

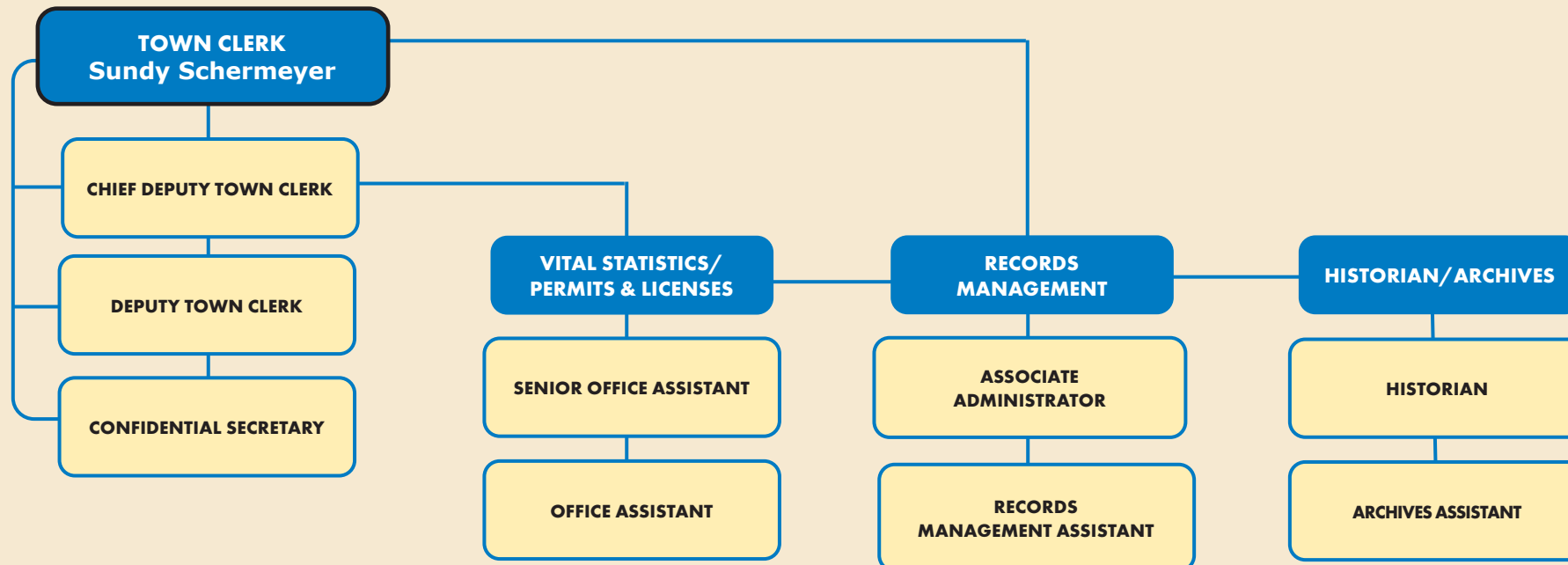
2025 ORGANIZATIONAL CHART TOWN CLERK'S OFFICE

Main Line: 287-5740

Fax: 283-5606

Hampton Bays Annex: 723-2712

Fax: 723-3080



TOWN CLERK - SUMMARY

Budget Year: 2025
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1410
Manager: Sundy Schermeyer

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, NYS appointed 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 created in 2008 and also serves as Liaison to the Historic Burying Ground Committee created through the Town Clerk's Historic Division in 2011.

