717
6144	Clothing Cleaning	300	0	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
Total Salaries		1,026,678	873,296	1,058,385	1,058,385	719,230	1,085,986	1,099,259	1,099,259	1,099,259	(40,873)	(3.86%)	1,114,301	1,128,062	1,128,062	1,128,062
Employee Benefits - Current:																
6810	Employee Retirement - Active	102,421	104,908	114,949	114,949	84,835	118,340	137,324	137,324	137,324	(22,375)	(19.47%)	121,818	141,373	141,373	141,373
6830	FICA Tax Expenditure	77,514	63,571	79,157	79,157	52,342	80,987	81,408	81,408	81,408	(2,251)	(2.84%)	82,859	83,214	83,214	83,214
6835	MTA Tax	3,529	2,832	3,637	3,637	1,513	3,731	0	0	0	3,637	100.00%	3,829	0	0	0
6840	Worker's Compensation	11,190	11,071	11,199	11,199	8,258	11,506	3,695	3,695	3,695	7,504	67.01%	11,821	3,789	3,789	3,789
6860	Medical Insurance - Active Employees	351,408	290,390	385,546	385,546	237,212	385,546	386,698	386,698	386,698	(1,152)	(0.30%)	385,546	386,698	386,698	386,698
6865	Dental & Optical	18,190	15,961	18,190	18,190	12,786	18,190	18,190	18,190	18,190	0	0.00%	18,190	18,190	18,190	18,190
6875	Disability	240	29	240	240	72	240	240	240	240	0	0.00%	240	240	240	240
Total Employee Benefits - Current		564,492	488,763	612,917	612,917	397,019	618,540	627,554	627,554	627,554	(14,637)	(2.39%)	624,303	633,503	633,503	633,503
Total Employee Costs		1,591,170	1,362,059	1,671,302	1,671,302	1,116,249	1,704,526	1,726,813	1,726,813	1,726,813	(55,510)	(3.32%)	1,738,604	1,761,564	1,761,564	1,761,564
Equipment:																
6201	Vehicles	100,000	59,162	100,000	100,000	0	100,000	100,000	100,000	100,000	0	0.00%	0	0	0	0
6208	Land Purchase	40,000,000	67,200,994	95,000,000	95,000,000	46,424,181	85,000,000	85,000,000	85,000,000	85,000,000	10,000,000	10.53%	68,000,000	68,000,000	68,000,000	68,000,000
6209	Water Quality Improvement Program	19,123,829	2,842,689	13,674,345	8,284,313	0	14,023,414	14,023,413	14,023,413	14,023,413	(5,739,100)	(69.28%)	1,420,000	1,420,000	1,420,000	1,420,000
Total Equipment		59,223,829	70,102,845	108,774,345	103,384,313	46,424,181	99,123,414	99,123,413	99,123,413	99,123,413	4,260,900	4.12%	69,420,000	69,420,000	69,420,000	69,420,000
Contractual:																
6400	Contracts - Other	20,000	9,500	20,000	20,000	9,500	20,000	20,000	20,000	20,000	0	0.00%	20,000	20,000	20,000	20,000
6401	Contracts	400,000	330,032	450,000	450,000	262,860	475,000	475,000	475,000	475,000	(25,000)	(5.56%)	250,000	250,000	250,000	250,000
6403	Gasoline	9,000	5,145	10,500	10,500	4,024	12,000	10,000	10,000	10,000	500	4.76%	4,000	4,000	4,000	4,000
6410	Postage	2,000	689	2,000	2,000	380	2,000	2,000	2,000	2,000	0	0.00%	1,000	1,000	1,000	1,000
6411	Printing and Stationery	0	2,773	0	4,000	1,601	0	0	0	0	4,000	100.00%	0	0	0	0
6412	Publications	800	668	1,600	1,600	800	1,800	1,800	1,800	1,800	(200)	(12.50%)	700	700	700	700
6416	Travel, Dues and Related	2,100	0	2,400	2,400	0	3,000	3,000	3,000	3,000	(600)	(25.00%)	2,100	2,100	2,100	2,100
6418	Uniforms	2,500	1,054	2,800	2,800	0	3,500	3,000	3,000	3,000	(200)	(7.14%)	100	100	100	100
6423	Small Equipment (Non-Capital)	6,500	11,954	25,000	25,000	0	25,000	20,000	20,000	20,000	5,000	20.00%	0	25,000	25,000	25,000

Town of Southampton

2026 Adopted Budget

Community Preservation - 1940

Account Code	Description	2024		2025	2025	2025	2026		2026	2026	2026	2026	2027	2027	2027	2027
		Adopted Budget	2024 Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Amended Difference	Adopted / 2025 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6424	Taxes - Town Property	300,000	88,485	300,000	300,000	14,159	300,000	200,000	200,000	200,000	100,000	33.33%	300,000	300,000	300,000	300,000
6425	Office Supplies	2,000	1,853	2,500	2,500	1,114	3,500	3,500	3,500	3,500	(1,000)	(40.00%)	500	500	500	500
6426	Supplies - Other	1,000	0	5,000	1,000	441	1,000	1,000	1,000	1,000	0	0.00%	750	750	750	750
6441	Diesel Fuel	0	38	0	100	23	0	0	0	0	100	100.00%	0	0	0	0
6442	Property Stewardship	1,661,914	666,998	1,087,172	1,087,172	520,453	1,036,707	936,706	936,706	936,706	150,466	13.84%	0	0	0	0
6443	Clothing	900	505	1,000	1,000	837	1,500	1,000	1,000	1,000	0	0.00%	500	500	500	500
6450	Schools & Training	3,000	125	3,000	3,000	55	3,000	2,000	2,000	2,000	1,000	33.33%	1,000	1,000	1,000	1,000
6460	Pilot Payments	9,561,914	6,411,326	6,837,172	6,827,072	6,535,582	7,001,707	7,011,706	7,011,706	7,011,706	(184,634)	(2.70%)	7,000,000	7,011,706	7,011,706	7,011,706
6466	Telephone - Wireless	1,500	1,670	3,000	3,000	1,385	3,000	3,000	3,000	3,000	0	0.00%	1,200	1,200	1,200	1,200
6474	Other - Landfill Charges	1,600	833	2,000	12,000	7,500	3,000	3,000	3,000	3,000	9,000	75.00%	1,000	1,000	1,000	1,000
6477	Copier Leases	4,000	979	4,000	4,000	1,631	4,000	4,000	4,000	4,000	0	0.00%	3,000	3,000	3,000	3,000
6490	Consultants	450,000	318,152	500,000	500,000	167,081	550,000	550,000	550,000	550,000	(50,000)	(10.00%)	175,000	175,000	175,000	175,000
	Total Contractual	12,430,728	7,852,777	9,259,144	9,259,144	7,529,427	9,449,714	9,250,712	9,250,712	9,250,712	8,432	0.09%	7,760,850	7,797,556	7,797,556	7,797,556
	Debt Service:															
6900	Interfund Transfer Expense	7,900,000	24,838,940	5,750,000	11,140,032	11,140,032	5,975,000	6,075,000	6,075,000	6,075,000	5,065,032	45.47%	0	0	0	0
	Total Debt Service	7,900,000	24,838,940	5,750,000	11,140,032	11,140,032	5,975,000	6,075,000	6,075,000	6,075,000	5,065,032	45.47%	0	0	0	0
	Total Expenditures	81,145,727	104,156,621	125,454,791	125,454,791	66,209,889	116,252,654	116,175,938	116,175,938	116,175,938	9,278,854	7.40%	78,919,454	78,979,121	78,979,121	78,979,121
	Net Surplus (Deficit)	(20,000,000)	(20,150,340)	(47,000,000)	(46,999,335)	(2,755,853)	(35,000,000)	(35,000,000)	(35,000,000)	(35,000,000)			0	0	0	0
	Appropriated Fund Balance:															
9090	Appropriated Fund Balance	20,000,000	0	47,000,000	46,999,335	0	35,000,000	35,000,000	35,000,000	35,000,000			0	0	0	0
	Net Surplus (Deficit)	0	(20,150,340)	0	0	(2,755,853)	0	0	0	0			0	0	0	0