



**TOWN COUNCIL
SPECIAL MEETING AGENDA
April 5, 2022**

This meeting will be conducted in person at the Chesapeake Beach Town Hall

- I. Call to Order and roll call**
- II. Pledge of Allegiance**
- III. Closed Session** – A motion to close the work session under the Statutory Authority of the Md. Annotated Code, pursuant to General Provisions Article, §3-305(b), subsection (1) “to discuss the appointment, employment, assignment, promotion, discipline, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”.
- IV. Adjournment**

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(410) 257-2230

(301) 855-8398



To: The Honorable Mayor and Town Council
Subject: Town Treasurer Candidates
Date: April 1, 2022

From: Holly Wahl, Town Administrator

I. BACKGROUND:

The Town of Chesapeake Beach posted the Town Treasurer role publicly on January 24, 2022. The position was viewed over 1,000 times and the Town received 16 applications. Applicants were required to take an Accounting and Bookkeeping skills test with the submission of their application. The Town contacted 5 applicants, that presented as being qualified for the role of Town Treasurer and interviewed 4 of those applicants with the Town Treasurer and Town Administrator conducting interviews of the candidates.

Of the 4 interviewed 3 candidates are being brought forward for Town Council review in closed session.

II. CANDIDATES:

Please find attached:

Exhibit "A" Town Treasurer Position Description

Exhibit "B" Town Treasurer candidates (CONFIDENTIAL) for Town Council review

III. NEXT STEPS:

Upon review by Town Council the final selected Town Treasurer will be required to complete a background and credit check prior to employment.

Exhibit "A"



Town Treasurer Position Description

Primary Function: Performs the duties of the Treasurer as provided in section **C-701, of the Town Charter**, serving as the Chief Financial Officer, maintaining the Town's Financial accounting system, administering Town finances and maintaining records in compliance with federal, state statutes and Town ordinances.

Responsibilities:

- Manage all public moneys, bonds and loans of the Town, as directed by the Mayor and Town Council;
- Administer the Town's short and long terms investments, as directed by the Mayor and Town Council;
- Processes accounts payable ensuring proper allocation prior to final approval by Town Administrator and Mayor;
- Prepares weekly, monthly and yearly financial reports, as directed by the Mayor;
- Manage assessments making ascertain that all taxable property within the Town is assessed for taxation;
- Collects all taxes, permit fees, utility revenues and all other revenues and funds receivable by the Town;
- Prepares a monthly bank reconciliation of all accounts;
- Ensures accurate monthly billing of the Water Reclamation Treatment Plant fixed and variable costs;
- Manages the annual audit process as required by Section 40 of Article 19 Annotated Code of Maryland;
- Processes payroll, preparing federal and state tax reports and payments;
- Administers all employee benefit plans ensuring employees are enrolled in plans accordingly;
- Assists the Town Administrator and the Mayor in preparing the Annual operational and capital improvement budgets for Town Council approval;
- Ensures budget appropriations are not exceeded;
- Prepare policies, procedures and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Town;
- Attends all Town meetings, as directed by the Mayor.

Requirements:

- Financial/Budgeting experience and education;
- Demonstrated ability to read and understand legal documents and directives;
- Bondable in accordance with **Section C-704 of the Town Charter**;
- Experience with working with an accounting software with knowledge and experience with Journal entries.

The Town Treasurer reports to the Mayor.