

(c) **Inspection of Books.** The books and accounts and records of the Secretary and Treasurer and all papers relating to the accounts and transactions of the Town shall be at all times subject to the inspection of the Mayor and the members of the Board of Aldermen and such other persons as may be appointed by the Board of Aldermen to examine the same.

(d) **Surrender of Books.** The books, accounts and records of the Secretary and Treasurer, together with any balance of monies on hand, shall be transferred by him to his successor or delivered up as the Board of Aldermen may at any time require.

(e) **Statements.** At each meeting of the Board of Aldermen, the Secretary and Treasurer shall submit to the Board a statement of collections and disbursements, together with vouchers sustaining all disbursements, made since the previous meeting. He shall pay out money belonging to the Town only as directed by order of the Board of Aldermen.

(f) **Collection of Taxes.** The Secretary and Treasurer shall collect all taxes due to the municipality and if so directed by the Board of Aldermen, shall certify to the County Treasurer all unpaid taxes for collection by him or shall bring suit before a Trial Magistrate in the name of the municipality to secure judgment against the owners of property upon which taxes are due and unpaid.

(g) **Eligibility.** The Secretary and Treasurer must be a qualified voter in the Town of which he is such an officer and he must reside therein.

(h) **Salary, Bond.** He shall be paid a salary as fixed by the Board of Aldermen, payable monthly. Before entering upon the duties of his office, he shall execute a bond with surety, corporate or individual, in the penalty of whatever sum shall be set by the Board of Aldermen, but in no case less than \$1,000.00, to be approved by the Board. Said bond shall be paid for by the Town if corporate surety is secured and shall be conditioned for the proper collection of and an accounting for all monies which shall come into his hands or which it shall be his duty to collect, and for the payment of all monies by him, on proper order of the Board, to those entitled to the same.

(i) **Election Board.** The Mayor shall appoint an Election Board to consist of three persons. They shall hold office for terms of two years and may be dismissed before the end of their term only for cause and after a public hearing. They