

# TRUSTEES OFFICE

## 2019 ORGANIZATIONAL CHART

### OFFICE

#### LEGISLATIVE SECRETARY Lisa Dunlap

- Prepares all Regular Meeting, Special Meeting and Work Session Agendas;
- Prepares the Trustees Meetings and Work Session Minutes, which are held approximately (6) times per month;
- Reviews daily mail, invoices, communications, Army Corp of Engineers Notices, Agenda Discussion items, NYSDEC Notices, new and amended bulkhead, dock, etc. applications, moorings, duck blinds, 4X4s, ramps;
- Prepares all correspondence, e-mails, inter-office memorandums, etc. at the request of each individual Trustee;
- Processes and prepares all correspondence and resolutions relating to Road Review referrals and distributes to the appropriate Trustee;
- Prepares the bi-monthly Warrant resolutions as specified by the Comptroller's office;
- Manages lease renewals and licensing agreements;
- Supervises full-time, part-time and seasonal staff including providing supervision and administrative support to the Marine Maintenance staff, Endangered Species Management staff and administrative support to the Bay Constables;
- Supervises all Accounts Payable/Budget Transfers;
- Prepares and processes all Legal Ads for Notices of Public Hearing, Notices of Adoption, etc. and posting on Trustees' Signboard, prepares Affidavits of Posting;
- Reviews Beach Event applications;
- Maintains Trustee's record books;
- Review and approve all financial data entry into Workplace/Paramount Financial System;
- Supervises all permit sales, i.e. Residential Shellfish Licenses, Duck Blind Permits, Pot, Gill Net Permits, Moorings, Ramp permits, 4X4 permits, Guides Licenses, Commercial Shellfish licenses, permits to property;
- Maintains and approves all AssureForce/Legiant Time Sheets for full-time, part-time and seasonal staff;
- Supervises the update and restructure of all office forms and creation of new Govern modules;
- Liaison to General Code regarding updates/changes to the Trustees "Blue Book"

- #### BOARD OF TRUSTEES
- |                            |                                       |
|----------------------------|---------------------------------------|
| <b>Edward J. Warner Jr</b> | <b>Trustee, President</b>             |
| <b>Scott M. Horowitz</b>   | <b>Trustee, Secretary - Treasurer</b> |
| <b>William Pell IV</b>     | <b>Trustee</b>                        |
| <b>Bruce A. Stafford</b>   | <b>Trustee</b>                        |
| <b>Ann E. Welker</b>       | <b>Trustee</b>                        |

- 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;

#### ENVIRONMENTAL ANALYST\* James Duryea

- Processes all Trustee General Permit Applications;
- Maintains Cut Opening list for Mecox and Sagaponack Inlets;
- Answers the public's questions regarding Permits and Environmental Issues;
- Conducts weekly salinity readings and GPS coordinates at Mecox Bay and Sagaponack Pond;
- Manages the Threatened and Endangered Species Program;
- Manages Applications/Renewals of DEC Permits / Dredging Permits;
- Provides Technical expertise on New Programs/Projects;
- Attends environmental meetings and reports to Trustees;
- Provides direct correspondence and communication to NYSDEC, Army Corps of Engineers, SCHD/FWS and all Permit Consultants and Individuals;
- Provides backup to the counter, assists in FOIL Request research;
- Obtains water sampling when necessary, perform site visits when necessary.

#### COASTAL STEWARD LEADER Part Time (1)

#### PROGRAM AIDE I

#### OFFICE ASSISTANT Rachel Longobardi (Split Employee)

#### OFFICE ASSISTANT Part Time (3)

- Answers phones and responds to constituent requests
- Processes all applications for 4X4 permits, ramp permits, mooring permits, commercial and residential shellfish permits, etc.
- Clerical typing, laminating, mail, photocopying, filing and cash register

#### SENIOR OFFICE ASSISTANT Jessica Goleski

- Restructured and updated all permit applications;
- Developed new modules in Govern to accommodate updated permitting procedures;
- Responsible for organizing, disposal and archiving of outdated files;
- Processes and maintains Town Trustees Applications and Permits;
- Direct supervision of counter employees;
- Coordinates Freedom of Information Law Requests;
- Assists with Trustees' requests;
- Manages Dock Slip program, Waterfowl Hunting program, Mooring Permits;
- Coordinates permit applications with the Bay Constables;
- Answers phones and responds to constituent requests;
- Acts as a liaison between the public and the Trustees;
- Coordinates internal Blue Book updates;
- Processes renewal, cancellation and appeal mailings for permits.

