

# Erika Petersen

Position

Town Clerk

Phone Number

561-383-2541

Email

[Email](#)

Office Hours

Monday - Friday

8:00 a.m.- 4:00 p.m.

Profile

As a Town Commission-appointed, record-keeping officer, the Town Clerk is responsible for the preparation, execution, and archiving of all Town Commission documents as prescribed by State law and Manalapan Code.

These duties include:

- Archiving Town Commission documents, official proceedings, ordinances, and resolutions
- Maintaining boards and commissions applications and appointments
- Administering business registrations
- Maintaining Town Commission meeting and election materials
- Developing agreements and leases
- Providing Notary Public services
- Publicizing of legal notices
- Recording official documents

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