

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. GOVERNING BODY.
2. MAYOR.
3. RECORDER.
4. DIRECTOR OF PUBLIC WORKS.

CHAPTER 1

GOVERNING BODY²

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.

1-101. Time and place of regular meetings.³ The governing body shall hold regular monthly meetings at 7:00 P.M. on the first Tuesday of each month at the town hall. (1985 Code, § 1-101)

¹Charter references

See the charter index, the charter itself, and footnote references to the charter in the front of this code.

Municipal code references

Building, plumbing, electrical and gas inspectors: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

²Charter references

Elections: § 5.

Oath of office: § 21.

Salaries: § 7.

Term of office: § 5.

³Charter reference

Meetings: § 7.

1-102. Order of business. At each meeting of the governing body, the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:

- (1) Call to order by the mayor.
- (2) Roll call by the recorder.
- (3) Minutes of the previous meeting.
- (4) Financial report.
- (5) Departmental reports.
- (6) Approval of minutes and reports.
- (7) Grievances from citizens.
- (8) Reports of committees.
- (9) Old business.
- (10) New business.
- (11) Adjournment. (1985 Code, § 1-102)

1-103. General rules of order. The rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly Revised, shall govern the transaction of business by and before the governing body at its meetings in all cases to which they are applicable and in which they are not inconsistent with provisions of the charter or this code. (1985 Code, § 1-103, modified)

CHAPTER 2

MAYOR¹

SECTION

1-201. Generally supervises municipality's affairs.

1-202. Executes municipality's contracts.

1-203. Powers of a police officer.

1-204. Temporary appointment.

1-201. Generally supervises municipality's affairs. The mayor shall have general supervision of all municipal affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1985 Code, § 1-201)

1-202. Executes municipality's contracts. The mayor shall execute all contracts as authorized by the governing body. (1985 Code, § 1-202)

1-203. Powers of a police officer. The mayor shall have the powers of a police officer within the corporate limits. He shall be empowered to preserve order, to make arrests, and to enforce sanitary and quarantine regulations. (1985 Code, § 1-203)

1-204. Temporary appointments. In case of a vacancy in the position of recorder, fire chief, police chief, director of public works, town judge or town attorney, the mayor may make a temporary appointment to fill the vacancy. The temporary appointee shall serve until the next regular board of mayor and aldermen meeting or a called meeting, called in accordance with § 7(c) of the Gleason Town Charter. At such time a permanent appointment, shall be made by motion and second with majority vote of the board of mayor and aldermen. In no case, shall this temporary appointment be for more than 30 days, without the approval of the mayor and board of aldermen. During the 30 day period, if the mayor and board of aldermen do not approve the permanent appointment of the person temporarily appointed by the mayor, then such vacancy may be filled upon motion by any alderman, duly approved by the mayor and board of aldermen upon proper vote. (Ord. #098-045, April 1998)

¹Charter references

Election: § 5.

Oath of office: § 21.

Salary: § 7.

Vacancy in office: § 10.

CHAPTER 3

RECORDER¹

SECTION

1-301. To be bonded.

1-302. To keep minutes, etc.

1-303. To perform general administrative duties, etc.

1-301. To be bonded. The recorder shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to, the governing body. (1985 Code, § 1-301)

1-302. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the governing body and shall preserve the original copy of all ordinances in a separate ordinance book. (1985 Code, § 1-302)

1-303. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the governing body and for the municipality which are not assigned by the charter, this code, or the governing body to another corporate officer. He shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers. (1985 Code, § 1-303)

¹Charter references

Appointment, duties, etc.: § 15.

May administer oath of office: § 21.

CHAPTER 4

DIRECTOR OF PUBLIC WORKS¹

SECTION

1-401. Generally.

1-401. Generally. The director of public works shall be responsible for the maintenance and improvement of streets, sidewalks, and drainage; for the maintenance and improvement of storm and sanitary sewers; for the treatment and disposal of sewage; for the treatment and distribution of water; and for the collection and disposal of refuse. He shall supervise all employees of the department and shall provide technical advice to the mayor and to the governing body. (1985 Code, § 1-1001)

¹Charter reference
Appointment, vacancies: § 14.