

CD #23

RESOLUTION FOR HUNTINGTON COMMUNITY DEVELOPMENT AGENCY MEETING
TO BE HELD APRIL 4TH, 1978

The following resolution was offered by Agency Board

Member **CLEMENTE**

and seconded by Agency Board Member

CASEY

RESOLUTION NO. 23

AMENDING THE BY-LAWS OF THE "HUNTINGTON
URBAN RENEWAL AGENCY" AMONG OTHER THINGS
TO REFLECT THE NAME CHANGE THEREOF TO
"HUNTINGTON COMMUNITY DEVELOPMENT AGENCY"
AND APPROVING AND ADOPTING SAID BY-LAWS
AS REVISED.

WHEREAS, the By-Laws of the Huntington Urban Renewal
Agency were adopted by the members of that Agency by Resolution
#10, dated April 15, 1969; and

WHEREAS, by virtue of a Special Act of the State
Legislature known as Chapter 573 of the Laws of 1977, effective
August 1, 1977, the name of the "Huntington Urban Renewal Agency"
was changed to the "Huntington Community Development Agency",
and

WHEREAS, it is necessary and proper for the aforesaid
By-Laws to be revised to reflect the aforesaid name change,

NOW, THEREFORE,

BE IT RESOLVED, that the By-Laws of the "Huntington
Urban Renewal Agency" are hereby amended to read "By-Laws of
the Huntington Community Development Agency", and

BE IT FURTHER RESOLVED, that the Huntington Community
Development Agency By-Laws are further amended as indicated upon
the copy thereof, annexed and attached hereto and made a part
hereof, with additions thereon indicated by underlining and
deletions thereon indicated by strike-outs, and

BE IT FURTHER RESOLVED, that the Huntington Community
Development Agency By-Laws as amended herein are hereby
reapproved and adopted.

VOTE:

AYES: 5

NOES: 0

The resolution was thereupon declared duly adopted.

Supervisor ✓
Comptroller ✓
Chris Aurre ✓
Tammy Attorney ✓
M. Davis ✓
Personnel ✓
Payroll ✓

RECEIVED MAY 1978
TOWN CLERK'S OFFICE

BY-LAWS
OF
THE HUNTINGTON URBAN RENEWAL
COMMUNITY DEVELOPMENT AGENCY
Huntington, New York

ARTICLE I - THE AGENCY

Section 1. Name of Agency. The name of the Agency shall be the "Huntington Urban Renewal Community Development Agency".

Section 2. Members. In accordance with the Special Act of the Legislature establishing the Agency, the Agency shall consist of five members, including the Supervisor who shall be its Chairman, and the four Town Councilmen , or their respective successors to office. The Deputy Supervisor shall act as the Agency's Vice Chairman.

Section 3. Seal of Agency. The seal of the Agency shall be in the form of a circle and shall bear the name of the Agency and the year of its establishment.

Section 4. Office of Agency. The office of the Agency shall be located within the Town of Huntington, New York at such places as the Agency shall from time to time designate by

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appropriate resolution.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Agency shall be a Chairman, (Supervisor), a Vice-Chairman, (Deputy Supervisor), and a Secretary-Treasurer who shall be the director.

Section 2. Chairman. The Chairman shall preside at all meetings of the Agency. The Chairman shall sign all contracts, deeds and other instruments made by the Agency unless a resolution has been passed by the Agency making a different designation. Such resolution may authorize another member of the Agency or its Director to sign a particular contract, deed or other instrument. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business affairs and policies of the Agency.

Section 3. Vice-Chairman. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman, and in case of a vacancy in the office of the Chairman.

Section 4. Secretary-Treasurer. The Secretary-Treasurer shall keep the records of the Agency, shall act as Secretary of the meetings of the Agency and shall record or cause there to be recorded all votes, and shall keep or cause

there to be kept a record of the proceedings of the Agency in a minute book to be kept for such purposes, shall have the power to certify to the correctness of minutes and other records kept by the Agency, and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Agency and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Agency.

At any regular or special meeting in the absence of the Secretary-Treasurer, a Secretary pro tempore may be appointed from among the members of the Agency who shall serve without compensation other than the payment of necessary expenses.

The Secretary-Treasurer will sign all vouchers and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Agency except as otherwise authorized by resolution of the Agency. The Agency may by resolution designate one or more members to countersign such vouchers and checks, and may from time to time qualify, change or cancel any such designation. Requests for the draw-down of funds from the United States government shall be in accord with federal letter of credit regulations, and such requests shall be signed by the Chairman, or in his absence the Vice-Chairman, and the Secretary-Treasurer. The Secretary-Treasurer and Chairman shall give such bond(s) for the faithful performance of ~~his~~ their duties as the Agency shall deem necessary and appropriate.

Section 5. Duties of Members. The Members of the

Agency shall perform such duties as are incumbent upon them by reason of their office and shall perform such other duties and functions as may from time to time be required by the Agency or the by-laws, or which may arise by reason of their office and shall perform such other duties and functions as may from time to time be required by the Agency or the by-laws, or which may arise by reason of their appointment to serve on committees functioning within the Agency or in cooperation with other persons or groups.

Section 6. Director. The Director of the Agency shall be the ex-officio Secretary-Treasurer and shall have general supervision over the administration of its business and affairs, subject to the direction of the Agency. He shall have care and custody of all funds of the Agency in such bank or banks as the Agency may select. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Agency at each regular meeting at the Agency's next regular meeting, held after the end of the Agency's Fiscal Year, that is, at the next regular meeting after July 31 of each year, or oftener when requested, an account of his transactions and also of the financial condition of the Agency.

The compensation of the Director shall be determined by the Agency.

Section 7. Appointment of Personnel. The members of the Agency shall appoint one person to fill the office of Director. Any person appointed to fill the office of Director, or any

vacancy therein, shall have such terms as the Agency fixes, but no member of the Agency shall be eligible for this office.

The Agency may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by Article XV-A of the General Municipal Law of the State of New York and all other laws of the State of New York applicable thereto.

Section 8. Vacancies. Should a vacancy occur among the members of the Agency, a successor to the vacant elected public office shall be named by the Town Board in accordance with the Town Law and said successor to such elected public office shall automatically become a member of the Agency in accordance with the Special Act of the Legislature creating the Agency.

ARTICLE III - MEETINGS

Section 1. General Provisions. All meetings shall be held at the Town Hall in absence of the specific designation of some other meeting place by resolution.

Section 2. Annual Meetings. Annual meetings of the Agency shall be held without notice, at a time and place to coincide with the first meeting of the Town Board of the Town of Huntington in January of each year ~~for the purpose of receiving the annual report of the Director, and for the conduct of such other business as may come before the meeting.~~

Section 3. Regular Meetings. Regular meetings of

the Agency shall be held without notice at least once each calendar month at a time and place to coincide with the first regular monthly meeting of the Town Board as set by said Board, in each month of January, March, May, July, September and November during the calendar year, upon the third Thursday of the months at 4:00 P.M. in the afternoon or as soon thereafter as is reasonably practicable for the transaction of the business of the Agency. The Chairman may adjourn a regular meeting, without the necessity of a quorum of the Agency being present, and should he so adjourn a meeting he shall notify members who were not present of the adjourned date and time of such adjourned meeting in the manner specified in Section 5 below.

Section 4. Special Meetings. The Chairman, Vice-Chairman, or Director of the Agency may, when he any two of them deems deem it expedient, and shall upon the written request of three members of the Agency call a special meeting of the Agency for the purpose of transacting any business designated in the call. Upon the written request of three members of the Agency, the Chairman shall call a special meeting of the Agency for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to any member of the Agency or may be mailed to his business or home address at least two days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the notice, but if all the

members of the Agency are present at a special meeting, any and all business may be transacted at such special meeting.

Section 5. Quorum. The powers of the Agency shall be vested in the members thereof in office from time to time. Three members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. They may meet and adjourn from time to time until the five members are available. At least twelve hours notice of the time and place of holding an adjourned meeting shall be given to the member who was not present at the meeting from which adjournment was taken.

Section 6. Order of Business. At the regular meetings of the Agency the following shall be the order of business.

1. Roll Call
2. Reading and approval of the minutes of
the previous regular meeting and any
intervening special meeting.
3. Report of the Director.
4. Reports of Committees.
5. Unfinished business.
6. New business.
7. Resolutions.
8. Adjournment.

All resolutions shall be in writing and shall be copied in a minute book of the Agency.

Section 7. Manner of Voting. All questions coming before the Agency shall be presented in the form of motions or resolution chronologically numbered. The vote on all resolutions shall be by voice unless a roll call vote is requested by one member at which time a vote upon the resolution in question shall be by roll call, and each resolution and motion shall be entered in full upon the minutes of the meeting. For all resolutions, the ayes and ~~nays~~ noes shall be recorded.

ARTICLE IV - AMENDMENTS

Amendment to By-Laws. The by-laws of the Agency shall be amended only by resolution adopted by the affirmative vote of three members of the Agency at a regular or special meeting, held after seven days notice in writing of the proposed amendment shall have been sent to each member.