

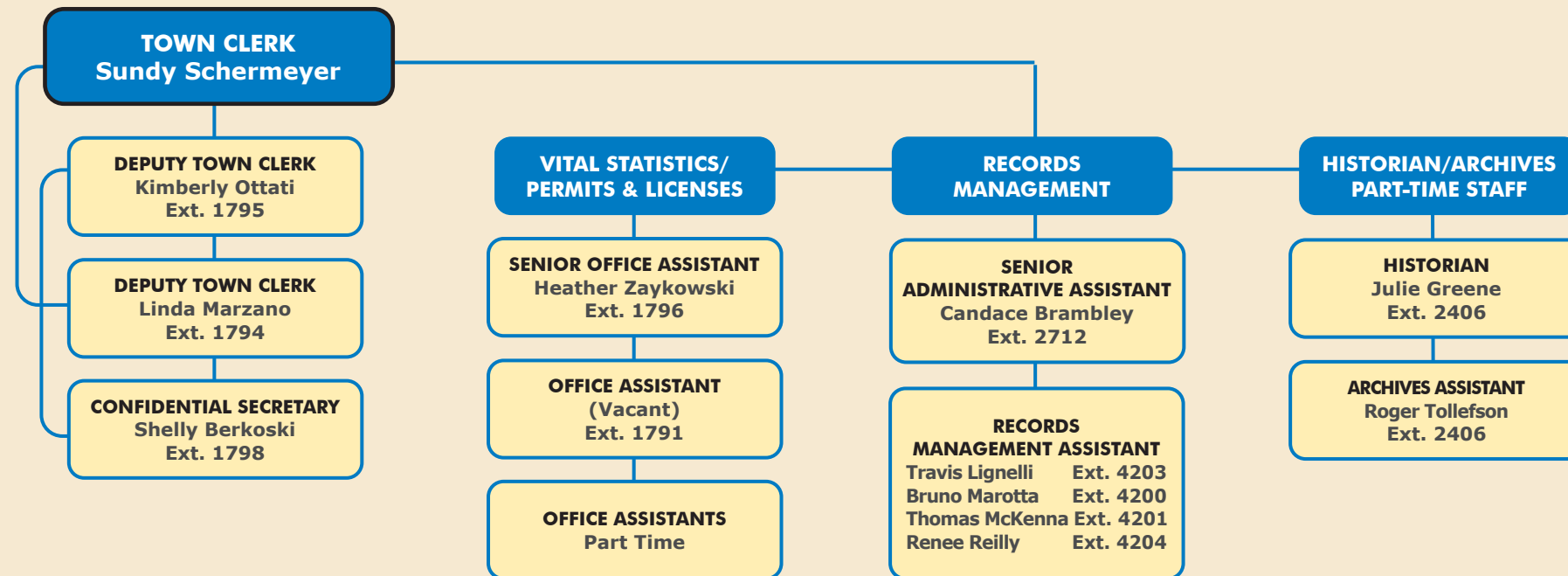
# 2022 ORGANIZATIONAL CHART TOWN CLERK'S OFFICE

Main Line: 287-5740

Fax: 283-5606

Hampton Bays Annex: 723-2712

Fax: 723-3080





# TOWN CLERK - SUMMARY

Department: Town Clerk

Budget Year: 2022

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 government information, expedite application processes and find ways to further upgrade the office to be more effective and more efficient in our service delivery while reducing resources required to accomplish those goals.

The Town Clerk serves as the Secretary to the Town Board, Records Management Officer, Registrar of Vital Statistics, 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:

The Office of the Town Clerk is responsible for accomplishing the following:

1. Preparing the Town Board agenda, attending and taking official minutes at all Town Board meetings.
2. Maintaining the content of the Town Clerk Portal that allows interested parties to access information about Town Board meetings, agendas and adopted legislation.
3. Serving as Records Management Officer, the Town Clerk is the custodian of all Town Records, coordinates procedures for retention and maintenance of inactive records.
4. Administering a Town wide bid process; coordinates associated legal ads, tracks acceptance and release of maintenance and performance bonds.
5. Filing Town budgets, annual financial reports, school, ambulance and fire district budgets.
6. Processing claims, notices of defect, petitions, law suits, and change of zone/planned development district applications.
7. Maintaining originals of all Town contracts, leases, agreements and mortgages.
8. Coordinating Freedom of Information requests received in Town Clerk's Office.
9. Coordinating inter-municipal required filings and liquor license renewals.
10. Overseeing oaths of office and acceptance of all financial disclosures.