NOTES:

Department Summary

Department: Town Clerk

Budget Year: 2025
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1410
Manager: Sundy Schermeyer

NOTES:

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. Coordinates FOIL requests
7. Conducts town-wide Bid/RFP openings, archives
8. Manages the acceptance & release of performance and maintenance bonds
9. Marriage Officer
10. Notary services

Department Summary

Department: Town Clerk

Budget Year: 2025
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 2024-2025 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 2025

Legal Authority:

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

NOTES:

2025 Town Clerk Fee Schedule

Fee Schedule	2025 Fee Schedule	Proposed Increase
Code Books (Prices Set by General Code)*		
Volume I w/ Imprinted Binder*	\$700 \$725.00	\$25.00
Volume II w/Imprinted Binder*	\$685 \$700.00	\$15.00
Volume III w/Imprinted Binder*	\$965 \$985.00	\$20.00
Set of 3 Volumes w/ Imprinted Binder*	\$1,950 \$1,975.00	\$25.00
* Prices constantly change due to Quarterly updates.		
Dog Licenses: (Annual)		
Neutered/Spayed / Senior Rate:	\$7.50 / Senior Rate: \$5.00	
Un-neutered/Un-spayed/Senior Rate	\$17.50 / Senior Rate: \$15.00	
Unspayed/Unneutered under 4 months of age:	\$12.00	
Replacement Dog Tag:	\$3 \$5.00	\$2.00
Domestic Partnership	\$30.00	
Termination Fee	\$30.00	
Replacement / Transcript Fee	\$10.00	
Drop Off Bin Permit	\$100.00	
Games of Chance (set by state)	\$25.00 Per Licensed Period	
Green Garbage Bags:		
13 gallon (5-bags)	\$10.25	
33 gallon (5-bags)	\$18.25	
Genealogy Searches	\$22.00	
Long Term Parking Permits		
Bridgehampton Parking District	\$95 \$100.00	\$5.00
Town Resident	\$145 \$150.00	\$5.00
Non Resident	\$325 \$350.00	\$25.00
Replacement Sticker	\$25.00	
Marriage Application (set by state)	\$40.00	
One Day Officiant License (set by state)	\$25.00	

NOTES:

2025 Town Clerk Fee Schedule

Fee Schedule	2025 Fee Schedule	Proposed Increase
Transcripts (set by state)	\$10.00	
Birth		
Death		
Marriage		
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 (Non-refundable 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	
Maps:		
Zoning		
2x3 Individual Sheet	\$15.00	
2x3 Full Set	\$50.00	
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:

2025 Town Clerk Fee Schedule

Fee Schedule	2025 Fee Schedule	Proposed Increase
Filming Permit Application Fees (§162-5):		
For films involving less than 25 or fewer 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 and 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 25 26-100 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 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 50% of the applicable application fee pursuant to Section 162-6 of the Town Code . Amendments may include changes to the location, parking plan, number of people expected, etc. Amendments to Incident Action Plans or Parking Plans, at the request of the Town, are not considered amendments to the application.		25%
Late Application Fee (§162-5):		
Filming Late Application Fee:	\$50 \$75/per day beyond the submission deadline in §162-2B.	\$25.00
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 1/1/25	Alloc. %
Town Clerk													
Town Clerk Summary													
Town Clerk - 1410													
Confidential Secretary	ADMINSUPPORT	66,038	0	0	66,038	40,272	5,116	8,125	1,077	54,589	120,627	2.0	100.0
Deputy Town Clerk	ADMINSUPPORT	115,988	5,800	11,568	133,356	1,716	8,576	16,380	1,937	28,610	161,966	34.7	100.0
Deputy Town Clerk	ADMINSUPPORT	92,111	0	8,566	100,677	1,716	7,791	12,373	1,524	23,404	124,081	2.3	100.0
Senior Office Assistant*Proposed Promotion 2025	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 1	57,585	0	8,566	66,151	1,716	5,116	8,125	971	15,928	82,079	0.9	100.0
Senior Office Assistant-Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	58,440	0	0	58,440	40,272	4,527	7,190	955	52,944	111,384	1.3	100.0
Town Clerk	ELECTOFFICIALS	139,056	6,953	4,000	150,009	42,396	8,822	18,439	2,286	71,943	221,952	22.9	100.0
Office Assistant	PART-TIME	10,500	0	0	10,500	0	813	0	186	999	11,499		100.0
Office Assistant - Vacant	PART-TIME	10,500	0	0	10,500	0	813	0	186	999	11,499		100.0
Total Town Clerk - 1410		550,217	12,753	32,700	595,670	128,088	41,574	70,633	9,123	249,418	845,088		