#### LEGISLATIVE AIDE Brandy Campbell

- Mail room/answer phones/photocopy/inventory of supplies/bank runs;
- Maintains and files of all Trustees Applications and Permits;
- Close cash registers daily/Monthly reconciliations;
- Processes FOIL requests when needed for financial records;
- Assists with Trustees' requests;
- Maintains and balances all office bank/checking accounts;
- Processes and types all correspondence relating to Building and Zoning;
- Keeps track of spending in all Trustee Town G/L Accounts and payroll spending, as per budget;
- Accounts Payable/Budget Transfers for Trustees, Marine Maintenance and Endangered Species Management Staff;
- Inputs all financial data on Paramount/Workplace (the Town's Financial Computer System);
- Back-up for Legislative procedures and Trustees Meetings;
- Reviews Beach Event Applications;
- Pump-Out Waste Totals.

### MARINE MAINTENANCE & GROUNDS

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

#### WATER WAYS MAINTENANCE MECHANIC II

Patrick Mullen  
Robert D'Andrea  
Ryan Corwin

- 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.

#### PROGRAM AIDE I Part Time (1)



# Department Summary

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*Department: Board of Trustees*

**Budget Year:** 2019  
**Division:** Board of Trustees  
**Tax District:** Full Town

**Cost Center #:** 8700  
**Manager:** Lisa Dunlap

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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:** 2019  
**Division:** Board of Trustees  
**Tax District:** Full Town

**Cost Center #:** 8700  
**Manager:** Lisa Dunlap

## 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:** 2019  
**Division:** Board of Trustees  
**Tax District:** Full Town

**Cost Center #:** 8700  
**Manager:** Lisa Dunlap

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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 1/1/19
<b>Board of Trustees</b>												
<b>Board of Trustees Summary</b>												
<b>Board of Trustees - 8700</b>												
Trustee	ELECTOFFICIALS	26,388	0	0	26,388	13,008	2,073	3,480	730	19,383	45,770	
Trustee	ELECTOFFICIALS	26,388	0	0	26,388	28,344	2,073	3,480	730	34,719	61,106	3.0
Trustee	ELECTOFFICIALS	33,454	670	0	34,124	29,184	2,680	4,498	921	37,401	71,525	12.8
Trustee	ELECTOFFICIALS	26,388	528	6,002	32,918	1,332	2,573	4,318	730	9,067	41,985	5.0
Trustee	ELECTOFFICIALS	26,388	528	0	26,916	29,184	2,114	3,547	730	35,669	62,584	15.0
Marine Maintenance	PART-TIME	8,568	0	0	8,568	0	710	0	729	1,470	10,038	
Marine Maintenance	PART-TIME	8,568	0	0	8,568	0	710	0	729	1,470	10,038	
Program Aide	PART-TIME	11,667	0	0	11,667	0	939	0	630	1,611	13,278	
Program Aide	PART-TIME	11,667	0	0	11,667	0	939	0	630	1,611	13,278	
Program Aide	PART-TIME	10,000	0	0	10,000	0	805	0	542	1,383	11,383	
Coastal Steward - PP	SEASONAL	21,000	0	0	21,000	0	1,607	0	17	1,695	22,695	
Program Aide I - PP	SEASONAL	9,000	0	0	9,000	0	725	0	490	1,247	10,247	
Program Aide I - PP	SEASONAL	9,000	0	0	9,000	0	725	0	490	1,247	10,247	
Program Aide I - PP	SEASONAL	9,000	0	0	9,000	0	725	0	490	1,247	10,247	
Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 2	63,839	0	0	63,839	13,008	5,082	8,529	2,603	29,447	93,287	2.8
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 3	21,314	0	0	21,314	6,504	1,675	2,811	584	11,648	32,962	2.1
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 4	50,942	0	0	50,942	14,304	4,002	6,718	1,393	26,594	77,536	4.6
Waterways Maintenance Mechanic II	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 1	52,310	0	0	52,310	28,344	4,212	7,069	2,764	42,576	94,886	0.6
Legislative Aide	ADMINSUPPORT	49,470	0	0	49,470	28,344	3,887	6,523	1,353	40,280	89,750	2.7
Legislative Secretary	ADMINSUPPORT	93,863	3,755	0	97,618	29,184	7,662	12,860	2,552	52,597	150,215	18.3
Maintenance Mechanic II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 4	55,635	4,451	0	60,086	14,304	4,990	8,376	5,164	33,055	93,141	18.2
Waterways Maintenance Mechanic II	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 4	54,642	0	0	54,642	13,008	4,567	7,665	5,072	30,514	85,156	3.3
<b>Total Board of Trustees - 8700</b>		<b>679,489</b>	<b>9,932</b>	<b>6,002</b>	<b>695,422</b>	<b>248,052</b>	<b>55,472</b>	<b>79,872</b>	<b>30,070</b>	<b>415,932</b>	<b>1,111,354</b>	