Annually, the Town Clerk's Office administers and processes Town Board meetings; Regular meetings, Special meetings and Hampton Bays Water District meetings and conducts bid openings, in addition to filing several local laws of adopted legislation with New York State.

Thousands of transactions are processed annually including but not limited to vital records, peddlers, film, accessibility and long term parking permits, notarial services, marriage, livery, taxi, games of chance, hunting, fishing and dog licenses.

# Department Summary

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*Department: Town Clerk*

**Budget Year:** 2022

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1410

**Manager:** Sundy Schermeyer

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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 that is of public interest readily available continues to be a priority.

Continue upgrading the online bid packet and request for proposal system implemented by the Town Clerk's Office in cooperation with Information Technology to increase functionality to better serve the public and internal departments.

Upgrade Town Clerk software to expedite licensing initiatives.

Implement additional functionality of Records Management Software to continue to improve the internal departmental records access online to expedite public records access.

## **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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**2022 Town Clerk Fee Schedule**

Fee Schedule	2022 Fee Schedule	Proposed Increase
<del>Bid Spec Deposit: (refundable)</del>	<del>\$50.00</del>	
<b>Code Books (Prices Set by General Code)*</b>		
Standard General Legislation w/binder*	<del>\$585.00</del> \$700.00	\$115.00
Land Use w/binder*	<del>\$573.00</del> \$675.00	\$102.00
Zoning w/binder*	<del>\$778.00</del> \$975.00	\$197.00
Set of 3 Volumes w/binder*	<del>\$1820.00</del> \$2,200.00	\$380.00
* Prices constantly change due to Quarterly updates.		
Commercial Permits	<del>\$100.00</del> \$125.00	\$25.00
<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:	\$3.00	
Domestic Partnership	\$20.00	
Termination Fee	\$20.00	
Drop Off Bin Permit	\$50.00	
<b>Filming Applications</b>		
Appeal Hearing Fee (Adopted in 2020 Budget)	\$150.00	
Games of Chance (set by state)	\$25.00/Game	

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**NOTES:**

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**2022 Town Clerk Fee Schedule**

Fee Schedule	2022 Fee Schedule	Proposed Increase
<b>Green Garbage Bags:</b>		
13 gallon (5-bags)	<del>\$9.35</del> \$9.75	\$0.40
33 gallon (5-bags)	<del>\$17.00</del> \$17.50	\$0.50
<b>Genealogy Searches</b>		
Genealogy Searches	\$11.00	
<b>Long Term Parking Permits</b>		
Bridgeton Parking District	\$75.00	
Town Resident	\$125.00	
Non Resident	\$300.00	
<b>Replacement Sticker</b>	<b>\$20.00</b>	
<b>Marriage Application (set by state)</b>		
Marriage Application (set by state)	\$40.00	
<b>Transcripts (set by state)</b>		
Transcripts (set by state)	\$10.00	
Birth		
Death		
Marriage		

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**NOTES:**

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**2022 Town Clerk Fee Schedule**

Fee Schedule	2022 Fee Schedule	Proposed Increase
<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	\$25.00	
DMV Plate Certifications	\$50.00 (deposit)	
Appeal Hearing Fee	\$100.00	
<b>Replacement Sticker</b>	<b>\$20.00</b>	
<b>F.O.1.L.</b>		
Copies (8.5x11 & 8.5x14)	\$0.25	
DVD/CD	\$3.00	

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**NOTES:**

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**2022 Town Clerk Fee Schedule**

Fee Schedule	2022 Fee Schedule	Proposed Increase
<b>Maps:</b>		
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:		
	\$1.00	
<b>Special Event Applications:</b>		
(Adopted in 2020 Budget)		
Appeal Hearing Fee	\$150.00	

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**NOTES:**

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**2022 Town Clerk Fee Schedule**

