

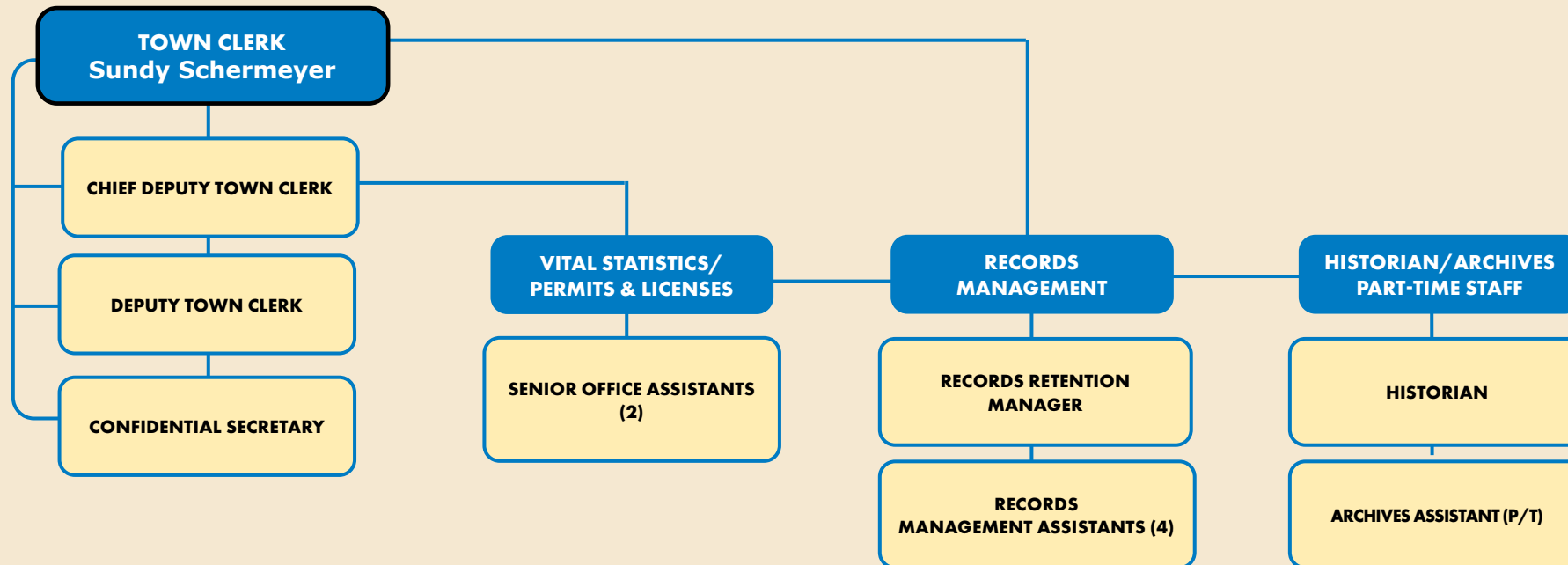
# 2026 ORGANIZATIONAL CHART TOWN CLERK'S OFFICE

Main Line: 287-5740

Fax: 283-5606

Hampton Bays Annex: 723-2712

Fax: 723-3080





## TOWN CLERK - SUMMARY

**Budget Year:** 2026  
**Division:** Town Clerk  
**Tax District:** Full Town

**Cost Center #:** 1410  
**Manager:** Sundy Schermeyer

### Departmental Mission & Responsibilities:

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

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*Department: Town Clerk*

**Budget Year:** 2026  
**Division:** Town Clerk  
**Tax District:** Full Town

**Cost Center #:** 1410  
**Manager:** Sundy Schermeyer

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**NOTES:**

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## 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. Manages and 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 archival Town records, Records Management Center/Town Clerk Annex in Hampton Bays
6. Manages Town Clerk 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

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*Department: Town Clerk*

**Budget Year:** 2026  
**Division:** Town Clerk  
**Tax District:** Full Town

**Cost Center #:** 1410  
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## 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 within the Town Clerk's purview readily available to the public continues to be a priority.

