

CHAP. 458

Vacancy.

clerk, or for which he shall be secured by a fidelity or surety company qualified to act as security or guarantor under the laws of Maryland; and the same shall be approved by the Council or a majority of them, and when signed and approved shall be delivered by them to the clerk of the Circuit Court for record; and upon his failure to give bond within thirty days after his confirmation, the Mayor shall, with the approval of said Council, appoint another person to act as town clerk as aforesaid; and in case of vacancy in said office from any cause, the Mayor shall fill the same for the balance of the term; and any person so appointed shall take the oath and give the bond herein required, and perform all the duties of the said office. The said town clerk is hereby empowered to administer an oath or affirmation to any person presenting a claim or account against the Mayor and Council, but shall not be allowed any fee for same.

Assessment  
book to be  
kept.

78. He shall keep the assessment books with the names of taxpayers arranged alphabetically, stating the value of each piece of property, real or personal, assessed with sufficient description thereof to identify the same. He shall keep a full and fair cash account showing the sums of money received by him, stating the source from whence the same was received, and showing all the money paid out by him, to whom and for what purpose; and all the books, documents and papers pertaining to his office shall be supplied by the Council, be the property of the Mayor and Council, and be kept in the Council room, and at all times subject to the examination of the Mayor and Council and any taxpayer of said town.

Notice to be  
given of dis-  
counts and  
interest.

79. It shall be the duty of the town clerk during the month of July, after such annual levy, to give notice thereof by advertisement inserted once a week for two successive weeks in one or more newspapers published in Easton, and to prepare the tax bills of each taxpayer and forward the same by mail, or deliver the same to the person or corporate institution, or to the agent of the person or corporate institution to whom the property included in such bill is assessed, so far as their residence or postoffice address may be known to or ascertained by said town clerk, on or before the first day of August next succeeding said levy, and such advertisement, hand bills and tax bills shall also contain a clear statement of the discounts to be allowed and the interest to be charged.