

TRUSTEES OFFICE

2014 ORGANIZATIONAL CHART

BOARD OF TRUSTEES

Eric Shultz Trustee, President
Jon Semlear Trustee
Fred Havemeyer Trustee
William Pell IV Trustee
Ed Warner Jr Trustee

- Preserves public access to the water;
- Upholds the traditions of a maritime community;
- Advises the Town Board on coastal related issues;
- Informs the public of the Facts of Coastal Issues and Policy;
- Represents the best interest of the freeholders;
- Maintains and protect surface water quality;
- Regulates dock and bulkhead construction and impacts;
- Promotes sustainable harvest of commercial shellfish and finfish;
- Provides a safe marine environment;
- Inspects all structures built on bay bottom;

OFFICE

LEGISLATIVE SECRETARY Vacant

- Prepares the Trustee's Board Meeting minutes, which are held twice a month;
- Prepares of meeting agendas and meetings;
- Processes daily mail, bills, letters, notices from the Army Corp of Engineers, tax forms, agenda items, NYSDEC notices, new applications, referrals, etc.;
- Types all office correspondence;
- Maintains and balances all office bank/checking accounts;
- Processes and types all correspondence relating Building and Zoning, Planning Department and Road Review Department referrals and distributes to appropriate Trustee;
- Manages lease renewals and collects fees for dock space at Trustee's Basin;
- Oversees office employees and maintains personnel files for all office full-time, part-time and seasonal staff;
- Keeps track of spending in all Trustee Town GL Accounts and payroll spending, as per budget;
- Accounts Payable/Budget Transfers;
- Public Hearing Notices and Legal Notices;
- Processes Beach Event applications, collects fees and forwards to Trustee;
- Maintains Trustee's record books;
- Inputs all financial data on Unix (the Town's Financial Computer System);
- Processes all dock, bulkhead and dredging applications and assesses for completeness before distribution, including the calculating and receipt of all fees;
- Supervises the permit sales in the office (Mooring, Ramp permits, 4x4 permits, Guides Licenses, Commercial Shellfish licenses).

DRIVER MESSENGER* Merriah Eberts

CLERK TYPIST Diane Fisher

- Takes-in and processes all Trustees Applications and Permits;
- Commencement and Completion Notice processing;
- Dock Lottery List and mailings;
- Maintains Cut Opening List for Mecox and Sagaponack Inlets;
- Pump Out Waste Totals;
- Clerical typing and laminating;
- Renewal and cancellation mailings/maintain waiting lists;
- Mail room/answer phones/photocopy/inventory of supplies;
- Bank runs;
- Maintains and files of all Trustees Applications and Permits;
- Operates cash register/close cash register daily;
- Processes Foil requests;
- Assists with Trustees request.

BUILDING & GROUNDS

WATER WAYS MAINTENANCE SUPERVISOR (P/T)* James White

- Supervises crew, participates in all maintenance work and ensures safety;
- Schedules work by priority basis with manpower, weather, and other hazards;
- Trains workers in all activities and use of required equipment;
- Record Keeping: Time records of crew/ Inventory of equipment and material;
- Repairs, fabricates and maintains all aids to navigation;
- Builds, repairs and maintains all fixed docks and floating docks, walkways, bulkheads, boat ramps, barns and shops;
- Pump out Boat Operations: maintain and repairs a seven boat fleet.

PART-TIME PROGRAM AIDE I * Part Time (4)

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

WATER WAYS MAINTENANCE MECHANIC III Harry Miller WATER WAYS MAINTENANCE MECHANIC II (2) Edward White Patrick Mullen

- Building Maintenance: Maintains operation of heating systems and electrical systems, painting buildings, general structural repairs, windows, doors, locks, etc.;
- Operates: power tools, winches, pumps, mowers, small front end loader;
- Clean ups on Trustee roads, patches pot holes, cuts and cleans brush;
- Sign Work: Fabricates, letter, silkscreen, paint; refurbishes and installs signs;
- Repairs: mowers, pumps, power equipment, light vehicle maintenance, etc.;
- Provides grounds maintenance: mowing, fertilizing, and seeding. Installs of benches/ tables.
- Removes snow from Trustee parking areas, walkways and stairs.
- Assists local community groups in related activities.

