

MUNICIPAL CHARTERS

of the Annotated Code of Maryland.

-21.17. Purchasing and contracts

(a) The Mayor as executive is the purchasing and/or contract officer.

(b) All purchases and/or expenditures for the town shall be made by the Clerk Administrative Assistant and/or specified individuals by purchase order subject to the approval of the Mayor and Council. All bills for purchases and/or expenditures shall be approved by the Mayor and responsible Council members, committees, and administrative personnel by whatever procedure that is established from time to time by the Mayor and Council.

(c) Regardless of assignment of purchasing responsibility the Mayor and Council is responsible for all expenditures.

(d) All sealed bids requested by the Mayor and Council will be opened at a regular or special meeting of the Town.

(e) Any and all other rules and regulations pertaining to purchasing and contracts, competitive and negotiated bids, bonds, penalties and conditions therefor, shall be prescribed by ordinance or resolution by the Mayor and Council at a regular public meeting.

63-22. Personnel

-22.1. Administrative and/or Consultant Employees

22.1 (a) The Town Clerk

The Town Clerk shall serve as Clerk to the Council. He shall attend meetings of the Council and keep a full and accurate account of the proceedings of the Council. He shall keep such other records and perform such other duties as may be required by this Charter or by the Council.

(b) Recording Secretary

The Clerk may have the assistance of a Recording Secretary employed by the Council to take minutes of the public meetings.

-22.1. (c) Administrative Assistant to the Mayor

This office shall or may be combined with that of Town Clerk to provide assistance to the Mayor in his discharge of his official duties as the Administrator or