

# TRUSTEES OFFICE

## 2020 ORGANIZATIONAL CHART

### BOARD OF TRUSTEES

**Edward J. Warner Jr** Trustee, President  
**Scott M. Horowitz** Trustee, Secretary - Treasurer  
**William Pell IV** Trustee  
**Bruce A. Stafford** Trustee  
**Ann E. Welker** Trustee

To preserve and protect public access to the water and arrange, supervise, and maintain dredging of the waterways that are owned by the Board of Trustees by the powers granted them through the Dongan Patent. They are also responsible for regulating dock, bulkhead and other construction activities and their impacts on water quality.

### OFFICE

#### LEGISLATIVE SECRETARY

**Lisa Dunlap**

Supervises all 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. Prepares all Regular Meeting, Special Meeting, and Work Session Agendas, Resolutions and Meeting Minutes. The Legislative Secretary acts as liaison to Elected Officials, Department Heads and the Town Attorney's Office; acts as liaison to General Code regarding updates and changes to the Trustees "Blue Book." Prepares and processes all Legal Ads for Notices of Public Hearing, Notices of Adoption, etc., and posting on Trustees' Signboard, and prepares all Affidavits of Posting. The Legislative Secretary maintains all time and attendance records, part-time request forms, etc. The Legislative Secretary supervises the processing of beach event permits, FOIL Requests, Workplace/Paramount requisitions and check requests, waterfowl, mooring, 4X4, boat ramp, general permits to property, etc.

#### MARINE MAINTENANCE & GROUNDS

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

Operate seven pump-out vessels, each vessel can carry a maximum of 250 gallons of marine waste. The pump-out vessel is on call by VHF radio and is available to all boaters of Southampton Town waters and the Peconic Estuary, free of charge.

#### ENVIRONMENTAL ANALYST\*

**James Duryea**

Manages the Threatened and Endangered Species Program. Reviews and coordinates all applications and renewals of NYSDEC, USACE and Dredging permits including the Management of the Mecox Bay cut and Sagaponack Pond. Provide direct correspondence and communication to NYSDEC, Army Corps of Engineers, SCHD/FWD and acts as liaison to all Permit Consultants and individual applicants. Conducts weekly salinity readings and GPS coordinates at Mecox Bay and Sagaponack Pond. The Environmental Analyst also obtains water sampling when necessary and perform site visits when necessary. Provides direct support and guidance to each individual Trustee

#### SENIOR OFFICE ASSISTANT

**Jessica Goleski**

Ongoing restructure and update of all permit applications. Develops new modules in Govern to accommodate updated permitting procedures. Responsible for organizing, disposal and archiving of outdated files. Processes and maintains applications and permits. Direct supervision of counter employees. Coordinates FOIL Requests, assists individual Trustees with requests. Coordinates the 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; assists in coordinating internal Blue Book updates. Processes renewals, cancellations and appeal mailings for various permits.

#### LEGISLATIVE AIDE

**Brandy Campbell**

Maintains and balances all office bank/checking accounts. Closes cash registers daily and prepares monthly reconciliations. Processes FOIL requests when needed for financial records. Assists with individual Trustees' requests. Processes and prepares all correspondence relating to Building and Zoning. Keeps track of spending in all Trustee and Town G/L Accounts and payroll spending, as per budget. Prepares accounts payable/budget transfers for Trustees, Marine Maintenance, Pump-out Boat Program and Endangered Species Management Staff. Orders all supplies for Trustees office, Marine Maintenance, Pump-out Boat Program and the Endangered Species Program. Inputs all financial data into Paramount/Workplace. Provides back-up for Legislative procedures, agendas, resolutions and Trustees Meetings. Reviews Beach Event Applications. Keeps track of Pump-Out Waste Totals. Responsible for inventory of supplies and bank runs.

#### WATER WAYS MAINTENANCE MECHANIC III

**Ryan Corwin**

#### WATER WAYS MAINTENANCE MECHANIC II

**Patrick Mullen**

**Robert D'Andrea**

Maintains building operation of heating systems and electrical systems, painting buildings, general structural repairs, windows, doors, locks and etc. They also maintain Trustee roads, including but not limited to, snow plowing, patching and filling of pot holes, cutting and cleaning of brush and vegetation, repairing of mowers, pumps, power equipment, and light vehicle maintenance. 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. The Marine Maintenance Staff also assists in the removal and disposal of dead animals such as deer, marine mammals, etc.

#### COASTAL STEWARD LEADER

**Part Time (1)**

Coastal stewards assist with monitoring and management activities for nesting and migratory shorebirds along the ocean and bay shorelines within the Town of Southampton. The responsibilities of the coastal stewards may include but are not limited to performing daily monitoring and management activities for breeding piping plovers, terns, and American oystercatchers, including: habitat delineation, nest location, nest protection, chick monitoring, and data entry. Assist with the collection of data for the Long Island Colonial Waterbird Survey. Install, maintain, and remove symbolic fencing, predator enclosures, and signage used to protect breeding and migratory shorebirds as well as other sensitive barrier beach species such as Seabeach amaranth. The Coastal Stewards assist to educate the public about shorebird and barrier beach ecology, possessing the ability to identify shorebirds by sight and sound and other tasks and duties as required.

#### PROGRAM AIDE I

#### OFFICE ASSISTANT

**Rachel Longobardi (Split Employee)**

#### OFFICE ASSISTANT

**Part Time (3)**

Processes all applications for 4X4 permits, boat ramp permits, mooring permits, commercial and residential shellfish permits, Lake Agawam Parking permits, Trustee Road Parking Permits, etc. The Program Aides perform typing, laminating, mail processing, photocopying, filing, and cash register duties associated with daily counter work.

#### PROGRAM AIDE I

**Part Time (1)**



# Department Summary

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*Department: Board of Trustees*

**Budget Year:** 2020  
**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:** 2020  
**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:** 2020  
**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 1/1/20	Alloc. %
<b>Board of Trustees</b>													
<b>Board of Trustees Summary</b>													
<b>Board of Trustees - 8700</b>													
Legislative Aide	ADMINSUPPORT	50,459	0	0	50,459	28,488	3,928	6,434	1,080	39,930	90,389	3.7	100.0
Legislative Secretary	ADMINSUPPORT	95,740	3,830	0	99,570	29,340	7,746	12,687	2,047	51,820	151,390	19.3	100.0
Environmental Analyst	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 3	66,303	0	0	66,303	13,104	5,161	8,454	1,414	28,133	94,436	3.8	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 4	22,136	0	0	22,136	6,552	1,723	2,823	475	11,573	33,709	3.1	50.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 5	52,899	0	0	52,899	14,400	4,118	6,745	1,131	26,394	79,293	5.6	100.0
Waterways Maintenance Mechanic II	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2	54,344	0	6,023	60,367	28,488	4,836	7,921	3,085	44,331	104,698	1.6	100.0
Maintenance Mechanic II	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 5	58,109	4,649	0	62,757	14,400	5,295	8,673	6,714	35,083	97,840	19.2	100.0
Waterways Maintenance Mechanic III	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1	60,778	0	0	60,778	13,104	5,167	8,462	7,006	33,738	94,517	4.3	100.0
Trustee	ELECTOFFICIALS	26,915	0	0	26,915	13,104	2,095	3,432	584	19,215	46,131		100.0
Trustee	ELECTOFFICIALS	26,915	0	0	26,915	28,488	2,095	3,432	584	34,599	61,515	4.0	100.0
Trustee	ELECTOFFICIALS	34,123	1,024	0	35,147	29,340	2,735	4,479	740	37,293	72,441	13.8	100.0
Trustee	ELECTOFFICIALS	26,915	539	6,023	33,477	1,380	2,597	4,254	607	8,838	42,315	6.0	100.0
Trustee	ELECTOFFICIALS	26,915	539	0	27,454	29,340	2,137	3,499	586	35,562	63,016	16.0	100.0
Marine Maintenance	PART-TIME	17,479	0	0	17,479	0	1,448	0	1,532	2,981	20,459		100.0
Program Aide	PART-TIME	11,667	0	0	11,667	0	939	0	672	1,611	13,278		100.0
Program Aide	PART-TIME	11,667	0	0	11,667	0	939	0	672	1,611	13,278		100.0
Program Aide	PART-TIME	10,000	0	0	10,000	0	805	0	578	1,383	11,383		100.0
Coastal Steward - PP	SEASONAL	21,000	0	0	21,000	0	1,607	0	89	1,695	22,695		100.0
Program Aide I - PP	SEASONAL	9,000	0	0	9,000	0	725	0	522	1,247	10,247		100.0
Program Aide I - PP	SEASONAL	9,000	0	0	9,000	0	725	0	522	1,247	10,247		100.0
Program Aide I - PP	SEASONAL	9,000	0	0	9,000	0	725	0	522	1,247	10,247		100.0
<b>Total Board of Trustees - 8700</b>		<b>701,364</b>	<b>10,581</b>	<b>12,046</b>	<b>723,991</b>	<b>249,528</b>	<b>57,546</b>	<b>81,296</b>	<b>31,162</b>	<b>419,532</b>	<b>1,143,523</b>		

**NOTES:**

# Town of Southampton

## 2020 Adopted Budget

### Board of Trustees - 8700

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget	2020 Adopted / 2019 Amended Difference	2020 Adopted / 2019 % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	921,001	906,569	964,341	964,341	964,341	999,324	997,960	997,960	997,960	33,619	3.49%	1,025,066	1,023,687	1,023,687	1,023,687
	<b>Total Real Property Taxes</b>	921,001	906,569	964,341	964,341	964,341	999,324	997,960	997,960	997,960	33,619	3.49%	1,025,066	1,023,687	1,023,687	1,023,687
<b>Other Revenue:</b>																
2210	Intergovernmental Revenue	200,000	215,500	205,000	205,000	153,750	205,000	205,000	205,000	205,000	0	0.00%	205,000	205,000	205,000	205,000
2701	Miscellaneous Tax Receipts	0	60	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	200,000	215,560	205,000	205,000	153,750	205,000	205,000	205,000	205,000	0	0.00%	205,000	205,000	205,000	205,000
	<b>Total Revenue</b>	<b>1,121,001</b>	<b>1,122,129</b>	<b>1,169,341</b>	<b>1,169,341</b>	<b>1,118,091</b>	<b>1,204,324</b>	<b>1,202,960</b>	<b>1,202,960</b>	<b>1,202,960</b>	<b>33,619</b>	<b>2.88%</b>	<b>1,230,066</b>	<b>1,228,687</b>	<b>1,228,687</b>	<b>1,228,687</b>
<b>Salaries:</b>																
6100	Salaries	578,710	554,926	581,019	581,019	506,376	602,552	602,552	602,552	602,552	(21,533)	(3.71%)	618,997	618,997	618,997	618,997
6101	Overtime	10,000	4,663	10,500	10,500	7,145	10,500	10,500	10,500	10,500	0	0.00%	11,500	11,500	11,500	11,500
6105	Part Time Salaries	72,500	81,732	98,469	98,469	86,757	98,812	98,812	98,812	98,812	(343)	(0.35%)	100,439	100,439	100,439	100,439
6110	Longevity	16,096	10,179	9,932	9,932	9,593	10,581	10,581	10,581	10,581	(649)	(6.53%)	10,721	10,721	10,721	10,721
6127	Cash in Lieu of Health Benefits	11,274	7,044	6,002	6,002	5,791	12,046	12,046	12,046	12,046	(6,044)	(100.70%)	12,046	12,046	12,046	12,046
	<b>Total Salaries</b>	688,580	658,545	705,923	705,923	615,661	734,491	734,491	734,491	734,491	(28,568)	(4.05%)	753,703	753,703	753,703	753,703
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	86,247	80,273	79,872	79,872	66,098	81,438	81,296	81,296	81,296	(1,423)	(1.78%)	83,607	83,464	83,464	83,464
6830	FICA Tax Expenditure	54,428	49,018	56,052	56,052	45,842	58,213	58,126	58,126	58,126	(2,075)	(3.70%)	59,687	59,599	59,599	59,599
6835	MTA Tax	2,425	2,181	2,497	2,497	2,037	2,593	2,590	2,590	2,590	(92)	(3.69%)	2,661	2,657	2,657	2,657
6840	Worker's Compensation	25,316	22,680	29,696	29,696	22,902	29,380	28,248	28,248	28,248	1,449	4.88%	30,174	29,030	29,030	29,030
6860	Medical Insurance - Active Employees	194,172	194,873	231,402	231,402	172,561	232,278	232,278	232,278	232,278	(876)	(0.38%)	232,278	232,278	232,278	232,278
6865	Dental & Optical	16,470	14,649	16,650	16,650	13,409	17,250	17,250	17,250	17,250	(600)	(3.60%)	17,250	17,250	17,250	17,250
6875	Disability	562	184	374	374	31	357	357	357	357	17	4.65%	357	357	357	357
	<b>Total Employee Benefits - Current</b>	379,621	363,857	416,544	416,544	322,881	421,508	420,144	420,144	420,144	(3,600)	(0.86%)	426,014	424,635	424,635	424,635
	<b>Total Employee Costs</b>	<b>1,068,201</b>	<b>1,022,402</b>	<b>1,122,466</b>	<b>1,122,466</b>	<b>938,542</b>	<b>1,155,999</b>	<b>1,154,635</b>	<b>1,154,635</b>	<b>1,154,635</b>	<b>(32,169)</b>	<b>(2.87%)</b>	<b>1,179,716</b>	<b>1,178,337</b>	<b>1,178,337</b>	<b>1,178,337</b>
<b>Contractual:</b>																
6403	Gasoline	11,025	10,331	12,500	11,100	8,860	12,500	12,500	12,500	12,500	(1,400)	(12.61%)	13,000	13,000	13,000	13,000
6404	Electric	2,100	2,231	2,400	2,400	1,950	2,400	2,400	2,400	2,400	0	0.00%	2,500	2,500	2,500	2,500
6405	Fuel Oil	4,200	3,943	4,200	4,200	1,367	4,200	4,200	4,200	4,200	0	0.00%	4,400	4,400	4,400	4,400
6406	Repair Equipment	2,100	0	2,200	2,200	1,607	2,200	2,200	2,200	2,200	0	0.00%	2,400	2,400	2,400	2,400
6411	Printing and Stationery	2,625	0	2,800	2,800	0	2,800	2,800	2,800	2,800	0	0.00%	3,000	3,000	3,000	3,000
6418	Uniforms	525	0	550	550	0	550	550	550	550	0	0.00%	600	600	600	600
6420	Other	525	0	550	550	0	550	550	550	550	0	0.00%	600	600	600	600
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)	2,100	0	2,200	2,200	0	2,200	2,200	2,200	2,200	0	0.00%	2,400	2,400	2,400	2,400
6425	Office Supplies	2,500	1,102	2,600	2,600	0	2,600	2,600	2,600	2,600	0	0.00%	2,700	2,700	2,700	2,700
6426	Supplies - Other	10,000	6,287	10,000	10,000	8,762	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
6444	Mileage Reimbursement	525	441	700	700	183	700	700	700	700	0	0.00%	750	750	750	750
6456	Stocking Fish	8,400	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6466	Telephone - Wireless	1,000	455	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	2,625	10,605	2,625	2,625	2,183	2,625	2,625	2,625	2,625	0	0.00%	2,750	2,750	2,750	2,750