* Funded directly by Trustees

Department Summary

Department: Board of Trustees

Budget Year: 2014
Division: Board of Trustees
Tax District: Full Town

Cost Center #: 8700
Manager:

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 shall remain 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 three (3) 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: 2014
Division: Board of Trustees
Tax District: Full Town

Cost Center #: 8700
Manager:

-
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 (bulkheading, 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' yearly 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 secretary, one (1) Senior Clerk Typist, one (1) Waterways Maintenance Mechanic III and two (2) Maintenance Mechanic II. 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.

NOTES:

Department Summary

Department: Board of Trustees

Budget Year: 2014
Division: Board of Trustees
Tax District: Full Town

Cost Center #: 8700
Manager:

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 Town of Southampton 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. Benefit
Board of Trustees											
Board of Trustees - 8700											
Legislative Secretary - Vacant	ADMINSUPPORT	56,287	0	0	56,287	18,887	4,306	7,261	502	30,955	87,242
Waterways Maintenance Mechanic III	ADMINSUPPORT	60,343	0	2,500	62,843	18,887	4,808	8,107	6,469	38,270	101,113
Driver Messenger	CSEA40HOUR - 7-1-2010 / A / 1	34,907	0	3,000	37,907	11,348	2,900	4,890	332	19,470	57,377
Clerk Typist	CSEA40HOUR-NEW / B / 5	41,360	1,656	2,500	45,516	1,304	3,482	5,872	390	11,048	56,564
Maintenance Mechanic II	CSEA40HOUR-NEW / D / 5	48,409	1,944	0	50,353	11,348	3,852	6,496	3,640	25,336	75,689
Maintenance Mechanic II	CSEA40HOUR-NEW / D / 5	48,409	2,907	0	51,316	11,348	3,926	6,620	3,709	25,603	76,919
Trustee	ELECTOFFICIALS	23,900	0	0	23,900	20,907	1,828	3,083	230	26,048	49,947
Trustee	ELECTOFFICIALS	30,300	0	0	30,300	20,907	2,318	3,909	283	27,417	57,717
Trustee	ELECTOFFICIALS	23,900	0	0	23,900	20,907	1,828	3,083	230	26,048	49,947
Trustee	ELECTOFFICIALS	23,900	0	0	23,900	20,907	1,828	3,083	230	26,048	49,947
Trustee	ELECTOFFICIALS	23,900	0	0	23,900	20,907	1,828	3,083	906	26,724	50,624
Clerk Typist	PART-TIME	7,140	0	0	7,140	0	546	0	89	635	7,775
Waterways Maintenance Mechanic	PART-TIME	15,000	0	0	15,000	0	1,148	0	1,628	2,775	17,775
Program Aide I	SEASONAL	9,800	0	0	9,800	0	750	0	413	1,162	10,962
Program Aide I	SEASONAL	9,800	0	0	9,800	0	750	0	341	1,090	10,890
Program Aide I	SEASONAL	9,800	0	0	9,800	0	750	0	413	1,162	10,962
Program Aide I	SEASONAL	9,800	0	0	9,800	0	750	0	413	1,162	10,962
Total Board of Trustees - 8700		476,955	6,507	8,000	491,462	177,658	37,597	55,486	20,215	290,955	782,417

NOTES:

Town of Southampton

2014 Adopted Budget

Board of Trustees - 8700

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	607,289	610,036	676,485	666,806	666,806	672,495	655,319	655,319	655,319	(11,487)	(1.72%)	680,819	663,227	663,227	663,227
	Total Real Property Taxes	607,289	610,036	676,485	666,806	666,806	672,495	655,319	655,319	655,319	(11,487)	(1.72%)	680,819	663,227	663,227	663,227
Other Revenue:																
2210	Intergovernmental Revenue	111,139	97,815	146,398	171,153	155,960	165,000	165,000	165,000	165,000	(6,153)	(3.60%)	165,000	165,000	165,000	165,000
3960	State Aid, Emergency Disaster	0	188	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
4960	Federal Grants - FEMA	0	1,125	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	111,139	99,128	146,398	171,153	155,960	165,000	165,000	165,000	165,000	(6,153)	(3.60%)	165,000	165,000	165,000	165,000
	Total Revenue	718,428	709,164	822,883	837,959	822,766	837,495	820,319	820,319	820,319	(17,640)	(2.11%)	845,819	828,227	828,227	828,227
Salaries:																
6100	Salaries	404,252	354,695	410,060	401,098	334,568	415,615	415,615	415,615	415,615	(14,517)	(3.62%)	421,931	421,931	421,931	421,931
6101	Overtime	0	1,305	2,000	6,589	6,015	0	0	0	0	6,589	100.00%	0	0	0	0
6105	Part Time Salaries	30,004	84,435	74,034	89,250	74,454	61,340	61,340	61,340	61,340	27,910	31.27%	61,340	61,340	61,340	61,340
6110	Longevity	6,248	6,248	6,378	6,378	0	6,507	6,507	6,507	6,507	(129)	(2.03%)	6,507	6,507	6,507	6,507
6113	Other Pay	0	4,000	6,000	9,000	7,250	9,000	5,500	5,500	5,500	3,500	38.89%	9,000	5,500	5,500	5,500
6127	Cash in Lieu of Health Benefits	5,500	4,750	4,000	4,000	2,313	4,000	2,500	2,500	2,500	1,500	37.50%	4,000	2,500	2,500	2,500
	Total Salaries	446,004	455,433	502,472	516,315	424,598	496,462	491,462	491,462	491,462	24,852	4.81%	502,778	497,778	497,778	497,778
Employee Benefits - Current:																
6810	Employee Retirement - Active	51,543	47,364	58,202	58,202	45,006	84,849	55,486	55,486	55,486	2,717	4.67%	86,080	56,301	56,301	56,301
6830	FICA Tax Expenditure	34,119	33,928	38,822	39,917	32,089	37,979	37,597	37,597	37,597	2,320	5.81%	38,463	38,080	38,080	38,080
6835	MTA Tax	1,516	1,516	1,726	1,779	1,400	1,688	1,671	1,671	1,671	108	6.05%	1,709	1,692	1,692	1,692
6840	Worker's Compensation	13,584	14,812	17,599	17,684	14,666	18,054	18,054	18,054	18,054	(370)	(2.09%)	18,327	18,327	18,327	18,327
6860	Medical Insurance - Active Employees	115,360	99,734	147,374	147,374	113,210	145,732	163,319	163,319	163,319	(15,945)	(10.82%)	145,732	163,319	163,319	163,319
6865	Dental & Optical	13,484	9,293	14,293	14,293	9,301	14,338	14,338	14,338	14,338	(45)	(0.32%)	14,338	14,338	14,338	14,338
6875	Disability	346	282	490	490	513	490	490	490	490	0	0.00%	490	490	490	490
	Total Employee Benefits - Current	229,952	206,929	278,506	279,739	216,185	303,130	290,955	290,955	290,955	(11,216)	(4.01%)	305,139	292,547	292,547	292,547
	Total Employee Costs	675,956	662,362	780,978	796,054	640,784	799,593	782,417	782,417	782,417	13,636	1.71%	807,917	790,325	790,325	790,325
Equipment:																
6200	Equipment	5,000	4,746	5,000	5,000	1,691	0	0	0	0	5,000	100.00%	0	0	0	0
	Total Equipment	5,000	4,746	5,000	5,000	1,691	0	0	0	0	5,000	100.00%	0	0	0	0
Contractual:																
6401	Contracts	1,178	1,011	1,202	1,202	295	1,202	1,202	1,202	1,202	0	(0.04%)	1,202	1,202	1,202	1,202
6403	Gasoline	10,000	12,010	10,000	11,900	11,855	12,000	12,000	12,000	12,000	(100)	(0.84%)	12,000	12,000	12,000	12,000
6404	Electric	2,000	2,108	2,000	3,190	2,822	2,200	2,200	2,200	2,200	990	31.03%	2,200	2,200	2,200	2,200
6405	Fuel Oil	7,000	2,852	7,000	4,000	1,863	5,000	5,000	5,000	5,000	(1,000)	(25.00%)	5,000	5,000	5,000	5,000
6406	Repair Equipment	1,020	537	1,000	1,000	314	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6411	Printing and Stationery	510	160	500	500	397	500	500	500	500	0	0.00%	500	500	500	500
6418	Uniforms	500	571	500	500	449	500	500	500	500	0	0.00%	500	500	500	500
6420	Other	510	509	521	531	523	500	500	500	500	31	5.84%	500	500	500	500
6421	Legal Notices	1,530	343	1,483	1,483	1,074	1,200	1,200	1,200	1,200	283	19.08%	1,200	1,200	1,200	1,200
6423	Small Equipment (Non-Capital)	0	0	0	0	0	5,000	5,000	5,000	5,000	(5,000)	(100.00%)	5,000	5,000	5,000	5,000

