
CHAPTER 3: TOWN ADMINISTRATION

TABLE OF CONTENTS

SUBCHAPTER 1: GENERAL PROVISIONS

3.100	TITLE	3-1-1
3.101	AUTHORITY	3-1-1
3.102	PURPOSE.....	3-1-1
3.103	ELECTIONS.....	3-1-1
	(1) Polling Place	3-1-1
	(2) Polling Machines.....	3-1-1
	(3) Primaries.....	3-1-1
3.104	NOTICE OF OFFICIAL ACTION.....	3-1-1
	(1) Posting.....	3-1-1
	(2) Publication	3-1-1
	(3) Affidavits of Posting or Publication	3-1-1
3.105	SCHEDULE OF MEETINGS.....	3-1-1
	(1) Regular Meetings.....	3-1-1
	(2) Special Meetings	3-1-2
3.106	CONDUCT OF MEETINGS	3-1-2
	(1) Robert’s Rules of Order	3-1-2
	(2) Order of Business	3-1-2
	(3) Procedure at Public Hearings.....	3-1-2
3.107	ENACTMENT OF ORDINANCES.....	3-1-2
	(1) Numbering	3-1-2
3.108	RESERVED FOR FUTURE USE.....	3-1-2
3.109	ETHICAL STANDARDS.....	3-1-2
	(1) Declaration of Policy	3-1-2
	(2) Definitions	3-1-3
	(3) Adoption of Statutes	3-1-3
	(4) Specific Conflicts of Interest	3-1-3
3.110	PUBLIC RECORDS	3-1-4
	(1) Purpose	3-1-4
	(2) Legal Custodians	3-1-4
	(3) Procedure	3-1-4
	(4) Exempt Records	3-1-5
	(5) Destruction of Records	3-1-5
	(6) Microfilm	3-1-5

SUBCHAPTER 2: TOWN OFFICERS AND APPOINTEES

3.200	SUPERVISORS	3-2-1
	(1) Election and Term.....	3-2-1
	(2) Powers.....	3-2-1
	(3) Compensation.....	3-2-1
3.201	CHAIRPERSON.....	3-2-1
	(1) Election and Term	3-2-1
	(2) Powers.....	3-2-1
	(3) Compensation.....	3-2-1
3.202	CLERK	3-2-1
	(1) Election and Term.....	3-2-1
	(2) Powers.....	3-2-1
	(3) Compensation.....	3-2-1
	(4) Bond	3-2-1
3.203	TREASURER	3-2-1
	(1) Election and Term.....	3-2-1
	(2) Powers.....	3-2-1
	(3) Compensation.....	3-2-2
	(4) Bond	3-2-2
3.204	CONSTABLE	3-2-2
3.205	ASSESSOR	3-2-2
	(1) Appointment and Term	3-2-2
	(2) Powers.....	3-2-2
	(3) Compensation.....	3-2-2
3.206	BUILDING INSPECTOR	3-2-2
	(1) Creation	3-2-2
	(2) Appointment and Qualifications	3-2-2
	(3) Powers.....	3-2-2
	(4) Compensation.....	3-2-3
3.207	WEED COMMISSIONER.....	3-2-3
	(1) Appointment	3-2-3
	(2) Powers	3-2-3
	(3) Compensation	3-2-3
3.208	TOWN ATTORNEY.....	3-2-3
	(1) Appointment	3-2-3
	(2) Powers.....	3-2-3
	(3) Compensation.....	3-2-3
3.209	TOWN ROAD SUPERINTENDENT.....	3-2-3
	(1) Appointment.....	3-2-3
	(2) Powers.....	3-2-3
	(3) Compensation.....	3-2-3
3.210	ZONING ADMINISTRATOR	3-2-3
	(1) Designation.....	3-2-3

(2) Duties.....	3-2-3
(3) Compensation.....	3-2-4

SUBCHAPTER 3: BOARDS AND COMMISSIONS

3.300 PLAN COMMISSION	3-3-1
(1) Creation	3-3-1
(2) Members, Appointment and Term	3-3-1
(3) Compensation.....	3-3-1
(4) Powers and Duties	3-3-1
(5) Discretionary Referrals	3-3-1
3.301 ZONING BOARD OF APPEALS	3-3-2
(1) Creation	3-3-2
(2) Members, Appointment and Term	3-3-2
(3) Compensation.....	3-3-2
(4) Organization	3-3-2
(5) Powers and Duties	3-2-2
(6) Procedures	3-3-3
3.302 BOARD OF REVIEW	3-3-4
(1) Members.....	3-3-4
(2) Alternates.....	3-3-4
(3) Training.....	3-3-4
(4) Compensation.....	3-3-4
(5) Powers and Duties	3-3-4
3.303 TOWN PARK COMMISSION.....	3-3-4

SUBCHAPTER 4: COMMITTEES

3.400 STANDING COMMITTEES	3-4-1
3.401 SELECT COMMITTEES	3-4-1
(1) Creation	3-4-1
(2) Appointment.....	3-4-1
(3) Termination.....	3-4-1
3.402 COMMITTEE POWERS AND DUTIES	3-4-1