Fee Schedule	2022 Fee Schedule	Proposed Increase
<b>Special Event &amp; Parade Application Fees (§283-5):</b>		
For parades and 1 day events with less than	250 people: \$50 per event day; \$25 per set up day	
For events occurring over more than two days and/or events with	250 - 500 people: \$150 per event day; \$75 per set up day	
For events occurring over more than two days and/or events with	500 - 1000 people: \$300 per event day; \$150 per set up day	
For events occurring over more than two days and/or events with	1000 – 3000 people: <del>\$500</del> \$650 per event day; \$250 per set up day	\$150 per event day
For events occurring over more than two days and/or events with more than	3000 people: <del>\$1000</del> \$1350 per event day; <del>\$500</del> \$600 per set up day	\$350 per event day \$100 per set up day.
<b>Late Application Fee</b>	\$10 / per day beyond the submission deadline and <del>\$20</del> \$25 / per day more than 30	\$5 per day more than 30 days late

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**NOTES:**

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## 2022 Town Clerk Fee Schedule

Fee Schedule	2022 Fee Schedule	Proposed Increase
<b>Special Events held on parcels with PDD designation</b>		
For parades and 1 day events with less than	250 people: \$50 per event day; \$25 per set up day	
For events occurring over more than one day and/or events with	250 - 500 people: \$100 per event day; \$50 per set up day	
For events occurring over more than one day and/or events with more than	500 people: \$200 per event day; \$100 per set up day	
<b>Fee for amendment to application (§283-8):</b>		
Any amendment to the application for a parade or Special Event permit will be subject to an amendment fee of 25% of the applicable application fee. Amendments may include changes to the location, route, 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.		
<b>Late Application Fee (§283-5):</b>		
Special Event & Parade Late Application Fee:	<u>\$10/per day within 30 days</u> <u>beyond the submission deadline</u> <u>in §283-2B.</u>	
	<del>\$20</del> \$25/per day if more than 30 days late & application is accepted.	\$5 per day more than 30 days late
<b>Liability Insurance (§283-3A):</b>		

NOTES:

**2022 Town Clerk Fee Schedule**

Fee Schedule	2022 Fee Schedule	Proposed Increase
<p>Pursuant to §283-3A, 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 \$1,000,000.00 General Aggregate and Each Occurrence. Also pursuant to §283-3A, if serving alcohol at an event, Liquor Liability Insurance Policy naming the Town as an additional insured in the amount of the \$1,000,000.00 General Aggregate and Each Occurrence, will also be required.</p>		
<p><b>Appeal Fee (§283-9B):</b></p>		
<p>Appeal before Public Safety Commission:</p>	<p><del>\$150</del> <b>\$200</b>/per application</p>	<p><b>\$50</b></p>
<p><b>Cost Reimbursement (§283-3B):</b></p>		
<p>Chapter 283 allows for cost reimbursement to the Town for all necessary staffing at an event or parade. 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 at the event or parade. Also, applicants will be billed a 28% surcharge to reflect salary contributions towards FICA, Medicare, Workers Compensation, and retirement.</p>		

**NOTES:**

## 2022 Town Clerk Fee Schedule

Fee Schedule	2022 Fee Schedule	Proposed Increase
<b>Filming Permit Application Fees (§162-5):</b>		
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.)	<b>\$250 non-refundable application fee plus additional \$250 per day of filming.</b>	
For films occurring over more than one day and/or films involving 26-100 people:	<b>\$250 non-refundable application fee and additional \$500 fee per day of filming.</b>	
For films occurring over more than one day and/or films involving 100-200 people:	<b>\$250 non-refundable application fee and additional \$1000 fee per day of filming.</b>	
For films occurring over more than one day and/or films involving more than 200 people:	<b>\$250 non-refundable application fee and additional \$1500 fee per day of filming</b>	
<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 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.		

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**NOTES:**

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**2022 Town Clerk Fee Schedule**

Fee Schedule	2022 Fee Schedule	Proposed Increase
<b>Late Application Fee (§162-5):</b>		
Filing Late Application Fee:	\$50/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.		

