

Clerk

§ 4-402 Clerk. The clerk of each village shall, subject to the direction and control of the mayor:

- a. have custody of the corporate seal, books, records, and papers of the village and all the official reports and communications of the board of trustees;
- b. act as clerk of the board of trustees and of each board of village officers and shall keep a record of their proceedings;
- c. keep a record of all village resolutions and local laws;
- d. prepare, sign and transmit to the village treasurer an order directing the village treasurer to pay the claims therein specified, which order shall contain an abstract of all claims audited and ordered paid by the board of trustees or other board having power to audit, showing the names of the claimants, the amounts approved for payment and the appropriations chargeable therewith. In any village in which the same individual serves as both clerk and treasurer or as deputy clerk and deputy treasurer, such order shall be signed by the mayor. A duplicate of such order shall be filed in the office of the village clerk. Except as otherwise provided in section fourteen hundred thirty-eight of the real property tax law, all monies belonging to the village received by such clerk in any month shall be paid to the village treasurer on or before the tenth day of the next succeeding month;
- e. shall, during office hours as prescribed by the board of trustees, on demand of any person, produce for inspection the books, records and papers of his office, and shall furnish a copy of any portion thereof, certified in the proper form to be read in evidence, upon payment of his fees therefor, at the rate of twenty cents per folio;
- f. shall collect taxes and assessments of the village as provided in this act if the board of trustees shall, by resolution, determine that the taxes and assessments of the village be collected by the clerk;
- g. shall keep an indexed record of all written notices which he shall receive of the existence of a defective, unsafe, dangerous or obstructed condition in or upon, or of an accumulation of ice or snow upon, any village street, highway, bridge, culvert, sidewalk or crosswalk, which record shall state the date of receipt of the notice, the nature and location of the condition stated to exist, and the name and address of the person from whom the notice is received. All such written notices shall be indexed according to the location of the alleged defective, unsafe, dangerous or obstructed condition, or the location of accumulated snow or ice. He shall at the board meeting next following receipt of such written notice by him, or within ten days, whichever is sooner, cause said written notice to be brought to the attention of the board of trustees. The record of each notice shall be preserved for a period of five years after the date it is received;
- h. may administer the oath of office to all village officers;
- i. shall also perform such other duties not inconsistent with his office as shall be determined by resolution of the board of trustees.