**NOTES:**

# Town of Southampton

## 2019 Adopted Budget

### Board of Trustees - 8700

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	875,338	875,338	921,001	906,569	906,569	968,158	964,341	964,341	964,341	57,773	6.37%	994,333	988,716	988,716	988,716
	<b>Total Real Property Taxes</b>	875,338	875,338	921,001	906,569	906,569	968,158	964,341	964,341	964,341	57,773	6.37%	994,333	988,716	988,716	988,716
<b>Other Revenue:</b>																
2210	Intergovernmental Revenue	190,000	190,000	200,000	215,500	115,500	205,000	205,000	205,000	205,000	(10,500)	(4.87%)	205,000	205,000	205,000	205,000
2701	Miscellaneous Tax Receipts	0	17	0	0	60	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	190,000	190,017	200,000	215,500	115,560	205,000	205,000	205,000	205,000	(10,500)	(4.87%)	205,000	205,000	205,000	205,000
	<b>Total Revenue</b>	<b>1,065,338</b>	<b>1,065,355</b>	<b>1,121,001</b>	<b>1,122,069</b>	<b>1,022,129</b>	<b>1,173,158</b>	<b>1,169,341</b>	<b>1,169,341</b>	<b>1,169,341</b>	<b>47,273</b>	<b>4.21%</b>	<b>1,199,333</b>	<b>1,193,716</b>	<b>1,193,716</b>	<b>1,193,716</b>
<b>Salaries:</b>																
6100	Salaries	544,619	564,218	578,710	564,413	484,861	581,019	581,019	581,019	581,019	(16,606)	(2.94%)	597,329	597,329	597,329	597,329
6101	Overtime	7,000	9,761	10,000	10,000	4,475	10,500	10,500	10,500	10,500	(500)	(5.00%)	11,500	11,500	11,500	11,500
6105	Part Time Salaries	89,000	63,639	72,500	94,395	74,028	88,469	98,469	98,469	98,469	(4,074)	(4.32%)	88,812	98,812	98,812	98,812
6110	Longevity	12,471	12,711	16,096	16,219	10,179	9,932	9,932	9,932	9,932	6,287	38.76%	10,112	10,112	10,112	10,112
6127	Cash in Lieu of Health Benefits	4,512	9,939	11,274	11,274	2,818	6,002	6,002	6,002	6,002	5,272	46.76%	6,002	6,002	6,002	6,002
	<b>Total Salaries</b>	657,602	660,268	688,580	696,301	576,361	695,922	705,923	705,923	705,923	(9,621)	(1.38%)	713,755	723,755	723,755	723,755
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	79,467	79,853	86,247	86,877	72,132	79,872	79,872	79,872	79,872	7,005	8.06%	82,091	82,091	82,091	82,091
6830	FICA Tax Expenditure	50,321	49,475	54,428	55,089	42,897	55,246	56,052	56,052	56,052	(962)	(1.75%)	56,617	57,422	57,422	57,422
6835	MTA Tax	2,242	2,007	2,425	2,452	1,907	2,462	2,497	2,497	2,497	(45)	(1.84%)	2,525	2,560	2,560	2,560
6840	Worker's Compensation	23,521	23,348	25,316	25,687	20,913	29,171	29,696	29,696	29,696	(4,009)	(15.61%)	29,987	30,512	30,512	30,512
6860	Medical Insurance - Active Employees	183,372	182,279	194,172	194,172	170,954	231,402	231,402	231,402	231,402	(37,230)	(19.17%)	231,402	231,402	231,402	231,402
6865	Dental & Optical	15,638	14,768	16,470	16,470	12,497	16,650	16,650	16,650	16,650	(180)	(1.09%)	16,650	16,650	16,650	16,650
6875	Disability	576	267	562	620	195	357	374	374	374	246	39.62%	357	374	374	374
	<b>Total Employee Benefits - Current</b>	355,137	351,997	379,621	381,368	321,494	415,160	416,544	416,544	416,544	(35,176)	(9.22%)	419,628	421,011	421,011	421,011
	<b>Total Employee Costs</b>	<b>1,012,738</b>	<b>1,012,264</b>	<b>1,068,201</b>	<b>1,077,669</b>	<b>897,855</b>	<b>1,111,083</b>	<b>1,122,466</b>	<b>1,122,466</b>	<b>1,122,466</b>	<b>(44,797)</b>	<b>(4.16%)</b>	<b>1,133,383</b>	<b>1,144,766</b>	<b>1,144,766</b>	<b>1,144,766</b>
<b>Contractual:</b>																
6403	Gasoline	10,500	14,386	11,025	9,525	9,141	15,000	12,500	12,500	12,500	(2,975)	(31.23%)	16,000	13,000	13,000	13,000
6404	Electric	2,000	2,360	2,100	2,100	1,825	2,400	2,400	2,400	2,400	(300)	(14.29%)	2,500	2,500	2,500	2,500
6405	Fuel Oil	4,000	418	4,200	4,200	2,817	4,200	4,200	4,200	4,200	0	0.00%	4,400	4,400	4,400	4,400
6406	Repair Equipment	2,000	470	2,100	2,100	0	2,200	2,200	2,200	2,200	(100)	(4.76%)	2,400	2,400	2,400	2,400
6411	Printing and Stationery	2,500	0	2,625	2,625	0	2,800	2,800	2,800	2,800	(175)	(6.67%)	3,000	3,000	3,000	3,000
6418	Uniforms	500	0	525	525	0	550	550	550	550	(25)	(4.76%)	600	600	600	600
6420	Other	500	0	525	525	0	550	550	550	550	(25)	(4.76%)	600	600	600	600
6421	Legal Notices	1,000	157	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)	2,000	430	2,100	2,100	0	2,200	2,200	2,200	2,200	(100)	(4.76%)	2,400	2,400	2,400	2,400
6425	Office Supplies	2,800	6,641	2,500	2,500	1,575	2,600	2,600	2,600	2,600	(100)	(4.00%)	2,700	2,700	2,700	2,700
6426	Supplies - Other	12,000	12,297	10,000	11,500	6,082	12,900	10,000	10,000	10,000	1,500	13.04%	13,500	10,000	10,000	10,000
6444	Mileage Reimbursement	500	601	525	525	331	700	700	700	700	(175)	(33.33%)	750	750	750	750
6456	Stocking Fish	8,000	0	8,400	0	0	9,000	0	0	0	0	0.00%	9,500	0	0	0
6466	Telephone - Wireless	800	364	1,000	1,000	445	1,800	1,000	1,000	1,000	0	0.00%	2,000	1,000	1,000	1,000
6474	Other - Landfill Charges	2,500	1,545	2,625	2,625	2,438	2,625	2,625	2,625	2,625	0	0.00%	2,750	2,750	2,750	2,750