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**NOTES:**

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# 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 1/1/22	Alloc. %
<b>Town Clerk</b>													
<b>Town Clerk Summary</b>													
<b>Town Clerk - 1410</b>													
Confidential Secretary	ADMINSUPPORT	51,980	0	2,658	54,638	1,572	4,196	7,048	417	13,234	67,872	1.3	100.0
Deputy Town Clerk	ADMINSUPPORT	99,608	4,981	8,235	112,824	1,572	8,263	14,550	811	25,197	138,020	31.7	100.0
Deputy Town Clerk	ADMINSUPPORT	81,154	0	0	81,154	29,724	6,234	10,471	627	47,056	128,210	22.8	100.0
Office Assistant - Vacant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 1	44,213	0	0	44,213	28,860	3,396	5,705	350	38,311	82,524		100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 3	53,296	0	0	53,296	28,860	4,094	6,877	418	40,249	93,545	1.9	100.0
Town Clerk	ELECTOFFICIALS	125,000	6,250	4,000	135,250	29,724	8,590	17,445	992	56,751	192,001	19.9	100.0
Office Assistant	PART-TIME	14,000	0	0	14,000	0	1,075	0	123	1,198	15,198		100.0
Office Assistant	PART-TIME	14,000	0	0	14,000	0	1,075	0	123	1,198	15,198		100.0
<b>Total Town Clerk - 1410</b>		<b>483,251</b>	<b>11,231</b>	<b>14,893</b>	<b>509,375</b>	<b>120,312</b>	<b>36,924</b>	<b>62,097</b>	<b>3,861</b>	<b>223,194</b>	<b>732,569</b>		

NOTES:

# Town of Southampton

## 2022 Adopted Budget

### Town Clerk - 1410

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	508,494	488,991	532,896	524,368	524,368	667,670	668,139	661,845	661,845	137,477	26.22%	596,753	600,007	600,007	600,007
	<b>Total Real Property Taxes</b>	<b>508,494</b>	<b>488,991</b>	<b>532,896</b>	<b>524,368</b>	<b>524,368</b>	<b>667,670</b>	<b>668,139</b>	<b>661,845</b>	<b>661,845</b>	<b>137,477</b>	<b>26.22%</b>	<b>596,753</b>	<b>600,007</b>	<b>600,007</b>	<b>600,007</b>
<b>Other Revenue:</b>																
1255	Town Clerk Fees	150,000	101,474	150,000	150,000	132,469	70,000	70,000	70,000	70,000	(80,000)	(53.33%)	105,000	105,000	105,000	105,000
2544	Dog Licenses	9,000	8,514	9,000	9,000	5,688	9,000	9,000	9,000	9,000	0	0.00%	10,000	10,000	10,000	10,000
2551	Taxi Permits	60,000	12,975	60,000	60,000	7,325	15,000	15,000	15,000	15,000	(45,000)	(75.00%)	60,000	60,000	60,000	60,000
2554	LT Parking Permits	13,000	7,459	13,000	13,000	8,228	11,000	11,000	11,000	11,000	(2,000)	(15.38%)	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
	<b>Total Other Revenue</b>	<b>242,000</b>	<b>140,422</b>	<b>242,000</b>	<b>242,000</b>	<b>163,709</b>	<b>115,000</b>	<b>115,000</b>	<b>115,000</b>	<b>115,000</b>	<b>(127,000)</b>	<b>(52.48%)</b>	<b>198,000</b>	<b>198,000</b>	<b>198,000</b>	<b>198,000</b>
	<b>Total Revenue</b>	<b>750,494</b>	<b>629,413</b>	<b>774,896</b>	<b>766,368</b>	<b>688,077</b>	<b>782,670</b>	<b>783,139</b>	<b>776,845</b>	<b>776,845</b>	<b>10,477</b>	<b>1.37%</b>	<b>794,753</b>	<b>798,007</b>	<b>798,007</b>	<b>798,007</b>
<b>Salaries:</b>																
6100	Salaries	449,039	434,620	448,374	428,348	359,866	454,863	455,251	455,251	455,251	(26,904)	(6.28%)	462,981	465,789	465,789	465,789
6101	Overtime	0	201	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	0	0	0	0	0	2,173	2,173	2,173	2,173	(2,173)	(100.00%)	2,173	2,173	2,173	2,173
6105	Part Time Salaries	26,530	22,316	20,000	35,000	12,742	28,000	28,000	28,000	28,000	7,000	20.00%	28,560	28,560	28,560	28,560
6110	Longevity	16,817	13,699	13,837	13,837	0	11,012	11,231	11,231	11,231	2,606	18.83%	11,012	11,231	11,231	11,231
6113	Other Pay	3,000	3,000	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	12,046	9,421	6,023	6,023	4,770	8,720	8,720	8,720	8,720	(2,697)	(44.78%)	8,720	8,720	8,720	8,720
	<b>Total Salaries</b>	<b>507,432</b>	<b>483,256</b>	<b>492,234</b>	<b>487,208</b>	<b>380,712</b>	<b>508,768</b>	<b>509,375</b>	<b>509,375</b>	<b>509,375</b>	<b>(22,168)</b>	<b>(4.55%)</b>	<b>517,446</b>	<b>520,473</b>	<b>520,473</b>	<b>520,473</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	61,247	61,123	66,449	66,449	53,549	62,018	62,097	55,803	55,803	10,646	16.02%	63,066	63,456	63,456	63,456
6830	FICA Tax Expenditure	38,204	36,398	36,399	36,014	28,449	37,165	36,924	36,924	36,924	(910)	(2.53%)	37,707	37,497	37,497	37,497
6835	MTA Tax	1,754	1,624	1,681	1,664	1,204	1,737	1,759	1,759	1,759	(95)	(5.69%)	1,766	1,801	1,801	1,801
6840	Worker's Compensation	8,370	6,449	2,155	2,155	1,679	1,980	1,981	1,981	1,981	173	8.04%	2,015	2,027	2,027	2,027
6860	Medical Insurance - Active Employees	79,368	71,317	121,860	118,760	61,944	110,880	110,880	110,880	110,880	7,880	6.64%	110,880	110,880	110,880	110,880
6865	Dental & Optical	8,280	6,877	8,280	8,280	6,720	9,432	9,432	9,432	9,432	(1,152)	(13.91%)	9,432	9,432	9,432	9,432
6875	Disability	139	65	139	139	33	141	141	141	141	(2)	(1.38%)	141	141	141	141
	<b>Total Employee Benefits - Current</b>	<b>197,362</b>	<b>183,854</b>	<b>236,963</b>	<b>233,461</b>	<b>153,578</b>	<b>223,352</b>	<b>223,214</b>	<b>216,920</b>	<b>216,920</b>	<b>16,541</b>	<b>7.09%</b>	<b>225,007</b>	<b>225,234</b>	<b>225,234</b>	<b>225,234</b>
	<b>Total Employee Costs</b>	<b>704,794</b>	<b>667,109</b>	<b>729,196</b>	<b>720,668</b>	<b>534,290</b>	<b>732,120</b>	<b>732,589</b>	<b>726,295</b>	<b>726,295</b>	<b>(5,627)</b>	<b>(0.78%)</b>	<b>742,453</b>	<b>745,707</b>	<b>745,707</b>	<b>745,707</b>
<b>Contractual:</b>																
6403	Gasoline	600	233	600	600	280	600	600	600	600	0	0.00%	600	600	600	600
6406	Repair Equipment	300	0	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6411	Printing and Stationery	7,000	5,442	7,000	5,400	2,931	7,500	7,500	7,500	7,500	(2,100)	(38.89%)	10,000	10,000	10,000	10,000
6412	Publications	16,150	8,554	16,150	16,150	10,178	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	455	2,400	1,400	523	2,400	2,400	2,400	2,400	(1,000)	(71.43%)	2,400	2,400	2,400	2,400
6420	Other	250	0	250	250	150	250	250	250	250	0	0.00%	250	250	250	250
6421	Legal Notices	12,000	13,567	12,000	14,600	11,570	12,000	12,000	12,000	12,000	2,600	17.81%	12,000	12,000	12,000	12,000
6423	Small Equipment (Non-Capital)	0	0	0	0	0	750	750	750	750	(750)	(100.00%)	0	0	0	0
6425	Office Supplies	1,500	1,174	1,500	1,500	973	1,500	1,500	1,500	1,500	0	0.00%	1,500	1,500	1,500	1,500
6451	Document Restoration	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	0	0.00%	4,500	4,500	4,500	4,500

**Town of Southampton**  
**2022 Adopted Budget**  
 Town Clerk - 1410

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 Amended % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
6477	Copier Leases	1,000	87	1,000	1,000	65	4,600	4,600	4,600	4,600	(3,600)	(360.00%)	4,600	4,600	4,600	4,600
	<b>Total Contractual</b>	45,700	34,012	45,700	45,700	31,169	50,550	50,550	50,550	50,550	(4,850)	(10.61%)	52,300	52,301	52,301	52,301
	<b>Total Expenditures</b>	<b>750,494</b>	<b>701,121</b>	<b>774,896</b>	<b>766,368</b>	<b>565,459</b>	<b>782,670</b>	<b>783,139</b>	<b>776,845</b>	<b>776,845</b>	<b>(10,477)</b>	<b>(1.37%)</b>	<b>794,753</b>	<b>798,007</b>	<b>798,007</b>	<b>798,007</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(71,708)</b>	<b>0</b>	<b>0</b>	<b>122,618</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# Department Summary

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*Department: Records Management*

**Budget Year:** 2022

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1460

**Manager:** Sundy Schermeyer

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**NOTES:**

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## **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 Clerks 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. Work with Land Management to implement efficiencies in the Foil response system.
4. 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:** 2022

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 1460

**Manager:** Sundy Schermeyer

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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.

## Legal Authority:

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

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**NOTES:**

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# 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 1/1/22	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 5	54,831	0	412	55,243	13,536	4,243	7,128	431	25,338	80,581	3.9	100.0
Records Management Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 5	54,831	0	0	54,831	13,536	4,212	7,075	430	25,252	80,083	3.6	100.0
Senior Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 5	70,689	2,828	0	73,517	28,860	5,646	9,484	558	44,549	118,066	7.9	100.0
<b>Total Records Management - 1460</b>		<b>180,351</b>	<b>2,828</b>	<b>412</b>	<b>183,591</b>	<b>55,932</b>	<b>14,101</b>	<b>23,686</b>	<b>1,419</b>	<b>95,139</b>	<b>278,729</b>		

**NOTES:**

# Town of Southampton

## 2022 Adopted Budget

### Records Management - 1460

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	265,178	265,178	271,894	271,894	271,894	282,257	282,257	279,856	279,856	7,962	2.93%	289,873	289,873	289,873	289,873
	<b>Total Real Property Taxes</b>	265,178	265,178	271,894	271,894	271,894	282,257	282,257	279,856	279,856	7,962	2.93%	289,873	289,873	289,873	289,873
	<b>Total Revenue</b>	<b>265,178</b>	<b>265,178</b>	<b>271,894</b>	<b>271,894</b>	<b>271,894</b>	<b>282,257</b>	<b>282,257</b>	<b>279,856</b>	<b>279,856</b>	<b>7,962</b>	<b>2.93%</b>	<b>289,873</b>	<b>289,873</b>	<b>289,873</b>	<b>289,873</b>
<b>Salaries:</b>																
6100	Salaries	169,153	169,158	174,336	174,336	145,073	180,351	180,351	180,351	180,351	(6,015)	(3.45%)	186,573	186,573	186,573	186,573
6103	Accumulated Sick/Personal Days	0	0	0	0	0	412	412	412	412	(412)	(100.00%)	412	412	412	412
6110	Longevity	0	2,652	0	0	0	2,828	2,828	2,828	2,828	(2,828)	(100.00%)	2,924	2,924	2,924	2,924
	<b>Total Salaries</b>	169,153	171,810	174,336	174,336	145,073	183,591	183,591	183,591	183,591	(9,255)	(5.31%)	189,909	189,909	189,909	189,909
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	21,568	21,524	24,537	24,537	19,773	23,686	23,686	21,285	21,285	3,251	13.25%	24,502	24,502	24,502	24,502
6830	FICA Tax Expenditure	13,168	12,735	13,398	13,398	10,746	14,101	14,101	14,101	14,101	(703)	(5.25%)	14,587	14,587	14,587	14,587
6835	MTA Tax	585	566	595	595	454	627	627	627	627	(31)	(5.25%)	648	648	648	648
6840	Worker's Compensation	2,977	2,294	802	802	625	739	739	739	739	63	7.79%	765	765	765	765
6860	Medical Insurance - Active Employees	50,556	47,906	50,556	50,556	41,418	51,216	51,216	51,216	51,216	(660)	(1.31%)	51,216	51,216	51,216	51,216
6865	Dental & Optical	4,140	4,137	4,140	4,140	3,632	4,716	4,716	4,716	4,716	(576)	(13.91%)	4,716	4,716	4,716	4,716
6875	Disability	52	0	52	52	1	53	53	53	53	(1)	(1.38%)	53	53	53	53
	<b>Total Employee Benefits - Current</b>	93,046	89,162	94,080	94,080	76,650	95,139	95,139	92,738	92,738	1,343	1.43%	96,486	96,486	96,486	96,486
	<b>Total Employee Costs</b>	<b>262,200</b>	<b>260,972</b>	<b>268,416</b>	<b>268,416</b>	<b>221,723</b>	<b>278,729</b>	<b>278,729</b>	<b>276,328</b>	<b>276,328</b>	<b>(7,912)</b>	<b>(2.95%)</b>	<b>286,395</b>	<b>286,395</b>	<b>286,395</b>	<b>286,395</b>
<b>Contractual:</b>																
6401	Contracts	828	200	828	530	0	828	828	828	828	(298)	(56.23%)	828	828	828	828
6425	Office Supplies	850	467	850	1,048	364	850	850	850	850	198	18.89%	850	850	850	850
6426	Supplies - Other	600	449	600	700	451	650	650	650	650	50	7.14%	600	600	600	600
6477	Copier Leases	700	1,243	1,200	1,200	1,054	1,200	1,200	1,200	1,200	0	0.00%	1,200	1,200	1,200	1,200
	<b>Total Contractual</b>	2,978	2,360	3,478	3,478	1,868	3,528	3,528	3,528	3,528	(50)	(1.44%)	3,478	3,478	3,478	3,478
	<b>Total Expenditures</b>	<b>265,178</b>	<b>263,332</b>	<b>271,894</b>	<b>271,894</b>	<b>223,591</b>	<b>282,257</b>	<b>282,257</b>	<b>279,856</b>	<b>279,856</b>	<b>(7,962)</b>	<b>(2.93%)</b>	<b>289,873</b>	<b>289,873</b>	<b>289,873</b>	<b>289,873</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>1,846</b>	<b>0</b>	<b>0</b>	<b>48,303</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Department Summary

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*Department: Archives & Historian*

**Budget Year:** 2022  
**Division:** Town Clerk  
**Tax District:** Full Town

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

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**NOTES:**

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## **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, photographs, books, maps, and artifacts. The collection's holdings are continuously inventoried and appraised to determine the need for conservation and preservation and how best to do it.

The Historic 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 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 will continue 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 also works on special projects, such as landmark identification, databases, and displays, promoting the Town's historical significance.

# Department Summary

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*Department: Archives & Historian*

**Budget Year:** 2022

**Division:** Town Clerk

**Tax District:** Full Town

**Cost Center #:** 7520

**Manager:** Sundy Schermeyer

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## **Goals & Objectives:**

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 record books were transcribed in the late 1870's, 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.

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 eleven Historic Cemeteries, and providing educational opportunities.

To that end, the division assists in updating the Town's cemetery website, a unique resource that offers an in-depth look at Southampton Town's eleven Historic Cemeteries and the vital records to be found on the headstones there. The website has become a resource that has received over 100,000 unique hits from individuals doing genealogical research.

## **Legal Authority:**

Town Law.

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**NOTES:**

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# 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 1/1/22	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 6	28,664	0	0	28,664	11,544	2,202	3,698	222	17,667	46,331	0.9	40.0
Secretarial Assistant	PART-TIME	12,594	0	0	12,594	0	967	0	112	1,080	13,674		100.0
Town Historian	PART-TIME	12,594	0	0	12,594	0	1,036	0	1,011	2,047	14,641		100.0
<b>Total Archives &amp; Historian - 7520</b>		<b>53,852</b>	<b>0</b>	<b>0</b>	<b>53,852</b>	<b>11,544</b>	<b>4,205</b>	<b>3,698</b>	<b>1,345</b>	<b>20,793</b>	<b>74,645</b>		

