

not exceed the sum of two hundred dollars per annum and that the salary of said superintendent of water works shall not exceed the sum of seventy-five dollars per annum.

263. The town clerk shall keep a careful record of the proceedings of the Council and record all the ordinances passed and approved, keep all books, records, papers and documents in his safe custody and turn the same over to his successor in office; issue licenses and permits and receive the money therefor and pay the same over monthly to the Treasurer and make monthly reports of the same. He shall collect the taxes levied by the Mayor and Council under the annual levy in the manner hereinafter provided. He shall file all claims and accounts presented against the town, and when the same are passed by the Council make a record of the same and perform such other duties as are imposed upon him by this charter or by any ordinance or order of the Mayor and Council. Neither the Mayor nor any Councilman shall be eligible for appointment as town clerk. The town clerk, the town treasurer, the superintendent of water works, the policemen and all other officers of said town except the Mayor and Councilmen, whether elected or appointed, before entering upon the duties of the office to which they are elected or appointed, shall take the oath required by Article 1, Section 6, of the Constitution of the State of Maryland, before the Mayor, who is hereby authorized to administer all official oaths to officers of said town; and they shall each subscribe to said oath in one of the record books of the town kept for that purpose. And the term of office of the town clerk, treasurer, and the superintendent of water works shall be for one year from the date of their appointment or until their successor shall have been appointed and qualified; subject, however, to removal for cause and upon notice as hereinafter provided.

264. The town treasurer shall receive all money that may be collected for taxes, licenses, fines, or from other sources, through the town clerk and shall credit each item and deposit the same in bank to his credit as town treasurer; and he shall keep a true and accurate account of the town's finances in well bound books kept exclusively for that purpose, and he shall make monthly reports to the Council of his receipts, disbursements and balances, which shall be recorded in the minutes; and all money so received by the treasurer shall be paid out only upon his check drawn in obedience to written