**Town of Southampton**  
**2019 Adopted Budget**  
**Board of Trustees - 8700**

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual						2019 Adopted / 2018 Amended	2019 Adopted / 2018 Amended	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
							2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	Difference	% of Change					
6477	Copier Leases	1,000	684	1,050	1,050	187	1,050	1,050	1,050	1,050	0	0.00%	1,100	1,100	1,100	1,100	
	<b>Total Contractual</b>	52,600	40,353	52,800	44,400	24,842	62,075	46,875	46,875	46,875	(2,475)	(5.57%)	65,950	48,950	48,950	48,950	
	<b>Total Expenditures</b>	<b>1,065,338</b>	<b>1,052,618</b>	<b>1,121,001</b>	<b>1,122,069</b>	<b>922,697</b>	<b>1,173,158</b>	<b>1,169,341</b>	<b>1,169,341</b>	<b>1,169,341</b>	<b>(47,272)</b>	<b>(4.21%)</b>	<b>1,199,333</b>	<b>1,193,716</b>	<b>1,193,716</b>	<b>1,193,716</b>	
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>12,737</b>	<b>0</b>	<b>0</b>	<b>99,432</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>	

# Department Summary

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*Department: Pump-Out Boat Division*

**Budget Year:** 2019  
**Division:** Board of Trustees  
**Tax District:** Full Town

**Cost Center #:** 8189  
**Manager:** Lisa Dunlap

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**NOTES:**

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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.

# 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 1/1/19	Alloc. %
<b>Board of Trustees</b>													
<b>Board of Trustees Summary</b>													
<b>Pump-Out Boat Division - 8189</b>													
Program Aide I	SEASONAL	10,200	0	0	10,200	0	821	0	589	1,411	11,611		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	821	0	589	1,411	11,611		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	821	0	589	1,411	11,611		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	821	0	589	1,411	11,611		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	821	0	589	1,411	11,611		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	821	0	589	1,411	11,611		100.0
Program Aide I	SEASONAL	10,200	0	0	10,200	0	821	0	589	1,411	11,611		100.0
<b>Total Pump-Out Boat Division - 8189</b>		<b>81,600</b>	<b>0</b>	<b>0</b>	<b>81,600</b>	<b>0</b>	<b>6,570</b>	<b>0</b>	<b>4,715</b>	<b>11,285</b>	<b>92,885</b>		

NOTES:

**Town of Southampton**  
**2019 Adopted Budget**  
**Pump-Out Boat Division - 8189**

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	86,156	86,756	138,658	138,658	138,658	110,385	110,385	110,385	110,385	(28,273)	(20.39%)	92,885	92,885	92,885	92,885
	<b>Total Real Property Taxes</b>	86,156	86,756	138,658	138,658	138,658	110,385	110,385	110,385	110,385	(28,273)	(20.39%)	92,885	92,885	92,885	92,885
<b>Other Revenue:</b>																
2701	Miscellaneous Tax Receipts	0	0	0	0	27	0	0	0	0	0	0.00%	0	0	0	0
4020	Clean Vessel	30,000	85,000	90,000	90,000	34,180	30,000	30,000	30,000	30,000	(60,000)	(66.67%)	30,000	30,000	30,000	30,000
5031	Interfund Transfer - Revenue	0	25,000	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	30,000	110,000	90,000	90,000	34,207	30,000	30,000	30,000	30,000	(60,000)	(66.67%)	30,000	30,000	30,000	30,000
	<b>Total Revenue</b>	<b>116,156</b>	<b>196,756</b>	<b>228,658</b>	<b>228,658</b>	<b>172,865</b>	<b>140,385</b>	<b>140,385</b>	<b>140,385</b>	<b>140,385</b>	<b>(88,273)</b>	<b>(38.60%)</b>	<b>122,885</b>	<b>122,885</b>	<b>122,885</b>	<b>122,885</b>
<b>Salaries:</b>																
6101	Overtime	0	3,608	0	3,500	2,886	0	0	0	0	3,500	100.00%	0	0	0	0
6105	Part Time Salaries	57,600	74,721	80,000	87,200	68,387	81,600	81,600	81,600	81,600	5,600	6.42%	81,600	81,600	81,600	81,600
	<b>Total Salaries</b>	57,600	78,328	80,000	90,700	71,273	81,600	81,600	81,600	81,600	9,100	10.03%	81,600	81,600	81,600	81,600
<b>Employee Benefits - Current:</b>																
6830	FICA Tax Expenditure	4,406	5,992	6,441	7,142	5,452	6,570	6,570	6,570	6,570	572	8.01%	6,570	6,570	6,570	6,570
6835	MTA Tax	196	266	286	316	245	292	292	292	292	24	7.69%	292	292	292	292
6840	Worker's Compensation	2,281	2,264	4,200	4,240	3,470	4,284	4,284	4,284	4,284	(44)	(1.04%)	4,284	4,284	4,284	4,284
6875	Disability	173	82	230	259	30	139	139	139	139	120	46.34%	139	139	139	139
	<b>Total Employee Benefits - Current</b>	7,056	8,605	11,158	11,958	9,197	11,285	11,285	11,285	11,285	673	5.63%	11,285	11,285	11,285	11,285
	<b>Total Employee Costs</b>	<b>64,656</b>	<b>86,933</b>	<b>91,158</b>	<b>102,658</b>	<b>80,469</b>	<b>92,885</b>	<b>92,885</b>	<b>92,885</b>	<b>92,885</b>	<b>9,773</b>	<b>9.52%</b>	<b>92,885</b>	<b>92,885</b>	<b>92,885</b>	<b>92,885</b>
<b>Equipment:</b>																
6200	Equipment	15,000	105,000	107,500	101,500	0	15,000	15,000	15,000	15,000	86,500	85.22%	0	0	0	0
	<b>Total Equipment</b>	15,000	105,000	107,500	101,500	0	15,000	15,000	15,000	15,000	86,500	85.22%	0	0	0	0
<b>Contractual:</b>																
6401	Contracts	5,500	0	5,500	2,000	1,610	5,500	5,500	5,500	5,500	(3,500)	(175.00%)	5,500	5,500	5,500	5,500
6403	Gasoline	13,500	8,187	12,000	15,000	13,108	12,000	12,000	12,000	12,000	3,000	20.00%	12,000	12,000	12,000	12,000
6406	Repair Equipment	10,000	15,530	7,500	15,500	5,434	10,000	10,000	10,000	10,000	5,500	35.48%	7,500	7,500	7,500	7,500
6418	Uniforms	500	0	500	500	216	500	500	500	500	0	0.00%	500	500	500	500
6423	Small Equipment (Non-Capital)	1,000	0	1,000	0	0	1,000	1,000	1,000	1,000	(1,000)	(100.00%)	1,000	1,000	1,000	1,000
6426	Supplies - Other	1,000	669	1,000	1,000	706	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6480	Marine Charges	5,000	0	2,500	500	454	2,500	2,500	2,500	2,500	(2,000)	(400.00%)	2,500	2,500	2,500	2,500
	<b>Total Contractual</b>	36,500	24,386	30,000	34,500	21,529	32,500	32,500	32,500	32,500	2,000	5.80%	30,000	30,000	30,000	30,000
	<b>Total Expenditures</b>	<b>116,156</b>	<b>216,319</b>	<b>228,658</b>	<b>238,658</b>	<b>101,998</b>	<b>140,385</b>	<b>140,386</b>	<b>140,386</b>	<b>140,386</b>	<b>98,272</b>	<b>41.18%</b>	<b>122,886</b>	<b>122,886</b>	<b>122,886</b>	<b>122,886</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(19,563)</b>	<b>0</b>	<b>(10,000)</b>	<b>70,867</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>
<b>Appropriated Fund Balance:</b>																
9090	Appropriated Fund Balance	0	0	0	10,000	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(19,563)</b>	<b>0</b>	<b>0</b>	<b>70,867</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>