Complete implementation of new Meeting Management software throughout 2026 to improve constituent participation by providing improved access to governmental legislative activities and information of the Town Board, Town Trustees and appointed Land Use Boards. Introduce Boards to electronic voting and additional functionality of new software to make agenda processing systems more efficient

Complete customization and design of licensing software developed specifically for the Town Clerk's Office to expedite licensing initiatives and further upgrade functionality throughout 2026.

## Legal Authority:

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

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**NOTES:**

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**2026 Town Clerk Fee Schedule**

Fee Schedule	2026 Fee Schedule	Proposed Increase
<b>Code Books (Prices Set by General Code)*</b>		
Volume I w/ Imprinted Binder*	\$725.00	
Volume II w/Imprinted Binder*	<del>\$700.00</del> <b>\$725.00</b>	<b>\$25.00</b>
Volume III w/Imprinted Binder*	<del>\$985.00</del> <b>\$990.00</b>	<b>\$5.00</b>
Set of 3 Volumes w/ Imprinted Binder*	\$1,975.00	
<b>* Prices constantly change due to Quarterly updates.</b>		
<b>DECALS</b>		
License Print Fee	<b>\$1.00</b>	<b>\$1.00</b>
<b>Dog Licenses: (Annual)</b>		
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:	\$5.00	
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	
<b>Green Garbage Bags:</b>		
13 gallon (5-bags)	\$10.25	
33 gallon (5-bags)	\$18.25	
Genealogy Searches	\$22.00	
<b>Long Term Parking Permits</b>		
Bridgehampton Parking District	\$100.00	
Town Resident	\$150.00	
Non Resident	\$350.00	
Replacement Sticker	\$25.00	
Marriage Application (set by state)	\$40.00	
One Day Officiant License (set by state)	\$25.00	

**NOTES:**

**2026 Town Clerk Fee Schedule**

Fee Schedule	2026 Fee Schedule	Proposed Increase
<b>Transcripts (set by state)</b>	\$10.00	
Birth		
Death		
Marriage		
<b>Peddler Permit:</b>		
Individual	\$350.00	
Vehicle	\$350.00	
Appeal Hearing Fee	\$100.00	
<b>Vehicle for Hire:</b>		
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	
<b>F.O.1.L.</b>		
Copies (8.5x11 & 8.5x14)	\$0.25	
DVD/CD	\$3.00	
<b>Maps:</b>		
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	
<b>Historical (Belcher Hyde)</b>	<del>\$25.00</del> <b>\$35.00</b>	<b>\$10.00</b>
<b>Notary Service:</b>	\$2.00	

**NOTES:**

**2026 Town Clerk Fee Schedule**

Fee Schedule	2026 Fee Schedule	Proposed Increase
<b>Filming Permit Application Fees (§162-5):</b>		
For films involving 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 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 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	
<b>Fee for amendment to application (§162-6):</b>		
Any amendment to the application for a Filming permit will be subject to an amendment fee of 50% of the applicable application fee pursuant to Section 162-6 of the Town Code. Amendments to Incident Action Plans or Parking Plans, at the request of the Town, are not considered amendments to the application.		
<b>Late Application Fee (§162-5):</b>		
Filming Late Application Fee:	\$75/per day beyond the submission deadline in §162-2B.	
<b>Liability Insurance (§162-3A):</b>		
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.		
<b>Appeal Fee (§162-7):</b>		
Appeal before Public Safety Commission:	\$150/per application	
<b>Cost Reimbursement (§162-3B):</b>		
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 1/1/26	Alloc. %
<b>Town Clerk</b>													
<b>Town Clerk Summary</b>													
<b>Town Clerk - 1410</b>													
Confidential Secretary	ADMINSUPPORT	67,358	0	0	67,358	40,272	5,220	9,560	893	55,945	123,303	3.0	100.0
Deputy Town Clerk	ADMINSUPPORT	118,308	5,916	11,297	135,521	1,716	8,609	19,202	1,556	31,083	166,603	35.7	100.0
Deputy Town Clerk	ADMINSUPPORT	93,953	0	8,568	102,521	1,716	7,936	14,534	1,239	25,426	127,947	3.3	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	59,609	0	8,568	68,177	1,716	5,275	9,660	793	17,444	85,621	1.9	100.0
Senior Office Assistant-Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	60,448	0	0	60,448	40,272	4,684	8,579	803	54,339	114,787	2.3	100.0
Town Clerk	ELECTOFFICIALS	141,837	7,000	4,000	152,837	42,396	8,864	21,671	1,862	74,793	227,630	23.9	100.0
Office Assistant	PART-TIME	11,500	0	0	11,500	0	891	0	167	1,058	12,558		100.0
Office Assistant - Vacant	PART-TIME	11,500	0	0	11,500	0	891	0	167	1,058	12,558		100.0
<b>Total Town Clerk - 1410</b>		<b>564,513</b>	<b>12,916</b>	<b>32,433</b>	<b>609,862</b>	<b>128,088</b>	<b>42,371</b>	<b>83,206</b>	<b>7,480</b>	<b>261,145</b>	<b>871,007</b>		