**NOTES:**

**Town of Southampton**  
**2022 Adopted Budget**  
 Archives & Historian - 7520

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Preliminary Budget	2022 Adopted Budget	2022 Adopted / 2021 Amended Difference	2022 Adopted / 2021 Amended % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	53,685	67,955	69,759	72,859	72,859	78,880	78,880	78,505	78,505	5,646	7.75%	80,601	80,601	80,601	80,601
	<b>Total Real Property Taxes</b>	<b>53,685</b>	<b>67,955</b>	<b>69,759</b>	<b>72,859</b>	<b>72,859</b>	<b>78,880</b>	<b>78,880</b>	<b>78,505</b>	<b>78,505</b>	<b>5,646</b>	<b>7.75%</b>	<b>80,601</b>	<b>80,601</b>	<b>80,601</b>	<b>80,601</b>
	<b>Total Revenue</b>	<b>53,685</b>	<b>67,955</b>	<b>69,759</b>	<b>72,859</b>	<b>72,859</b>	<b>78,880</b>	<b>78,880</b>	<b>78,505</b>	<b>78,505</b>	<b>5,646</b>	<b>7.75%</b>	<b>80,601</b>	<b>80,601</b>	<b>80,601</b>	<b>80,601</b>
<b>Salaries:</b>																
6100	Salaries	0	0	28,000	28,000	24,263	28,664	28,664	28,664	28,664	(664)	(2.37%)	29,645	29,645	29,645	29,645
6105	Part Time Salaries	44,297	53,837	24,694	24,694	21,039	25,188	25,188	25,188	25,188	(494)	(2.00%)	25,692	25,692	25,692	25,692
6127	Cash in Lieu of Health Benefits	0	0	2,409	0	0	0	0	0	0	0	100.00%	0	0	0	0
	<b>Total Salaries</b>	<b>44,297</b>	<b>53,837</b>	<b>55,103</b>	<b>52,694</b>	<b>45,302</b>	<b>53,852</b>	<b>53,852</b>	<b>53,852</b>	<b>53,852</b>	<b>(1,158)</b>	<b>(2.20%)</b>	<b>55,337</b>	<b>55,337</b>	<b>55,337</b>	<b>55,337</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	0	0	4,278	4,278	3,448	3,698	3,698	3,323	3,323	955	22.32%	3,825	3,825	3,825	3,825
6830	FICA Tax Expenditure	3,503	4,119	4,299	4,299	3,409	4,205	4,205	4,205	4,205	94	2.19%	4,321	4,321	4,321	4,321
6835	MTA Tax	156	183	191	191	139	187	187	187	187	4	2.19%	192	192	192	192
6840	Worker's Compensation	1,494	1,151	1,093	1,093	852	1,116	1,116	1,116	1,116	(23)	(2.12%)	1,140	1,140	1,140	1,140
6860	Medical Insurance - Active Employees	0	0	0	5,509	6,621	10,915	10,915	10,915	10,915	(5,406)	(98.13%)	10,915	10,915	10,915	10,915
6865	Dental & Optical	0	0	552	552	363	629	629	629	629	(77)	(13.91%)	629	629	629	629
6875	Disability	35	24	42	42	10	42	42	42	42	(1)	(1.39%)	42	42	42	42
	<b>Total Employee Benefits - Current</b>	<b>5,188</b>	<b>5,477</b>	<b>10,455</b>	<b>15,964</b>	<b>14,843</b>	<b>20,793</b>	<b>20,793</b>	<b>20,418</b>	<b>20,418</b>	<b>(4,454)</b>	<b>(27.90%)</b>	<b>21,064</b>	<b>21,064</b>	<b>21,064</b>	<b>21,064</b>
	<b>Total Employee Costs</b>	<b>49,485</b>	<b>59,314</b>	<b>65,559</b>	<b>68,659</b>	<b>60,145</b>	<b>74,645</b>	<b>74,645</b>	<b>74,270</b>	<b>74,270</b>	<b>(5,611)</b>	<b>(8.17%)</b>	<b>76,401</b>	<b>76,401</b>	<b>76,401</b>	<b>76,401</b>
<b>Contractual:</b>																
6401	Contracts	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6416	Travel, Dues and Related	600	180	600	600	0	635	635	635	635	(35)	(5.83%)	600	600	600	600
6425	Office Supplies	600	195	600	600	203	600	600	600	600	0	0.00%	600	600	600	600
	<b>Total Contractual</b>	<b>4,200</b>	<b>3,375</b>	<b>4,200</b>	<b>4,200</b>	<b>3,203</b>	<b>4,235</b>	<b>4,235</b>	<b>4,235</b>	<b>4,235</b>	<b>(35)</b>	<b>(0.83%)</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>
	<b>Total Expenditures</b>	<b>53,685</b>	<b>62,690</b>	<b>69,759</b>	<b>72,859</b>	<b>63,348</b>	<b>78,880</b>	<b>78,880</b>	<b>78,505</b>	<b>78,505</b>	<b>(5,646)</b>	<b>(7.75%)</b>	<b>80,601</b>	<b>80,601</b>	<b>80,601</b>	<b>80,601</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>5,265</b>	<b>0</b>	<b>0</b>	<b>9,511</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>