**Town of Southampton**  
**2020 Adopted Budget**  
**Board of Trustees - 8700**

Account Code	Description	2018	2018	2019	2019	2019	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2019 Amended Difference	Adopted / 2019 Amended % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6477	Copier Leases	1,050	220	1,050	2,450	1,253	2,500	2,500	2,500	2,500	(50)	(2.04%)	2,500	2,500	2,500	2,500
	<b>Total Contractual</b>	52,800	35,616	46,875	46,875	26,164	48,325	48,325	48,325	48,325	(1,450)	(3.09%)	50,350	50,350	50,350	50,350
	<b>Total Expenditures</b>	<b>1,121,001</b>	<b>1,058,018</b>	<b>1,169,341</b>	<b>1,169,341</b>	<b>964,706</b>	<b>1,204,324</b>	<b>1,202,960</b>	<b>1,202,960</b>	<b>1,202,960</b>	<b>(33,619)</b>	<b>(2.88%)</b>	<b>1,230,066</b>	<b>1,228,687</b>	<b>1,228,687</b>	<b>1,228,687</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>64,110</b>	<b>0</b>	<b>0</b>	<b>153,385</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:** 2020  
**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 1/1/20	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

## 2020 Adopted Budget

### Pump-Out Boat Division - 8189

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget	2020 Adopted / 2019 Amended Difference	2020 Adopted / 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Preliminary Budget	2021 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	138,658	138,658	110,385	110,385	110,385	105,386	105,386	105,386	105,386	(4,999)	(4.53%)	87,886	87,886	87,886	87,886
	<b>Total Real Property Taxes</b>	<b>138,658</b>	<b>138,658</b>	<b>110,385</b>	<b>110,385</b>	<b>110,385</b>	<b>105,386</b>	<b>105,386</b>	<b>105,386</b>	<b>105,386</b>	<b>(4,999)</b>	<b>(4.53%)</b>	<b>87,886</b>	<b>87,886</b>	<b>87,886</b>	<b>87,886</b>
<b>Other Revenue:</b>																
2701	Miscellaneous Tax Receipts	0	27	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
4020	Clean Vessel	90,000	94,180	30,000	30,000	35,000	35,000	35,000	35,000	35,000	5,000	16.67%	35,000	35,000	35,000	35,000
	<b>Total Other Revenue</b>	<b>90,000</b>	<b>94,207</b>	<b>30,000</b>	<b>30,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>5,000</b>	<b>16.67%</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
	<b>Total Revenue</b>	<b>228,658</b>	<b>232,865</b>	<b>140,385</b>	<b>140,385</b>	<b>145,385</b>	<b>140,386</b>	<b>140,386</b>	<b>140,386</b>	<b>140,386</b>	<b>1</b>	<b>0.00%</b>	<b>122,886</b>	<b>122,886</b>	<b>122,886</b>	<b>122,886</b>
<b>Salaries:</b>																
6101	Overtime	0	2,946	0	9,500	9,406	0	0	0	0	9,500	100.00%	0	0	0	0
6105	Part Time Salaries	80,000	72,327	81,600	75,100	59,238	81,600	81,600	81,600	81,600	(6,500)	(8.66%)	81,600	81,600	81,600	81,600
	<b>Total Salaries</b>	<b>80,000</b>	<b>75,273</b>	<b>81,600</b>	<b>84,600</b>	<b>68,644</b>	<b>81,600</b>	<b>81,600</b>	<b>81,600</b>	<b>81,600</b>	<b>3,000</b>	<b>3.55%</b>	<b>81,600</b>	<b>81,600</b>	<b>81,600</b>	<b>81,600</b>
<b>Employee Benefits - Current:</b>																
6830	FICA Tax Expenditure	6,441	5,758	6,570	6,570	5,251	6,570	6,570	6,570	6,570	0	0.00%	6,570	6,570	6,570	6,570
6835	MTA Tax	286	259	292	292	185	292	292	292	292	0	0.00%	292	292	292	292
6840	Worker's Compensation	4,200	3,763	4,284	4,284	3,304	4,284	4,284	4,284	4,284	0	0.00%	4,284	4,284	4,284	4,284
6875	Disability	230	26	139	139	12	139	139	139	139	0	0.00%	139	139	139	139
	<b>Total Employee Benefits - Current</b>	<b>11,158</b>	<b>9,805</b>	<b>11,285</b>	<b>11,285</b>	<b>8,752</b>	<b>11,285</b>	<b>11,285</b>	<b>11,285</b>	<b>11,285</b>	<b>0</b>	<b>0.00%</b>	<b>11,285</b>	<b>11,285</b>	<b>11,285</b>	<b>11,285</b>
	<b>Total Employee Costs</b>	<b>91,158</b>	<b>85,078</b>	<b>92,885</b>	<b>95,885</b>	<b>77,396</b>	<b>92,885</b>	<b>92,885</b>	<b>92,885</b>	<b>92,885</b>	<b>3,000</b>	<b>3.13%</b>	<b>92,885</b>	<b>92,885</b>	<b>92,885</b>	<b>92,885</b>
<b>Equipment:</b>																
6200	Equipment	107,500	92,500	15,000	15,000	15,000	15,000	15,000	15,000	15,000	0	0.00%	0	0	0	0
	<b>Total Equipment</b>	<b>107,500</b>	<b>92,500</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual:</b>																
6401	Contracts	5,500	1,610	5,500	450	0	5,500	5,500	5,500	5,500	(5,050)	(1122.22%)	5,500	5,500	5,500	5,500
6403	Gasoline	12,000	14,186	12,000	16,550	14,298	12,000	12,000	12,000	12,000	4,550	27.49%	12,000	12,000	12,000	12,000
6406	Repair Equipment	7,500	13,018	10,000	10,000	7,812	10,000	10,000	10,000	10,000	0	0.00%	7,500	7,500	7,500	7,500
6418	Uniforms	500	216	500	500	0	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	706	1,000	1,000	636	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6480	Marine Charges	2,500	454	2,500	1,000	0	2,500	2,500	2,500	2,500	(1,500)	(150.00%)	2,500	2,500	2,500	2,500
	<b>Total Contractual</b>	<b>30,000</b>	<b>30,191</b>	<b>32,500</b>	<b>29,500</b>	<b>22,746</b>	<b>32,500</b>	<b>32,500</b>	<b>32,500</b>	<b>32,500</b>	<b>(3,000)</b>	<b>(10.17%)</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
	<b>Total Expenditures</b>	<b>228,658</b>	<b>207,769</b>	<b>140,386</b>	<b>140,386</b>	<b>115,143</b>	<b>140,386</b>	<b>140,386</b>	<b>140,386</b>	<b>140,386</b>	<b>0</b>	<b>0.00%</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>25,096</b>	<b>0</b>	<b>0</b>	<b>30,243</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>