

## CLERK.

104. The Clerk of the Council shall not be a member thereof. He shall act as secretary and clerk to the Council, collector of town taxes and treasurer. He shall receive such salary and compensation as may be fixed by the Mayor and Council and shall perform such duties as may be imposed on him by ordinance or by law.

The said clerk shall keep a full and accurate account of the proceedings of the Mayor and Council in suitable book or books, and he shall keep the assessment books of said town with the names of the owners of property arranged alphabetically, and he shall keep a full and fair account of all money received by him and of all money paid out, showing from whom or from what source it was received and for what and to whom it was paid out, and he shall keep on deposit in some bank or banks of Chestertown, to be designated by the Mayor and Council, to the credit of the Mayor and Council of Chestertown all money received or collected by him for taxes or from any other source belonging to the said corporation, and said money to be paid out on checks signed by the clerk and countersigned by the Mayor or in the absence of the Mayor by the Acting Mayor, and shall be drawn only for such debts or purposes as may have been authorized or designated by the Council, and the said clerk shall make a full and complete report to the Mayor and Council of Chestertown at the regular meeting on the first Monday of each and every month containing a full and complete statement of the financial condition of said town.

105. The said clerk shall, before entering upon the duties of his office, execute and deliver to the Mayor and Council of Chestertown a bond with corporate surety to be approved by the said Mayor and Council of Chestertown and in such penalty as the Mayor and Council of Chestertown shall prescribe, conditioned for the faithful performance of his duties as such clerk and that he will well and faithfully receive, account for and disburse all money placed in his hands and received by him for the use of the said town, and shall well and truly pay over to his successor in office or to the order of the Mayor and Council of Chestertown all said moneys and shall perform all other duties of his office according to law and the ordinances of the Mayor and Council of Chestertown.