**NOTES:**

# Town of Southampton

## 2026 Adopted Budget

### Town Clerk - 1410

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	704,919	710,919	769,625	770,625	770,625	780,277	780,557	780,557	780,557	9,932	1.29%	749,681	755,160	755,160	755,160
<b>Total Real Property Taxes</b>		<b>704,919</b>	<b>710,919</b>	<b>769,625</b>	<b>770,625</b>	<b>770,625</b>	<b>780,277</b>	<b>780,557</b>	<b>780,557</b>	<b>780,557</b>	<b>9,932</b>	<b>1.29%</b>	<b>749,681</b>	<b>755,160</b>	<b>755,160</b>	<b>755,160</b>
<b>Other Revenue:</b>																
1255	Town Clerk Fees	95,000	108,798	95,000	95,000	93,021	75,000	85,000	85,000	85,000	(10,000)	(10.53%)	105,000	105,000	105,000	105,000
2543	Filming Permits	0	0	0	0	0	30,000	30,000	30,000	30,000	30,000	100.00%	35,000	35,000	35,000	35,000
2544	Dog Licenses	9,000	8,925	9,000	9,000	8,325	9,000	9,000	9,000	9,000	0	0.00%	10,000	10,000	10,000	10,000
2551	Taxi Permits	7,000	1,400	7,000	7,000	0	1,000	1,000	1,000	1,000	(6,000)	(85.71%)	8,000	8,000	8,000	8,000
2554	LT Parking Permits	13,000	19,478	13,000	13,000	14,428	17,000	18,000	18,000	18,000	5,000	38.46%	13,000	19,000	19,000	19,000
2701	Miscellaneous Tax Receipts	0	0	0	0	8	0	0	0	0	0	0.00%	0	0	0	0
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
<b>Total Other Revenue</b>		<b>134,000</b>	<b>148,600</b>	<b>134,000</b>	<b>134,000</b>	<b>125,781</b>	<b>142,000</b>	<b>153,000</b>	<b>153,000</b>	<b>153,000</b>	<b>19,000</b>	<b>14.18%</b>	<b>181,000</b>	<b>187,000</b>	<b>187,000</b>	<b>187,000</b>
<b>Total Revenue</b>		<b>838,919</b>	<b>859,519</b>	<b>903,625</b>	<b>904,625</b>	<b>896,406</b>	<b>922,277</b>	<b>933,557</b>	<b>933,557</b>	<b>933,557</b>	<b>28,932</b>	<b>3.20%</b>	<b>930,681</b>	<b>942,160</b>	<b>942,160</b>	<b>942,160</b>
<b>Salaries:</b>																
6100	Salaries	496,006	484,701	529,217	529,217	440,877	541,513	541,513	541,513	541,513	(12,296)	(2.32%)	554,033	554,033	554,033	554,033
6103	Accumulated Sick/Personal Days	2,239	762	3,002	3,002	1,011	3,002	2,729	2,729	2,729	273	9.09%	3,002	2,729	2,729	2,729
6105	Part Time Salaries	21,000	2,605	21,000	21,000	635	21,000	23,000	23,000	23,000	(2,000)	(9.52%)	21,000	23,000	23,000	23,000
6110	Longevity	12,052	12,051	12,753	12,753	0	12,753	12,916	12,916	12,916	(163)	(1.28%)	12,753	12,916	12,916	12,916
6113	Other Pay	4,000	4,000	4,000	4,000	3,333	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	23,577	21,549	25,698	25,698	12,124	25,698	25,704	25,704	25,704	(6)	(0.02%)	25,698	25,704	25,704	25,704
<b>Total Salaries</b>		<b>558,874</b>	<b>525,668</b>	<b>595,670</b>	<b>595,670</b>	<b>457,980</b>	<b>607,966</b>	<b>609,862</b>	<b>609,862</b>	<b>609,862</b>	<b>(14,192)</b>	<b>(2.38%)</b>	<b>620,486</b>	<b>622,382</b>	<b>622,382</b>	<b>622,382</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	60,486	61,955	70,620	70,620	52,214	72,145	83,206	83,206	83,206	(12,585)	(17.82%)	73,686	84,982	84,982	84,982
6830	FICA Tax Expenditure	39,541	39,098	41,573	41,573	34,217	42,207	42,371	42,371	42,371	(798)	(1.92%)	42,850	43,015	43,015	43,015
6835	MTA Tax	1,908	1,738	2,049	2,049	928	2,091	0	0	0	2,049	100.00%	2,134	0	0	0
6840	Worker's Compensation	2,275	2,251	6,933	6,933	5,112	7,088	7,339	7,339	7,339	(406)	(5.86%)	7,245	7,501	7,501	7,501
6860	Medical Insurance - Active Employees	106,848	112,250	117,792	117,792	92,498	117,792	117,792	117,792	117,792	0	0.00%	117,792	117,792	117,792	117,792
6865	Dental & Optical	10,296	7,823	10,296	10,296	6,845	10,296	10,296	10,296	10,296	0	0.00%	10,296	10,296	10,296	10,296
6875	Disability	141	34	141	141	44	141	141	141	141	0	0.00%	141	141	141	141
<b>Total Employee Benefits - Current</b>		<b>221,495</b>	<b>225,149</b>	<b>249,404</b>	<b>249,404</b>	<b>191,858</b>	<b>251,760</b>	<b>261,145</b>	<b>261,145</b>	<b>261,145</b>	<b>(11,741)</b>	<b>(4.71%)</b>	<b>254,144</b>	<b>263,728</b>	<b>263,728</b>	<b>263,728</b>
<b>Total Employee Costs</b>		<b>780,369</b>	<b>750,817</b>	<b>845,075</b>	<b>845,075</b>	<b>649,838</b>	<b>859,727</b>	<b>871,007</b>	<b>871,007</b>	<b>871,007</b>	<b>(25,933)</b>	<b>(3.07%)</b>	<b>874,630</b>	<b>886,109</b>	<b>886,109</b>	<b>886,109</b>
<b>Contractual:</b>																
6403	Gasoline	600	419	600	600	325	600	600	600	600	0	0.00%	600	600	600	600
6406	Repair Equipment	300	92	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6411	Printing and Stationery	7,500	9,564	7,500	6,200	3,031	7,500	7,500	7,500	7,500	(1,300)	(20.97%)	10,000	10,000	10,000	10,000
6412	Publications	16,150	12,328	16,150	17,450	14,264	16,150	16,150	16,150	16,150	1,300	7.45%	16,150	16,150	16,150	16,150
6416	Travel, Dues and Related	2,400	170	2,400	900	140	2,400	2,400	2,400	2,400	(1,500)	(166.67%)	2,400	2,400	2,400	2,400
6420	Other	250	11	250	450	359	250	250	250	250	200	44.44%	250	250	250	250
6421	Legal Notices	20,000	20,892	20,000	20,000	11,705	24,000	24,000	24,000	24,000	(4,000)	(20.00%)	15,000	15,000	15,000	15,000
6423	Small Equipment (Non-Capital)	750	513	750	520	0	750	750	750	750	(230)	(44.23%)	750	750	750	750
6425	Office Supplies	1,500	3,277	1,500	3,000	1,860	1,500	1,500	1,500	1,500	1,500	50.00%	1,500	1,500	1,500	1,500

**Town of Southampton**  
**2026 Adopted Budget**  
**Town Clerk - 1410**

Account Code	Description	2024	2024	2025	2025	2025	2026		2026		2027	2027	2027	2027		
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Amended / 2025 Difference	Amended / 2025 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
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
6477	Copier Leases	4,600	0	4,600	5,630	5,144	4,600	4,600	4,600	4,600	1,030	18.29%	4,600	4,600	4,600	4,600
	<b>Total Contractual</b>	58,550	51,766	58,550	59,550	36,827	62,550	62,550	62,550	62,550	(3,000)	(5.04%)	56,051	56,051	56,051	56,051
	<b>Total Expenditures</b>	<b>838,919</b>	<b>802,583</b>	<b>903,625</b>	<b>904,625</b>	<b>686,665</b>	<b>922,277</b>	<b>933,557</b>	<b>933,557</b>	<b>933,557</b>	<b>(28,933)</b>	<b>(3.20%)</b>	<b>930,681</b>	<b>942,160</b>	<b>942,160</b>	<b>942,160</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>56,937</b>	<b>0</b>	<b>0</b>	<b>209,741</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>

# TOWN CLERK - RECORDS MANAGEMENT SUMMARY

Department: Records Management

**Budget Year:** 2026  
**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 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 of over 55,000 land parcels.

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

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*Department: Records Management*

**Budget Year:** 2026  
**Division:** Town Clerk  
**Tax District:** Full Town

**Cost Center #:** 1460  
**Manager:** Sundy Schermeyer

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**NOTES:**

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## 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.
5. Continue collaboration with Land Management (LM) managing Freedom of Information requests (FOIL) submitted to all divisions. While office is open to public Tuesdays and Thursdays, appointments are made Monday - Friday to view LM files for FOIL responses to be fulfilled. This workload was established in 2023 as an team effort between Town Clerk/Records Management and LM to reduce the wait time for Building Department at Town Hall.

## 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 1/1/26	Alloc. %
<b>Town Clerk</b>													
<b>Town Clerk Summary</b>													
<b>Records Management - 1460</b>													
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	59,609	0	0	59,609	18,660	4,619	8,460	793	32,532	92,141	1.4	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 8	64,151	2,566	0	66,717	18,660	5,168	9,464	852	34,143	100,861	7.6	100.0
Records Retention Manager	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - J / Step 3	85,856	5,151	0	91,007	40,272	7,047	12,906	1,134	61,360	152,367	11.9	100.0
<b>Total Records Management - 1460</b>		<b>209,616</b>	<b>7,717</b>	<b>0</b>	<b>217,334</b>	<b>77,592</b>	<b>16,835</b>	<b>30,830</b>	<b>2,778</b>	<b>128,035</b>	<b>345,369</b>		

**NOTES:**

# Town of Southampton

## 2026 Adopted Budget

### Records Management - 1460

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
	<b>Real Property Taxes:</b>															
1001	Property Taxes	325,014	324,014	358,552	357,552	357,552	344,305	348,019	348,019	348,019	(9,533)	(2.67%)	351,655	354,972	354,972	354,972
	<b>Total Real Property Taxes</b>	<b>325,014</b>	<b>324,014</b>	<b>358,552</b>	<b>357,552</b>	<b>357,552</b>	<b>344,305</b>	<b>348,019</b>	<b>348,019</b>	<b>348,019</b>	<b>(9,533)</b>	<b>(2.67%)</b>	<b>351,655</b>	<b>354,972</b>	<b>354,972</b>	<b>354,972</b>
	<b>Total Revenue</b>	<b>325,014</b>	<b>324,014</b>	<b>358,552</b>	<b>357,552</b>	<b>357,552</b>	<b>344,305</b>	<b>348,019</b>	<b>348,019</b>	<b>348,019</b>	<b>(9,533)</b>	<b>(2.67%)</b>	<b>351,655</b>	<b>354,972</b>	<b>354,972</b>	<b>354,972</b>
	<b>Salaries:</b>															
6100	Salaries	200,886	160,648	203,466	203,466	169,372	209,616	209,616	209,616	209,616	(6,150)	(3.02%)	215,886	215,886	215,886	215,886
6110	Longevity	9,603	7,180	7,495	7,495	0	7,717	7,717	7,717	7,717	(222)	(2.97%)	7,945	7,945	7,945	7,945
	<b>Total Salaries</b>	<b>210,489</b>	<b>167,827</b>	<b>210,961</b>	<b>210,961</b>	<b>169,372</b>	<b>217,334</b>	<b>217,334</b>	<b>217,334</b>	<b>217,334</b>	<b>(6,373)</b>	<b>(3.02%)</b>	<b>223,831</b>	<b>223,831</b>	<b>223,831</b>	<b>223,831</b>
	<b>Employee Benefits - Current:</b>															
6810	Employee Retirement - Active	23,674	24,248	25,943	25,943	19,336	26,727	30,830	30,830	30,830	(4,887)	(18.84%)	27,526	31,752	31,752	31,752
6830	FICA Tax Expenditure	16,170	12,375	16,335	16,335	12,473	16,828	16,835	16,835	16,835	(500)	(3.06%)	17,331	17,338	17,338	17,338
6835	MTA Tax	719	550	726	726	331	748	0	0	0	726	100.00%	770	0	0	0
6840	Worker's Compensation	884	874	2,564	2,564	1,890	2,641	2,725	2,725	2,725	(161)	(6.29%)	2,720	2,807	2,807	2,807
6860	Medical Insurance - Active Employees	64,728	55,353	93,672	93,672	56,942	71,676	72,444	72,444	72,444	21,228	22.66%	71,676	72,444	72,444	72,444
6865	Dental & Optical	5,148	3,640	5,148	5,148	4,107	5,148	5,148	5,148	5,148	0	0.00%	5,148	5,148	5,148	5,148
6875	Disability	53	3	53	53	8	53	53	53	53	0	0.00%	53	53	53	53
	<b>Total Employee Benefits - Current</b>	<b>111,375</b>	<b>97,044</b>	<b>144,441</b>	<b>144,441</b>	<b>95,087</b>	<b>123,821</b>	<b>128,035</b>	<b>128,035</b>	<b>128,035</b>	<b>16,406</b>	<b>11.36%</b>	<b>125,224</b>	<b>129,541</b>	<b>129,541</b>	<b>129,541</b>
	<b>Total Employee Costs</b>	<b>321,864</b>	<b>264,871</b>	<b>355,402</b>	<b>355,402</b>	<b>264,459</b>	<b>341,155</b>	<b>345,369</b>	<b>345,369</b>	<b>345,369</b>	<b>10,033</b>	<b>2.82%</b>	<b>349,055</b>	<b>353,372</b>	<b>353,372</b>	<b>353,372</b>
	<b>Contractual:</b>															
6401	Contracts	500	0	500	500	0	500	500	500	500	0	0.00%	0	0	0	0
6425	Office Supplies	1,000	1,475	1,000	1,000	758	1,000	1,500	1,500	1,500	(500)	(50.00%)	1,000	1,000	1,000	1,000
6426	Supplies - Other	650	580	650	650	572	650	650	650	650	0	0.00%	600	600	600	600
6477	Copier Leases	1,000	0	1,000	0	0	1,000	0	0	0	0	0.00%	1,000	0	0	0
	<b>Total Contractual</b>	<b>3,150</b>	<b>2,054</b>	<b>3,150</b>	<b>2,150</b>	<b>1,330</b>	<b>3,150</b>	<b>2,650</b>	<b>2,650</b>	<b>2,650</b>	<b>(500)</b>	<b>(23.26%)</b>	<b>2,600</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
	<b>Total Expenditures</b>	<b>325,014</b>	<b>266,925</b>	<b>358,552</b>	<b>357,552</b>	<b>265,789</b>	<b>344,305</b>	<b>348,019</b>	<b>348,019</b>	<b>348,019</b>	<b>9,533</b>	<b>2.67%</b>	<b>351,655</b>	<b>354,972</b>	<b>354,972</b>	<b>354,972</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>57,089</b>	<b>0</b>	<b>0</b>	<b>91,763</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>

## TOWN CLERK - ARCHIVES & HISTORIAN SUMMARY

*Department: Archives & Historian*

**Budget Year:** 2026

**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 thirteen 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

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*Department: Archives & Historian*

**Budget Year:** 2026  
**Division:** Town Clerk  
**Tax District:** Full Town

**Cost Center #:** 7520  
**Manager:** Sundy Schermeyer

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**NOTES:**

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## 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 385 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 600,000 unique hits from individuals doing genealogical research.

## Legal Authority:

Town Law.

# 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 1/1/26	Alloc. %
<b>Town Clerk</b>													
<b>Town Clerk Summary</b>													
<b>Archives &amp; Historian - 7520</b>													
Town Historian	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 8	32,875	0	0	32,875	16,109	2,548	4,666	434	23,756	56,631	4.9	40.0
Secretarial Assistant	PART-TIME	12,846	0	0	12,846	0	995	0	185	1,180	14,026		100.0
Town Historian	PART-TIME	12,846	0	0	12,846	0	1,079	0	1,277	2,356	15,201		100.0
<b>Total Archives &amp; Historian - 7520</b>		<b>58,566</b>	<b>0</b>	<b>0</b>	<b>58,566</b>	<b>16,109</b>	<b>4,622</b>	<b>4,666</b>	<b>1,896</b>	<b>27,292</b>	<b>85,858</b>		

