

OFFICERS AND EMPLOYEES

Chapter 15**OFFICERS AND EMPLOYEES**

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[HISTORY: Adopted by the Council of the Town of Middleburg: Art. I, as Ch. 1, Art. III, of the 1961 Code Art. II, as Ch. 1, Art. IV, Sec. 10, of the 1961 code; Art. III, as Ch. 1, Art. IV, Sec. 11, of the 1961 Code; Art. IV, at time of adoption of Code 3-8-1990 (see Ch. 1, General Provisions, Art. I). Sections 15-3 and 15-5 amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I, Other amendments noted where applicable.]

GENERAL REFERENCES

Administration of government - See Ch. 3

OFFICERS AND EMPLOYEES

ARTICLE I

Treasurer

[Adopted as Ch. 1, Art. III, of the 1961 Code]**§ 15-1. Duties.**

- A. The Treasurer shall receive all taxes and other money and revenues belonging to the town and shall deposit the same in such bank or banks as the Council may direct. The Treasurer shall keep the bank books and check books so that they will accurately reflect the state of the accounts, and each check shall be drawn payable to the order of the person for whose benefit it is drawn, and shall contain a notation on its face which will indicate the purpose for which it is drawn. All checks and vouchers shall be carefully preserved.
- B. The Treasurer shall also keep the books that all receipts and disbursements and the source and character of the same may appear and that a true and accurate understanding of the financial affairs and condition of the town may be readily ascertained therefrom.
- C. The Treasurer shall perform such other services and functions as may be assigned by the Town Council.

§ 15-2. Inspection of Treasurer's books and records; annual audit.

- A. All of the Treasurer's books and records shall be open at any time to the inspection of the Mayor and any member of the Council or such persons as the Council may direct.
- B. An audit of the books of the Treasurer shall be made annually by such persons as the Council may designate for the purpose, assisted by the Treasurer, and a report of such audit shall be made to the Council at its next succeeding regular meeting. This report shall indicate the amount of uncollected assets of the town in the hands of the Treasurer for collection.

§ 15-3. Bond. [Amended 3-8-1990]

Before entering upon the duties of his office, the Treasurer shall execute a bond, the premium for which shall be paid by the town, with surety approved by the Council in the penalty of twenty-five thousand dollars (\$25,000.), conditioned upon the faithful performance of the duties of his office, for the proper collection of and accounting for all moneys which shall come into his hands or which it shall be his duty to collect, and for the payment of all moneys by him, on proper order of the Council to those entitled to receive the same.

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ARTICLE II

Clerk

[Adopted as Ch. 1, Art. IV, Sec. 10, of the 1961 Code]

§ 15-4. Duties.

The Clerk shall attend the meetings of the Council and shall keep a correct and complete record of the proceedings of the Council, and he shall have charge of the records of the town, and faithfully preserve the same, and perform such other services and functions as he may be directed by the Council to perform.

ARTICLE III

Sergeant

[Adopted as Ch. 1, Art. IV, Sec. 11, of the 1961 Code]

§ 15-5. Duties. [Amended 3-8-1990]

The Sergeant shall be conservator of the peace within the town. The Council shall from time to time prescribe the general and other duties to be performed by the Sergeant. The Sergeant shall perform the duties, receive the compensation and perform such other functions as may be ordered by the Council.

ARTICLE IV

Administrator

[Adopted 3-8-1990]

§ 15-6. Appointment; term; removal.

- A. The Council shall appoint, by majority vote of all the members elected thereto, a Town Administrator who shall have the powers and perform the duties set forth in the Charter and by ordinance.
- B. The Administrator shall be appointed for an indefinite term. He shall be removable at any time at the pleasure of the Council. The action of the Council of suspending or removing the Administrator shall be final.

§ 15-7. Powers and duties. [Amended 4-11-1991, 8-10-1995]

The Administrator shall be responsible to the Council for the proper administration of all affairs of the town, for control and supervision of all town departments, employees, and property, for the preparation and implementation of an annual budget, and for any other duties as prescribed by the Council.

ARTICLE V

Miscellaneous

OFFICERS AND EMPLOYEES

§ 15-7.1. Adoption of regulations prescribing duties and conduct of town officers and employees.

- A. The Council may adopt, and amend from time to time, regulations prescribing the duties and conduct of appointed officers and employees of the town. Such regulations may provide, inter alia, for the classification of positions, a compensation plan, and appeal provisions to afford appropriate opportunities for hearing and resolution of disputes regarding employment.
- B. Nothing in this section, or any provision of any regulation adopted under its authority, shall be deemed to abridge any right or authority of the Council regarding the selection, appointment, retention, or dismissal of any officer or employee.

§ 15-8. Powers reserved in Council. [Added 4-11-1991]

All powers not delegated in the Charter or by the provisions of this chapter shall be reserved to the Council.