NOTES:

Town of Southampton

2025 Adopted Budget

Town Clerk - 1410

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	688,008	698,822	704,919	709,919	704,919	736,507	767,217	769,625	769,625	59,706	8.41%	734,773	766,437	768,916	768,916
	Total Real Property Taxes	688,008	698,822	704,919	709,919	704,919	736,507	767,217	769,625	769,625	59,706	8.41%	734,773	766,437	768,916	768,916
Other Revenue:																
1255	Town Clerk Fees	70,000	105,424	95,000	95,000	86,096	95,000	95,000	95,000	95,000	0	0.00%	105,000	105,000	105,000	105,000
2544	Dog Licenses	9,000	7,412	9,000	9,000	6,506	9,000	9,000	9,000	9,000	0	0.00%	10,000	10,000	10,000	10,000
2551	Taxi Permits	15,000	2,875	7,000	7,000	1,400	7,000	7,000	7,000	7,000	0	0.00%	8,000	8,000	8,000	8,000
2554	LT Parking Permits	11,000	16,881	13,000	13,000	13,150	13,000	13,000	13,000	13,000	0	0.00%	13,000	13,000	13,000	13,000
5031	Interfund Transfer - Revenue	10,000	15,455	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	148,046	134,000	134,000	117,152	134,000	134,000	134,000	134,000	0	0.00%	146,000	146,000	146,000	146,000
	Total Revenue	803,008	846,868	838,919	843,919	822,071	870,507	901,217	903,625	903,625	59,706	7.07%	880,773	912,437	914,916	914,916
Salaries:																
6100	Salaries	478,446	476,584	496,006	496,006	421,921	503,788	527,217	529,217	529,217	(33,211)	(6.70%)	514,488	538,642	540,692	540,692
6103	Accumulated Sick/Personal Days	2,093	1,873	2,239	2,239	762	3,002	3,002	3,002	3,002	(763)	(34.08%)	3,002	3,002	3,002	3,002
6105	Part Time Salaries	21,000	13,821	21,000	21,000	2,605	21,000	21,000	21,000	21,000	0	0.00%	21,000	21,000	21,000	21,000
6110	Longevity	11,558	11,757	12,052	12,052	12,051	12,353	12,653	12,753	12,753	(701)	(5.82%)	12,353	12,653	12,753	12,753
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	20,697	22,554	23,577	23,577	9,428	25,941	25,698	25,698	25,698	(2,121)	(9.00%)	25,941	25,698	25,698	25,698
	Total Salaries	537,794	530,589	558,874	558,874	450,266	570,084	593,570	595,670	595,670	(36,796)	(6.58%)	580,784	604,995	607,145	607,145
Employee Benefits - Current:																
6810	Employee Retirement - Active	60,170	58,923	60,486	60,486	49,940	68,361	70,374	70,620	70,620	(10,134)	(16.75%)	69,694	71,780	72,044	72,044
6830	FICA Tax Expenditure	38,378	39,770	39,541	39,541	33,469	39,911	41,544	41,573	41,573	(2,032)	(5.14%)	40,560	42,250	42,281	42,281
6835	MTA Tax	1,835	1,768	1,908	1,908	1,377	1,946	2,042	2,049	2,049	(141)	(7.39%)	1,983	2,081	2,088	2,088
6840	Worker's Compensation	1,998	2,202	2,275	2,275	1,896	2,309	6,908	6,933	6,933	(4,658)	(204.76%)	2,356	7,051	7,077	7,077
6860	Medical Insurance - Active Employees	94,422	73,952	106,848	106,848	97,103	118,908	117,792	117,792	117,792	(10,944)	(10.24%)	118,908	117,792	117,792	117,792
6865	Dental & Optical	9,720	7,200	10,296	10,296	6,583	10,296	10,296	10,296	10,296	0	0.00%	10,296	10,296	10,296	10,296
6875	Disability	141	37	141	141	31	141	141	141	141	0	0.00%	141	141	141	141
	Total Employee Benefits - Current	206,664	183,852	221,495	221,495	190,399	241,873	249,096	249,404	249,404	(27,909)	(12.60%)	243,938	251,391	251,720	251,720
	Total Employee Costs	744,458	714,441	780,369	780,369	640,665	811,957	842,667	845,075	845,075	(64,705)	(8.29%)	824,722	856,386	858,865	858,865
Contractual:																
6403	Gasoline	600	415	600	600	383	600	600	600	600	0	0.00%	600	600	600	600
6406	Repair Equipment	300	4,380	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6411	Printing and Stationery	7,500	5,528	7,500	9,523	4,135	7,500	7,500	7,500	7,500	2,023	21.24%	10,000	10,000	10,000	10,000
6412	Publications	16,150	19,123	16,150	16,150	9,881	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	220	2,400	900	170	2,400	2,400	2,400	2,400	(1,500)	(166.67%)	2,400	2,400	2,400	2,400
6420	Other	250	6,316	250	250	11	250	250	250	250	0	0.00%	250	250	250	250
6421	Legal Notices	20,000	26,150	20,000	25,000	19,451	20,000	20,000	20,000	20,000	5,000	20.00%	15,000	15,000	15,000	15,000
6423	Small Equipment (Non-Capital)	750	125	750	750	140	750	750	750	750	0	0.00%	750	750	750	750
6425	Office Supplies	1,500	2,110	1,500	3,000	1,523	1,500	1,500	1,500	1,500	1,500	50.00%	1,500	1,500	1,500	1,500
6451	Document Restoration	4,500	4,500	4,500	4,500	0	4,500	4,500	4,500	4,500	0	0.00%	4,500	4,500	4,500	4,500

TOWN CLERK - RECORDS MANAGEMENT SUMMARY

Department: Records Management

Budget Year: 2025
Division: Town Clerk
Tax District: Full Town

Cost Center #: 1460
Manager: Sundy Schermeyer

NOTES:

Departmental Mission & Responsibilities:

By NYS 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. The Records Management Division located in the Hampton Bays Community Center serves as the Town's depository for archived records 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 performing the following tasks:

1. Retrieval and daily transport of internal Town department records requests and for archived records from Records Center to Southampton.
2. Maintain database in the Records Management software system to track the movement of records throughout the Town to ensure records.
3. Respond to all building Department Foil Requests. Set appointments for the viewing of files and scan requested documents to County.
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 permit intake office for those wanting to do Town business but are unable to travel to Southampton.

Department Summary

Department: Records Management

Budget Year: 2025

Division: Town Clerk

Tax District: Full Town

Cost Center #: 1460

Manager: Sundy Schermeyer

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.

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 1/1/25	Alloc. %
Town Clerk													
Town Clerk Summary													
Records Management - 1460													
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 1	57,585	0	0	57,585	40,272	4,461	7,085	941	52,759	110,344	0.4	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 8	62,894	2,516	0	65,409	18,276	5,064	8,044	1,035	32,419	97,828	6.6	100.0
Records Retention Manager	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 2	82,988	4,979	0	87,967	40,272	6,809	10,815	1,366	59,262	147,230	10.9	100.0
Total Records Management - 1460		203,466	7,495	0	210,961	98,820	16,335	25,943	3,343	144,441	355,402		

NOTES:

Town of Southampton

2025 Adopted Budget

Records Management - 1460

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	
Real Property Taxes:																	
1001	Property Taxes	301,492	297,019	325,014	325,014	325,014	354,861	358,552	358,552	358,552	33,538	10.32%	361,670	367,046	367,046	367,046	
	Total Real Property Taxes	301,492	297,019	325,014	325,014	325,014	354,861	358,552	358,552	358,552	33,538	10.32%	361,670	367,046	367,046	367,046	
	Total Revenue	301,492	297,019	325,014	325,014	325,014	354,861	358,552	358,552	358,552	33,538	10.32%	361,670	367,046	367,046	367,046	
Salaries:																	
6100	Salaries	192,733	177,922	200,886	200,886	135,862	201,053	203,466	203,466	203,466	(2,580)	(1.28%)	206,956	210,644	210,644	210,644	
6110	Longevity	3,005	3,005	9,603	9,603	7,180	7,350	7,495	7,495	7,495	2,108	21.95%	7,534	7,755	7,755	7,755	
	Total Salaries	195,738	180,927	210,489	210,489	143,042	208,403	210,961	210,961	210,961	(472)	(0.22%)	214,490	218,399	218,399	218,399	
Employee Benefits - Current:																	
6810	Employee Retirement - Active	22,795	22,323	23,674	23,674	19,546	25,952	25,943	25,943	25,943	(2,270)	(9.59%)	26,710	26,858	26,858	26,858	
6830	FICA Tax Expenditure	15,033	13,339	16,170	16,170	10,551	16,011	16,335	16,335	16,335	(165)	(1.02%)	16,478	16,911	16,911	16,911	
6835	MTA Tax	668	585	719	719	417	712	726	726	726	(7)	(1.02%)	732	752	752	752	
6840	Worker's Compensation	771	850	884	884	737	885	2,564	2,564	2,564	(1,680)	(190.04%)	911	2,654	2,654	2,654	
6860	Medical Insurance - Active Employees	57,924	59,713	64,728	64,728	46,131	94,548	93,672	93,672	93,672	(28,944)	(44.72%)	94,548	93,672	93,672	93,672	
6865	Dental & Optical	4,860	4,542	5,148	5,148	2,918	5,148	5,148	5,148	5,148	0	0.00%	5,148	5,148	5,148	5,148	
6875	Disability	53	1	53	53	3	53	53	53	53	0	0.00%	53	53	53	53	
	Total Employee Benefits - Current	102,104	101,352	111,375	111,375	80,303	143,307	144,441	144,441	144,441	(33,065)	(29.69%)	144,580	146,047	146,047	146,047	
	Total Employee Costs	297,842	282,279	321,864	321,864	223,345	351,711	355,402	355,402	355,402	(33,538)	(10.42%)	359,070	364,446	364,446	364,446	
Contractual:																	
6401	Contracts	700	0	500	500	0	500	500	500	500	0	0.00%	0	0	0	0	
6425	Office Supplies	1,000	995	1,000	1,000	348	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000	
6426	Supplies - Other	650	1,234	650	650	547	650	650	650	650	0	0.00%	600	600	600	600	
6477	Copier Leases	1,300	33	1,000	1,000	0	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000	
	Total Contractual	3,650	2,261	3,150	3,150	895	3,150	3,150	3,150	3,150	0	0.00%	2,600	2,600	2,600	2,600	
	Total Expenditures	301,492	284,541	325,014	325,014	224,240	354,861	358,552	358,552	358,552	(33,538)	(10.32%)	361,670	367,046	367,046	367,046	
	Net Surplus (Deficit)	0	12,478	0	0	100,774	0	0	0	0			0	0	0	0	

TOWN CLERK - ARCHIVES & HISTORIAN SUMMARY

Department: Archives & Historian

Budget Year: 2025

Division: Town Clerk

Tax District: Full Town

Cost Center #: 7520

Manager: Sundy Schermeyer

NOTES:

Departmental Mission & Responsibilities:

The mission of the Historic Division established by the Southampton Town Clerk in 2008 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 established the Historic Burying Grounds Committee in 2011 under the Town Clerk to provide resources and guidance, help with acquiring grant funding, oversight of 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: 2025
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 1/1/25	Alloc. %
Town Clerk													
Town Clerk Summary													
Archives & Historian - 7520													
Town Historian	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 8	32,230	0	0	32,230	16,109	2,497	3,965	524	23,095	55,325	3.9	40.0
Secretarial Assistant	PART-TIME	12,846	0	0	12,846	0	995	0	224	1,219	14,065		100.0
Town Historian	PART-TIME	12,846	0	0	12,846	0	1,039	0	796	1,835	14,681		100.0
Total Archives & Historian - 7520		57,922	0	0	57,922	16,109	4,530	3,965	1,544	26,148	84,070		

NOTES:

Town of Southampton

2025 Adopted Budget

Archives & Historian - 7520

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 Amended % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	82,864	82,864	85,782	85,782	85,782	88,518	88,405	88,405	88,405	2,623	3.06%	89,457	89,351	89,351	89,351
	Total Real Property Taxes	82,864	82,864	85,782	85,782	85,782	88,518	88,405	88,405	88,405	2,623	3.06%	89,457	89,351	89,351	89,351
	Total Revenue	82,864	82,864	85,782	85,782	85,782	88,518	88,405	88,405	88,405	2,623	3.06%	89,457	89,351	89,351	89,351
Salaries:																
6100	Salaries	30,464	30,463	31,564	31,564	29,593	32,230	32,230	32,230	32,230	(666)	(2.11%)	33,036	33,036	33,036	33,036
6105	Part Time Salaries	25,692	22,161	25,692	25,692	19,100	25,692	25,692	25,692	25,692	0	0.00%	25,692	25,692	25,692	25,692
	Total Salaries	56,156	52,624	57,256	57,256	48,693	57,922	57,922	57,922	57,922	(666)	(1.16%)	58,727	58,727	58,727	58,727
Employee Benefits - Current:																
6810	Employee Retirement - Active	3,548	3,474	3,551	3,551	2,932	4,014	3,965	3,965	3,965	(415)	(11.67%)	4,114	4,064	4,064	4,064
6830	FICA Tax Expenditure	4,383	3,910	4,474	4,474	3,609	4,525	4,530	4,530	4,530	(57)	(1.27%)	4,587	4,593	4,593	4,593
6835	MTA Tax	195	174	199	199	146	201	201	201	201	(3)	(1.27%)	204	204	204	204
6840	Worker's Compensation	1,139	1,256	1,223	1,223	1,019	1,226	1,300	1,300	1,300	(77)	(6.30%)	1,230	1,310	1,310	1,310
6860	Medical Insurance - Active Employees	12,418	13,695	14,016	14,016	13,637	15,566	15,422	15,422	15,422	(1,406)	(10.03%)	15,566	15,422	15,422	15,422
6865	Dental & Optical	648	660	686	686	611	686	686	686	686	0	0.00%	686	686	686	686
6875	Disability	42	10	42	42	9	42	42	42	42	0	0.00%	42	42	42	42
	Total Employee Benefits - Current	22,373	23,179	24,191	24,191	21,963	26,261	26,148	26,148	26,148	(1,957)	(8.09%)	26,430	26,323	26,323	26,323
	Total Employee Costs	78,529	75,803	81,447	81,447	70,656	84,183	84,070	84,070	84,070	(2,623)	(3.22%)	85,157	85,050	85,050	85,050
Contractual:																
6401	Contracts	3,000	0	3,000	3,000	0	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6416	Travel, Dues and Related	635	75	635	635	280	635	635	635	635	0	0.00%	600	600	600	600
6425	Office Supplies	700	4,135	700	700	302	700	700	700	700	0	0.00%	700	700	700	700
	Total Contractual	4,335	4,210	4,335	4,335	582	4,335	4,335	4,335	4,335	0	0.00%	4,300	4,300	4,300	4,300
	Total Expenditures	82,864	80,012	85,782	85,782	71,238	88,518	88,405	88,405	88,405	(2,623)	(3.06%)	89,457	89,351	89,351	89,351
	Net Surplus (Deficit)	0	2,852	0	0	14,544	0	0	0	0			0	0	0	0