**NOTES:**

# Town of Southampton

## 2026 Adopted Budget

### Archives & Historian - 7520

Account Code	Description	2024 Adopted Budget	2024 Actual	2025 Adopted Budget	2025 Amended Budget	2025 Dec YTD Actual	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget	2026 Adopted / 2025 Amended Difference	2026 Adopted / 2025 Amended % of Change	2027 Requested Budget	2027 Tentative Budget	2027 Preliminary Budget	2027 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	85,782	85,782	88,405	88,405	88,405	89,189	90,193	90,193	90,193	1,788	2.02%	89,954	90,969	90,969	90,969
	<b>Total Real Property Taxes</b>	<b>85,782</b>	<b>85,782</b>	<b>88,405</b>	<b>88,405</b>	<b>88,405</b>	<b>89,189</b>	<b>90,193</b>	<b>90,193</b>	<b>90,193</b>	<b>1,788</b>	<b>2.02%</b>	<b>89,954</b>	<b>90,969</b>	<b>90,969</b>	<b>90,969</b>
<b>Other Revenue:</b>																
5031	Interfund Transfer - Revenue	0	0	0	1,211	1,319	0	0	0	0	(1,211)	(100.00%)	0	0	0	0
	<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,211</b>	<b>1,319</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,211)</b>	<b>(100.00%)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Revenue</b>	<b>85,782</b>	<b>85,782</b>	<b>88,405</b>	<b>89,616</b>	<b>89,724</b>	<b>89,189</b>	<b>90,193</b>	<b>90,193</b>	<b>90,193</b>	<b>577</b>	<b>0.64%</b>	<b>89,954</b>	<b>90,969</b>	<b>90,969</b>	<b>90,969</b>
<b>Salaries:</b>																
6100	Salaries	31,564	31,566	32,230	32,230	30,887	32,875	32,875	32,875	32,875	(645)	(2.00%)	33,532	33,532	33,532	33,532
6105	Part Time Salaries	25,692	23,712	25,692	25,692	17,997	25,692	25,692	25,692	25,692	0	0.00%	25,692	25,692	25,692	25,692
	<b>Total Salaries</b>	<b>57,256</b>	<b>55,277</b>	<b>57,922</b>	<b>57,922</b>	<b>48,885</b>	<b>58,566</b>	<b>58,566</b>	<b>58,566</b>	<b>58,566</b>	<b>(645)</b>	<b>(1.11%)</b>	<b>59,224</b>	<b>59,224</b>	<b>59,224</b>	<b>59,224</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	3,551	3,637	3,965	3,965	3,162	4,045	4,666	4,666	4,666	(700)	(17.66%)	4,125	4,759	4,759	4,759
6830	FICA Tax Expenditure	4,474	4,105	4,530	4,530	3,621	4,580	4,622	4,622	4,622	(92)	(2.02%)	4,631	4,673	4,673	4,673
6835	MTA Tax	199	182	201	201	89	204	0	0	0	201	100.00%	206	0	0	0
6840	Worker's Compensation	1,223	1,210	1,300	1,300	959	1,308	1,853	1,853	1,853	(553)	(42.54%)	1,317	1,862	1,862	1,862
6860	Medical Insurance - Active Employees	14,016	14,713	15,422	15,422	13,943	15,422	15,422	15,422	15,422	0	0.00%	15,422	15,422	15,422	15,422
6865	Dental & Optical	686	666	686	686	630	686	686	686	686	0	0.00%	686	686	686	686
6875	Disability	42	10	42	42	14	42	42	42	42	0	0.00%	42	42	42	42
	<b>Total Employee Benefits - Current</b>	<b>24,191</b>	<b>24,524</b>	<b>26,148</b>	<b>26,148</b>	<b>22,417</b>	<b>26,288</b>	<b>27,292</b>	<b>27,292</b>	<b>27,292</b>	<b>(1,144)</b>	<b>(4.37%)</b>	<b>26,430</b>	<b>27,445</b>	<b>27,445</b>	<b>27,445</b>
	<b>Total Employee Costs</b>	<b>81,447</b>	<b>79,801</b>	<b>84,070</b>	<b>84,070</b>	<b>71,302</b>	<b>84,854</b>	<b>85,858</b>	<b>85,858</b>	<b>85,858</b>	<b>(1,788)</b>	<b>(2.13%)</b>	<b>85,654</b>	<b>86,669</b>	<b>86,669</b>	<b>86,669</b>
<b>Contractual:</b>																
6401	Contracts	3,000	3,000	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	280	635	635	0	635	635	635	635	0	0.00%	600	600	600	600
6420	Other	0	0	0	1,211	0	0	0	0	0	1,211	100.00%	0	0	0	0
6425	Office Supplies	700	1,027	700	700	0	700	700	700	700	0	0.00%	700	700	700	700
	<b>Total Contractual</b>	<b>4,335</b>	<b>4,307</b>	<b>4,335</b>	<b>5,546</b>	<b>0</b>	<b>4,335</b>	<b>4,335</b>	<b>4,335</b>	<b>4,335</b>	<b>1,211</b>	<b>21.83%</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>
	<b>Total Expenditures</b>	<b>85,782</b>	<b>84,109</b>	<b>88,405</b>	<b>89,616</b>	<b>71,302</b>	<b>89,189</b>	<b>90,193</b>	<b>90,193</b>	<b>90,193</b>	<b>(577)</b>	<b>(0.64%)</b>	<b>89,954</b>	<b>90,969</b>	<b>90,969</b>	<b>90,969</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>1,673</b>	<b>0</b>	<b>0</b>	<b>18,422</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>