Town of Southampton
2014 Adopted Budget
Board of Trustees - 8700

Account Code	Description	2012	2012	2013	2013	2013	2014	2014	2014	2014	2014	2014	2015	2015	2015	2015
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Oct YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2013 Amended Difference	Adopted / 2013 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6425	Office Supplies	1,224	915	1,200	1,200	825	800	800	800	800	400	33.33%	800	800	800	800
6426	Supplies - Other	5,000	6,720	5,000	5,000	4,954	5,000	5,000	5,000	5,000	0	0.00%	5,000	5,000	5,000	5,000
6466	Telephone - Wireless	0	302	500	500	418	500	500	500	500	0	0.00%	500	500	500	500
6474	Other - Landfill Charges	2,000	2,396	1,000	2,100	1,948	2,500	2,500	2,500	2,500	(400)	(19.05%)	2,500	2,500	2,500	2,500
6480	Marine Charges	5,000	5,029	5,000	3,800	2,121	0	0	0	0	3,800	100.00%	0	0	0	0
	Total Contractual	37,472	35,463	36,906	36,906	29,857	37,902	37,902	37,902	37,902	(996)	(2.70%)	37,902	37,902	37,902	37,902
	Total Expenditures	718,428	702,571	822,883	837,959	672,332	837,495	820,319	820,319	820,319	17,640	2.11%	845,819	828,227	828,227	828,227
	Net Surplus (Deficit)	0	6,593	0	0	150,433	0	0	0	0			0	0	0	0

Department Summary

Department: Pump-Out Boat Division

Budget Year: 2014
Division: Board of Trustees
Tax District: Full Town

Cost Center #: 8189
Manager:

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 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 Town of Southampton 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.

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
Board of Trustees											
Pump-Out Boat Division - 8189											
Program Aide I	SEASONAL	8,572	0	0	8,572	0	656	0	365	1,020	9,592
Program Aide I	SEASONAL	8,572	0	0	8,572	0	656	0	365	1,020	9,592
Program Aide I	SEASONAL	8,572	0	0	8,572	0	656	0	365	1,020	9,592
Program Aide I	SEASONAL	8,572	0	0	8,572	0	656	0	365	1,020	9,592
Program Aide I	SEASONAL	8,572	0	0	8,572	0	656	0	365	1,020	9,592
Program Aide I	SEASONAL	8,572	0	0	8,572	0	656	0	365	1,020	9,592
Program Aide I	SEASONAL	8,572	0	0	8,572	0	656	0	365	1,020	9,592
Total Pump-Out Boat Division - 8189		60,004	0	0	60,004	0	4,590	0	2,552	7,142	67,146

NOTES:

