

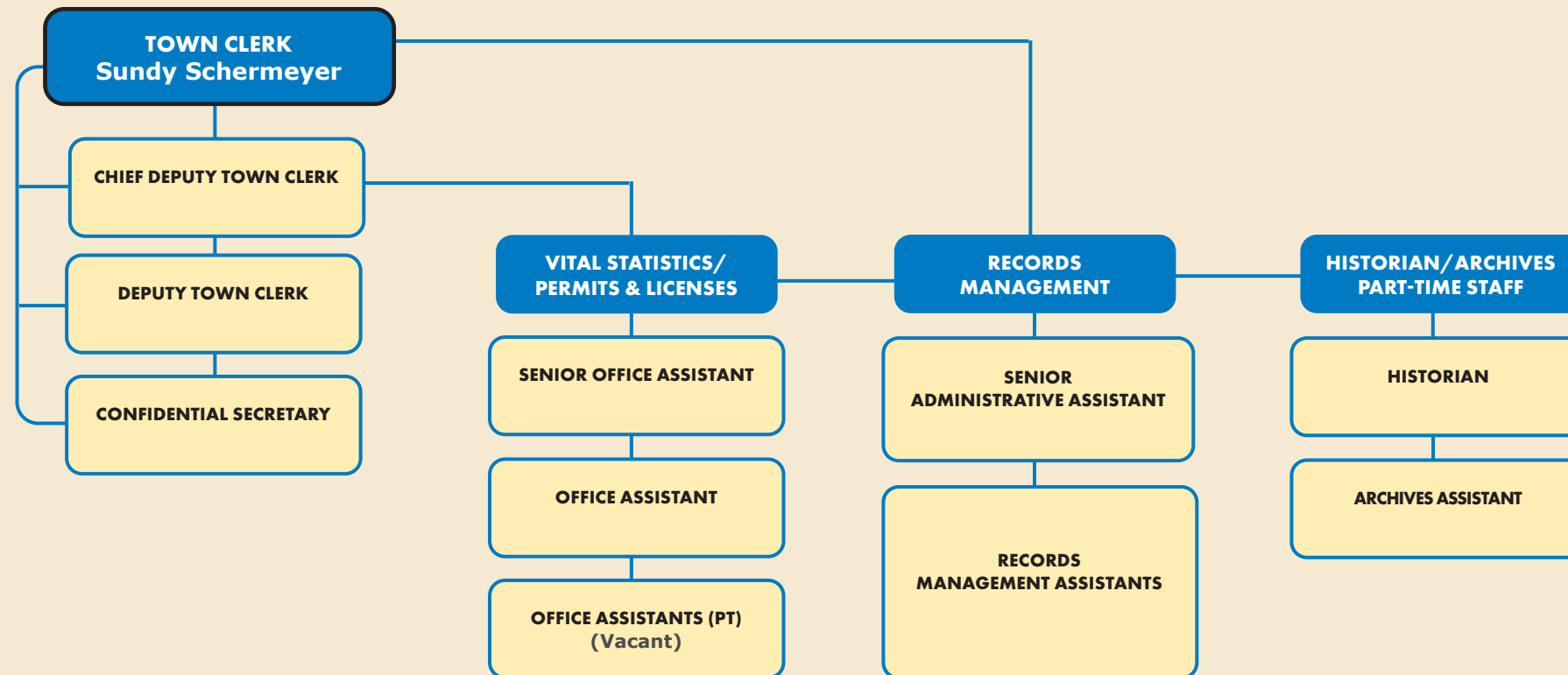
2024 ORGANIZATIONAL CHART TOWN CLERK'S OFFICE

Main Line: 287-5740

Fax: 283-5606

Hampton Bays Annex: 723-2712

Fax: 723-3080



TOWN CLERK - SUMMARY

Department: Town Clerk

Budget Year: 2024

Division: Town Clerk

Tax District: Full Town

Cost Center #: 1410

Manager: Sundy Schermeyer

NOTES:

Departmental Mission & Responsibilities:

The Office of the Town Clerk's mission is to improve access to governmental information, expedite application processes and find ways to further upgrade the office to be more effective and efficient in our service delivery while reducing resources required to accomplish those goals.

The Town Clerk serves as the Secretary to the Town Board, Registrar of Vital Statistics, Records Management Officer, NYS Licensing Agent, Town Licensing Agent and Marriage Officer for the Town of Southampton. In addition, the Town Clerk manages the Town's Historic Division and serves as Liaison to the Historic Burying Ground Committee.

Workload:

1. Recording Secretary for the Town Board and Commissioners of the Hampton Bays Water District
 - a. Attends all meetings and is the official record keeper of all Town Board agendas, legal notices, resolutions and minutes.
 - b. Maintains all Town Board Legislative Files
 - c. Maintains content of the Town Clerk Portal for public access.
2. Registrar of Vital Statistics
 - a. Records, files and issues birth and death records
3. Filing Agent
 - a. Emergency Orders, Ordinances, Local Laws, Notices of claim/defect, petitions, change of zone/special exception petitions, Oaths of Office, annual financial disclosure statements, annual Town budgets, inter-municipal filings, fire district: budgets, election results and financials, and ambulance districts financials
4. Licensing Agent
 - a. NYS Licensing-Birth, death and marriage licenses/certificates, Games of Chance, liquor license renewals, DEC hunting and fishing
 - b. Town Licenses/Permits - Disabled parking permits, dog licenses, domestic partners, filming, peddlers and solicitors, taxi, livery, long term parking and veteran permits
5. Records Management Officer - Custodian of all town records, Records Management Center/Town Clerk Annex in Hampton Bays
6. Marriage Officer
7. Conducts town-wide Bid/RFP openings, archives
8. Manages the acceptance & release of performance and maintenance bonds
9. Coordinates FOIL requests
10. Notary services

Department Summary

Department: Town Clerk

Budget Year: 2024

Division: Town Clerk

Tax District: Full Town

Cost Center #: 1410

Manager: Sundy Schermeyer

Goals & Objectives:

An ongoing objective of the Town Clerk is to increase public access to government information. Using the Town's website to make information that is of public interest readily available continues to be a priority.

Implementing new Meeting Management software 2023-2024 to improve constituent participation providing improved access to governmental legislative activities and information

Designing new customized licensing software specifically for the Town Clerk's Office to expedite licensing initiatives and upgrade functionality in 2024

Legal Authority:

The State mandate and/or Town Law, Section 30 establishing Town Clerk's Office.

NOTES:

2024 Town Clerk Fee Schedule

Fee Schedule	2024 Fee Schedule	Proposed Increase
Code Books (Prices Set by General Code)*		
Standard General Legislation w/binder* Volume I w/Imprinted Binder*	\$700.00	
Land Use w/binder* Volume II w/Imprinted Binder*	\$675.00 \$685.00	\$10.00
Zoning w/binder* Volume III w/Imprinted Binder*	\$975.00 \$965.00	-\$10.00
Set of 3 Volumes w/ Imprinted Binder*	\$2,200.00 \$1,950.00	-\$250.00
* Prices constantly change due to Quarterly updates.		
Dog Licenses: (Annual)		
Spayed/Neutered / Senior Rate:	\$7.50 / Senior Rate: \$5.00	
Unspayed/Unneutered / Senior Rate	\$17.50 / Senior Rate: \$15.00	
Unspayed/Unneutered under 4 months of age:	\$12.00	
Replacement Dog Tag:	\$3.00	
Domestic Partnership	\$30.00	
Termination Fee	\$30.00	
Replacement / Transcript Fee	\$10.00	\$10.00
Drop Off Bin Permit	\$100.00	
Games of Chance (set by state)	\$25.00/Game Per Licensed Period	

NOTES:

2024 Town Clerk Fee Schedule

Fee Schedule	2024 Fee Schedule	Proposed Increase
Green Garbage Bags:		
13 gallon (5-bags)	\$9.75 \$10.25	\$0.50
33 gallon (5-bags)	\$17.50 \$18.25	\$0.75
Genealogy Searches (set by state)		
	\$11.00 \$22.00	\$11.00
Long Term Parking Permits		
Bridgehampton Parking District	\$95.00	
Town Resident	\$145.00	
Non Resident	\$325.00	
Replacement Sticker	\$25.00	
Marriage Application (set by state)		
	\$40.00	
One Day Officiant License (set by state)	\$25.00	
Transcripts (set by state)		
	\$10.00	
Birth		
Death		
Marriage		

NOTES:

2024 Town Clerk Fee Schedule

Fee Schedule	2024 Fee Schedule	Proposed Increase
Peddler Permit:		
Individual	\$350.00	
Vehicle	\$350.00	
Appeal Hearing Fee	\$100.00	
Vehicle for Hire:		
Business	\$750.00	
Livery Operator	\$100.00	
Livery Vehicle	\$150.00	
Taxi Operator	\$100.00	
Taxi Vehicle	\$150.00	
Application Late Fee	\$35.00	
DMV Plate Certifications	\$50.00 (deposit)	
Appeal Hearing Fee	\$100.00	
Replacement Sticker	\$25.00	
F.O.I.L.		
Copies (8.5x11 & 8.5x14)	\$0.25	
DVD/CD	\$3.00	

NOTES:

2024 Town Clerk Fee Schedule

Fee Schedule	2024 Fee Schedule	Proposed Increase
Maps:		
Zoning		
2x3 Individual Sheet	\$15.00	
3x5 Individual Sheet	\$25.00	
2x3 Full Set	\$50.00	
3x5 Full Set	\$100.00	
Trail Maps		
Both (East & West)	\$15.00 (East & West)	
Individual (East or West)	\$10.00 Each	
Historical (Belcher Hyde)	\$25.00	
Notary Service	\$2.00	

NOTES:

2024 Town Clerk Fee Schedule

Fee Schedule	2024 Fee Schedule	Proposed Increase
Filming Permit Application Fees (\$162-5):		
For films involving less than 25 people: (Exempt, unless filming is more than 3 days and/or filming obstructs a public roadway and/or sidewalk or portions thereof and/or use of any Town property or Town Facility.)	\$250 non-refundable application fee plus additional \$250 per day of filming.	
Film Students affiliated with an accredited educational institution up to 3-days of filming and less than 25 people	\$25.00 one time fee	
For films occurring over more than one day and/or films involving 26 25 -100 people:	\$250 non-refundable application fee and additional \$500 fee per day of filming.	
For films occurring over more than one day and/or films involving 100 101 -200 people:	\$250 non-refundable application fee and additional \$1000 fee per day of filming.	
For films occurring over more than one day and/or films involving more than 200 people:	\$250 non-refundable application fee and additional \$1500 fee per day of filming	
Fee for amendment to application (\$162-6):		
Any amendment to the application for a Filming permit will be subject to an amendment fee of 25% of the applicable application fee. Amendments may include changes to the location, parking plan, number of people expected, etc. Amendments at the request of the Town are not considered amendments to the application.		

NOTES:

2024 Town Clerk Fee Schedule

Fee Schedule	2024 Fee Schedule	Proposed Increase
Late Application Fee (§162-5):		
Filing Late Application Fee:	\$50/per day beyond the submission deadline in §162-2B.	
Liability Insurance (§162-3A):		
Pursuant to §162-3A, the applicant and/or property owner shall furnish the Town with a comprehensive liability insurance policy, naming the Town as an additional insured, in the amount of the Town's self-insured retention, which is currently \$2,000,000.00 General Aggregate/ \$1,000,000 Each Occurrence.		
Appeal Fee (§162-7):		
Appeal before Public Safety Commission:	\$150/per application	
Cost Reimbursement (§162-3B):		
Chapter 162 allows for cost reimbursement to the Town for all necessary staffing during filming activity. Applicants will be billed at the highest going rate and highest overtime rate for any Police Officer, Traffic Control Officer, Traffic Control Specialist, Police Officer, Captain, Detective, Fire Marshal, Code Enforcement Officer, or Highway Department employee used during filming. Also, applicants will be billed a 28% surcharge to reflect salary contributions towards FICA, Medicare, Workers Compensation, and retirement.		

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. & Benefits	Yrs Srv 1/1/24	Alloc. %
Town Clerk													
Town Clerk Summary													
Town Clerk - 1410													
Confidential Secretary	ADMINSUPPORT	61,500	0	0	61,500	36,756	4,725	6,918	498	48,898	110,398	1.0	100.0
Deputy Town Clerk	ADMINSUPPORT	108,281	5,415	10,098	123,794	1,716	8,424	13,918	917	24,974	148,769	33.7	100.0
Deputy Town Clerk	ADMINSUPPORT	86,938	0	7,859	94,797	1,716	7,281	10,660	724	20,381	115,178	1.3	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 1	48,511	0	0	48,511	36,756	3,727	5,457	397	46,337	94,848	0.3	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	58,039	0	7,859	65,898	1,716	5,061	7,409	498	14,684	80,582	2.2	100.0
Town Clerk	ELECTOFFICIALS	132,738	6,637	4,000	143,375	38,484	8,709	16,123	1,091	64,408	207,782	21.9	100.0
Office Assistant	PART-TIME	10,500	0	0	10,500	0	807	0	100	906	11,406		100.0
Office Assistant - Vacant	PART-TIME	10,500	0	0	10,500	0	807	0	100	906	11,406		100.0
Total Town Clerk - 1410		517,006	12,052	29,816	558,874	117,144	39,541	60,486	4,324	221,495	780,369		

NOTES:

Town of Southampton

2024 Adopted Budget

Town Clerk - 1410

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	661,845	639,054	688,008	690,448	690,448	718,605	704,919	704,919	704,919	14,471	2.10%	693,340	706,682	706,682	706,682
	Total Real Property Taxes	661,845	639,054	688,008	690,448	690,448	718,605	704,919	704,919	704,919	14,471	2.10%	693,340	706,682	706,682	706,682
Other Revenue:																
1255	Town Clerk Fees	70,000	116,719	70,000	70,000	84,979	70,000	95,000	95,000	95,000	25,000	35.71%	105,000	105,000	105,000	105,000
2544	Dog Licenses	9,000	8,469	9,000	9,000	6,411	9,000	9,000	9,000	9,000	0	0.00%	10,000	10,000	10,000	10,000
2551	Taxi Permits	15,000	3,850	15,000	15,000	2,875	7,000	7,000	7,000	7,000	(8,000)	(53.33%)	8,000	8,000	8,000	8,000
2554	LT Parking Permits	11,000	14,629	11,000	11,000	11,877	11,000	13,000	13,000	13,000	2,000	18.18%	13,000	13,000	13,000	13,000
5031	Interfund Transfer - Revenue	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
	Total Other Revenue	115,000	153,667	115,000	115,000	116,141	107,000	134,000	134,000	134,000	19,000	16.52%	146,000	146,000	146,000	146,000
	Total Revenue	776,845	792,721	803,008	805,448	806,589	825,605	838,919	838,919	838,919	33,471	4.16%	839,340	852,682	852,682	852,682
Salaries:																
6100	Salaries	455,251	444,884	478,446	476,540	416,412	496,683	496,006	496,006	496,006	(19,466)	(4.08%)	510,597	509,903	509,903	509,903
6103	Accumulated Sick/Personal Days	2,173	1,197	2,093	2,093	1,873	2,239	2,239	2,239	2,239	(146)	(6.98%)	2,239	2,239	2,239	2,239
6105	Part Time Salaries	28,000	21,121	21,000	21,000	13,036	21,000	21,000	21,000	21,000	0	0.00%	21,000	21,000	21,000	21,000
6110	Longevity	11,231	11,330	11,558	11,558	11,757	12,052	12,052	12,052	12,052	(494)	(4.27%)	12,052	12,052	12,052	12,052
6113	Other Pay	4,000	4,000	4,000	4,000	3,500	4,000	4,000	4,000	4,000	0	0.00%	4,000	4,000	4,000	4,000
6127	Cash in Lieu of Health Benefits	8,720	18,793	20,697	20,697	11,433	20,697	23,577	23,577	23,577	(2,880)	(13.92%)	20,697	23,577	23,577	23,577
	Total Salaries	509,375	501,326	537,794	535,888	458,011	556,671	558,874	558,874	558,874	(22,986)	(4.29%)	570,585	572,771	572,771	572,771
Employee Benefits - Current:																
6810	Employee Retirement - Active	55,803	56,009	60,170	60,170	49,416	58,605	60,486	60,486	60,486	(316)	(0.53%)	60,127	62,050	62,050	62,050
6830	FICA Tax Expenditure	36,924	37,667	38,378	38,231	34,316	39,422	39,541	39,541	39,541	(1,310)	(3.43%)	40,116	40,234	40,234	40,234
6835	MTA Tax	1,759	1,675	1,835	1,828	1,418	1,900	1,908	1,908	1,908	(80)	(4.35%)	1,947	1,955	1,955	1,955
6840	Worker's Compensation	1,981	2,023	1,998	1,998	1,855	2,071	2,275	2,275	2,275	(277)	(13.87%)	2,126	2,336	2,336	2,336
6860	Medical Insurance - Active Employees	110,880	63,074	94,422	84,422	64,789	94,422	106,848	106,848	106,848	(22,426)	(26.56%)	94,422	106,848	106,848	106,848
6865	Dental & Optical	9,432	6,677	9,720	9,720	6,056	13,824	10,296	10,296	10,296	(576)	(5.93%)	13,824	10,296	10,296	10,296
6875	Disability	141	37	141	141	34	141	141	141	141	0	0.00%	141	141	141	141
	Total Employee Benefits - Current	216,920	167,161	206,664	196,510	157,884	210,384	221,495	221,495	221,495	(24,985)	(12.71%)	212,704	223,860	223,860	223,860
	Total Employee Costs	726,295	668,488	744,458	732,398	615,895	767,055	780,369	780,369	780,369	(47,971)	(6.55%)	783,289	796,631	796,631	796,631
Contractual:																
6403	Gasoline	600	513	600	600	260	600	600	600	600	0	(0.04%)	600	600	600	600
6406	Repair Equipment	300	20	300	4,430	4,380	300	300	300	300	4,130	93.23%	300	300	300	300
6411	Printing and Stationery	7,500	5,150	7,500	7,500	3,983	7,500	7,500	7,500	7,500	0	0.00%	10,000	10,000	10,000	10,000
6412	Publications	16,150	16,340	16,150	16,150	14,051	16,150	16,150	16,150	16,150	0	0.00%	16,150	16,150	16,150	16,150
6416	Travel, Dues and Related	2,400	853	2,400	120	120	2,400	2,400	2,400	2,400	(2,280)	(1900.00%)	2,400	2,400	2,400	2,400
6420	Other	250	1,316	250	250	0	250	250	250	250	0	0.00%	250	250	250	250
6421	Legal Notices	12,000	16,491	20,000	31,470	20,182	20,000	20,000	20,000	20,000	11,470	36.45%	15,000	15,000	15,000	15,000
6423	Small Equipment (Non-Capital)	750	797	750	750	125	750	750	750	750	0	0.00%	750	750	750	750
6425	Office Supplies	1,500	1,967	1,500	2,680	872	1,500	1,500	1,500	1,500	1,180	44.03%	1,500	1,500	1,500	1,500
6451	Document Restoration	4,500	4,500	4,500	4,500	3,000	4,500	4,500	4,500	4,500	0	0.00%	4,500	4,500	4,500	4,500

Town of Southampton
2024 Adopted Budget
Town Clerk - 1410

Account Code	Description	2022	2022	2023	2023	2023						2025	2025	2025	2025	
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
6477	Copier Leases	4,600	257	4,600	4,600	4,106	4,600	4,600	4,600	4,600	0	0.00%	4,600	4,600	4,600	4,600
	Total Contractual	50,550	48,204	58,550	73,050	51,079	58,550	58,550	58,550	58,550	14,500	19.85%	56,051	56,051	56,051	56,051
	Total Expenditures	776,845	716,692	803,008	805,448	666,974	825,605	838,919	838,919	838,919	(33,471)	(4.16%)	839,340	852,682	852,682	852,682
	Net Surplus (Deficit)	0	76,029	0	0	139,615	0	0	0	0			0	0	0	0

TOWN CLERK - RECORDS MANAGEMENT SUMMARY

Department: Records Management

Budget Year: 2024

Division: Town Clerk

Tax District: Full Town

Cost Center #: 1460

Manager: Sundy Schermeyer

NOTES:

Departmental Mission & Responsibilities:

By law, the Town Clerk serves as the Records Management Officer overseeing the archived records of over thirty plus Town Departments and Divisions. The Records Management Division maintains a complete record inventory of all archival files, takes measures to preserve historical records while instituting a professional, consistent records management program.

Records Management is also responsible for the following:

1. Development of policies and procedures for classifying, indexing and filing archives to provide the Town with an organized, effective records management program.
2. Providing training to Records Access Officers to ensure the policies and procedures are manageable in each department and identifying any special circumstances or individual department needs.
3. Identifying and disposing of records that have reached the end of their retention period according to the newly adopted NYS LGS-1 schedule.

Workload:

The Town Clerk is responsible for the coordination and oversight of the implementation of both a paper and electronic records management program. The Records Management Division located in the Hampton Bays Community Center serves as the Town's depository for archived records in addition to active land management and building department records.

The Records Management Office currently serves as an Annex to the Town Clerk's main office located in Southampton. Records Management is responsible for performing the following tasks:

1. Retrieval and daily transport of internal Town department records requests and for archived records from Records Center to Southampton Town Hall.
2. Maintain database in the Records Management software system to track the movement of records throughout the Town to ensure timely access to archived records.
3. Respond to all building Department Foil Requests. Set appointments for the viewing of files and scan requested documents to Constituent.
4. Scan all pertinent documents in building files and upload into Southampton Town Geographic Information System.
5. Scan all pertinent documents for open building permits into Govern software system.
6. Purge and verify all closed building permit documents in Govern software system.
7. The office is open two days a week to provide services to the western section of the Town which includes issuing licenses and permits. It also serves as an intake office for those wanting to do Town business but are unable to travel to Southampton.

Department Summary

Department: Records Management

Budget Year: 2024
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1460
Manager: Sundy Schermeyer

NOTES:

Goals & Objectives:

1. Continue the implementation of the Electronic Document Management System (EDMS) to identify departmental records that are not currently maintained in an organized easily locatable format. The EDMS allows departments to categorize, index, identify originals from duplicates, assign retention schedules and improve access. The electronic records need to follow the same retention schedule as the paper records that the Town maintains in its records management center and this EDMS system assists the Town in accomplishing that goal.
2. Continue digitization of the Land Management records to incorporate into the GIS/Govern software system increasing internal and public access of this record series.
3. Continue the implementation of the Records Management Software which includes the complete modernization of records intake, retrieval and dissemination. The new software has enabled the Records Management Division of the Town Clerk's Office to pioneer a new process of utilizing a bar coding system for all Town records that are submitted to the Division.
4. Continue digitization of oversized archive maps to increase access and free up valuable records storage space.

Legal Authority:

Records Management was established in the Town Clerk's Office, per Resolution adopted June 26, 1993.

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 1/1/24	Alloc. %
Town Clerk													
Town Clerk Summary													
Records Management - 1460													
Associate Administrator	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 7	78,363	4,702	0	83,065	36,756	6,381	9,342	646	53,125	136,189	9.9	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 7	61,262	2,450	0	63,712	16,560	4,895	7,166	505	29,125	92,837	5.9	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 7	61,262	2,450	0	63,712	16,560	4,895	7,166	505	29,125	92,837	5.6	100.0
Total Records Management - 1460		200,886	9,603	0	210,489	69,876	16,170	23,674	1,655	111,375	321,864		

NOTES:

Town of Southampton

2024 Adopted Budget

Records Management - 1460

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	
	Real Property Taxes:																
1001	Property Taxes	279,856	287,813	301,492	297,019	297,019	318,016	325,014	325,014	325,014	27,995	9.43%	325,804	332,325	332,325	332,325	
	Total Real Property Taxes	279,856	287,813	301,492	297,019	297,019	318,016	325,014	325,014	325,014	27,995	9.43%	325,804	332,325	332,325	332,325	
	Total Revenue	279,856	287,813	301,492	297,019	297,019	318,016	325,014	325,014	325,014	27,995	9.43%	325,804	332,325	332,325	332,325	
	Salaries:																
6100	Salaries	180,351	183,999	192,733	188,592	158,599	200,886	200,886	200,886	200,886	(12,294)	(6.52%)	207,152	207,152	207,152	207,152	
6103	Accumulated Sick/Personal Days	412	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0	
6110	Longevity	2,828	2,908	3,005	3,005	3,005	9,603	9,603	9,603	9,603	(6,597)	(219.51%)	9,904	9,904	9,904	9,904	
	Total Salaries	183,591	186,907	195,738	191,597	161,605	210,489	210,489	210,489	210,489	(18,892)	(9.86%)	217,056	217,056	217,056	217,056	
	Employee Benefits - Current:																
6810	Employee Retirement - Active	21,285	21,364	22,795	22,795	18,721	23,031	23,674	23,674	23,674	(879)	(3.85%)	23,749	24,412	24,412	24,412	
6830	FICA Tax Expenditure	14,101	13,830	15,033	14,716	11,916	16,164	16,170	16,170	16,170	(1,454)	(9.88%)	16,668	16,675	16,675	16,675	
6835	MTA Tax	627	615	668	653	501	718	719	719	719	(66)	(10.03%)	741	741	741	741	
6840	Worker's Compensation	739	755	771	771	716	804	884	884	884	(113)	(14.65%)	829	911	911	911	
6860	Medical Insurance - Active Employees	51,216	55,408	57,924	57,924	52,756	57,924	64,728	64,728	64,728	(6,804)	(11.75%)	57,924	64,728	64,728	64,728	
6865	Dental & Optical	4,716	4,773	4,860	4,860	3,970	5,184	5,148	5,148	5,148	(288)	(5.93%)	5,184	5,148	5,148	5,148	
6875	Disability	53	0	53	53	1	53	53	53	53	0	0.00%	53	53	53	53	
	Total Employee Benefits - Current	92,738	96,744	102,104	101,772	88,581	103,878	111,375	111,375	111,375	(9,603)	(9.44%)	105,148	112,668	112,668	112,668	
	Total Employee Costs	276,328	283,651	297,842	293,369	250,186	314,366	321,864	321,864	321,864	(28,495)	(9.71%)	322,204	329,725	329,725	329,725	
	Contractual:																
6401	Contracts	828	0	700	0	0	700	500	500	500	(500)	(100.00%)	700	0	0	0	
6425	Office Supplies	850	1,036	1,000	1,000	843	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000	
6426	Supplies - Other	650	749	650	1,350	386	650	650	650	650	700	51.85%	600	600	600	600	
6477	Copier Leases	1,200	556	1,300	1,300	33	1,300	1,000	1,000	1,000	300	23.08%	1,300	1,000	1,000	1,000	
	Total Contractual	3,528	2,341	3,650	3,650	1,262	3,650	3,150	3,150	3,150	500	13.70%	3,600	2,600	2,600	2,600	
	Total Expenditures	279,856	285,992	301,492	297,019	251,448	318,016	325,014	325,014	325,014	(27,995)	(9.43%)	325,804	332,325	332,325	332,325	
	Net Surplus (Deficit)	0	1,821	0	0	45,571	0	0	0	0			0	0	0	0	

TOWN CLERK - ARCHIVES & HISTORIAN SUMMARY

Department: Archives & Historian

Budget Year: 2024
Division: Town Clerk
Tax District: Full Town

Cost Center #: 7520
Manager: Sundy Schermeyer

NOTES:

Departmental Mission & Responsibilities:

The mission of the Historic Division of the Southampton Town Clerk's office is to preserve and protect the town's historic holdings from elements that compromise their integrity, including the passage of time, while taking initiatives to improve the public's access to the collection.

The records are of great interest to researchers, historical organizations, and government agencies, and the on-going digitization projects of the Historic Division protect our records while making them more accessible. When it comes to preservation, time is of the essence, so it is important to continue the digitization of the collection to make research easier, while preserving and protecting the original documents.

Workload:

The Historic Division maintains records, deeds, manuscripts, photographs, books, maps, newspapers and artifacts. The collection's holdings are continuously inventoried and appraised to determine the priority for conservation and preservation and how to implement best practices.

The division continues to photograph and scan the most fragile documents in our possession, which preserves the Town's history in the event of a disaster while improving electronic access and the ability to make reproductions for the public.

The division has been working on several important projects, cataloging the collection and linking information that will improve access for research and genealogy searches and make it less time-consuming to respond to requests

The Town Clerk works with the Historic division to collaborate with the historical societies and school districts in Southampton Town to promote education about the town's past whenever possible.

Not only does the division assist our local historical entities, it provides access to historical records to other town departments, facilitating research and providing historical context for present-day governing.

The division works with the Historic Burying Grounds Committee in providing resources and guidance, helping with acquiring grant funding, overseeing restoration and preservation of the Town's twelve Historic Cemeteries, and providing educational opportunities.

The division also works on special projects, such as landmark and historic district identification and designation, Town record databases, GIS historic mapping, lobby displays, presentations, and walking tours promoting the Town's historical significance.

Department Summary

Department: Archives & Historian

Budget Year: 2024
Division: Town Clerk
Tax District: Full Town

Cost Center #: 7520
Manager: Sundy Schermeyer

Goals & Objectives:

The Town Clerk overseeing the Historic Division will continue the digitization of Southampton Town's historical holdings to preserve the town's heritage and treasures for future generations.

The majority of the Southampton Town Historic Record Books 1–8 were transcribed in the late 1870s, and these books have been made digitally searchable on the Town's website. This allows the public to do research from home or from a library, including genealogical searches into the Town's more than 380 years of history.

To complement the online searchable Record Books, the Historic Division is working with the Town's Geographical Information Systems (GIS) to create a historic mapping portal that will provide a visual depiction of the Town's early land divisions from 1639 to 1782.

The division assists in updating Southampton Town's cemetery website, a unique resource that offers an in-depth look at the Town's twelve Historic Cemeteries and the vital records to be found on the headstones there. The website has become a resource that has received more than 400,000 unique hits from individuals doing genealogical research.

Legal Authority:

Town Law.

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. & Benefits	Yrs Srv 1/1/24	Alloc. %
Town Clerk													
Town Clerk Summary													
Archives & Historian - 7520													
Town Historian	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 8	31,564	0	0	31,564	14,702	2,425	3,551	254	20,932	52,496	2.9	40.0
Secretarial Assistant	PART-TIME	12,846	0	0	12,846	0	987	0	118	1,105	13,951		100.0
Town Historian	PART-TIME	12,846	0	0	12,846	0	1,061	0	1,092	2,154	15,000		100.0
Total Archives & Historian - 7520		57,256	0	0	57,256	14,702	4,474	3,551	1,464	24,191	81,447		

NOTES:

