

BY-LAWS OF THE SOUTH WINDSOR REDEVELOPMENT AGENCY

ARTICLE I

THE AGENCY

Section 1. This Agency shall be known as the South Windsor Redevelopment Agency as specified in the establishing Resolution of the Town Council of September 15, 1997 creating the Agency.

Section 2. Office of the Agency. The office of the Agency shall be located in the South Windsor Town Hall, South Windsor, Connecticut.

Section 3. Seal of the Agency. The seal of the Agency shall be a circle with South Windsor Redevelopment Agency, South Windsor Connecticut.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. The officers of the Agency shall be a Chairman, a Vice-Chairman, a Treasurer, a Secretary, and an Executive Director.

Section 2. Chairman. The Chairman shall preside at all meetings of the Agency. He/she shall sign all contracts, deeds and other instruments made by the Agency when approved by the Agency, or by the Town Council when required by law. At each meeting he/she shall submit such information and recommendations as are proper concerning the business affairs and policy of the Agency.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the event of absence or the incapacity of the Chairman. In case of the resignation or death of the Chairman, he/she shall perform such duties until such time as the Agency shall elect a new Chairman.

Section 4. Treasurer. The Treasurer as authorized by the Agency, shall sign orders and vouchers for payment of money and shall forward same to the Town Controller for payment. Checks shall be issued in accordance with the provisions of Chapter 7, Section 16, Town of South Windsor Charter. In addition the Treasurer will insure that proper financial records are maintained of all financial transactions involving the Agency.

Section 5. Secretary. The Secretary shall keep the meeting records of the Agency and record all votes. He/she shall keep a record of the proceedings of the Agency in a suitable notebook for that purpose and shall perform all duties incident to his/her office. He/she shall keep in safe custody the Seal of the Agency, and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Agency,

Section 6. Executive Director. The Executive Director shall have supervision over the administration of the business affairs of the Agency subject to the direction of the Agency. He/she shall be charged with placing into effect all of the plans of the Agency. He/she shall obtain when requested from the Town Controller a financial statement of the Agency. He/she shall carry on all official correspondence of the Agency, and he/she shall be

authorized to prepare, sign and submit all reports, forms, documents and records required of this Agency by any Federal, State or Town Agency. He/she shall act for and perform all duties of the Secretary in the event the Secretary is absent from the meeting, or is incapacitated, except in those cases where the Secretary is required to certify an action taken by the Executive Director. In those cases where he/she shall act for the Secretary he/she shall assume the title of "Acting Secretary". The compensation of the Executive Director shall be established in accordance with the provisions of the Town Charter, Chapter 4 and shall be bonded for the faithful performance of his duties.

Section 7. Additional Duties. The officers of the Agency shall perform such other duties and functions as may be required from time to time by the Agency or the by-laws and regulations of the Agency.

Section 8. Election or Appointment. The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected at the annual meeting in November of the Agency from among its members and shall hold office for one year or until their successors are elected and qualified. The Executive Director shall be appointed by the Town Manager and serve at the pleasure of the Manager in accordance with Chapter 4 Section 7 of the Town Charter.

Section 8a. The agency may also appoint or engage such other officers, agents, technical consultants, legal counsel and employees as it requires in accordance with Connecticut General Statutes Section 8-124 to 8-139; Section 8-186 to 8-200b Chapter 132; Section 32-220 to 32-234, Chapter 5881 and in accordance with the Provisions of Chapter 7 Section 16 of the Town Charter.

Section 9. Vacancies. Should the office of Chairman, Vice-Chairman, Secretary, or Treasurer become vacant, the Agency shall elect a successor from its membership at a regular or special meeting, and such election shall be for the unexpired term of said office. When the office of the Executive Director is vacated, the Town Manager shall appoint a successor as provided in Section 8 of this article.

ARTICLE III

MEETINGS

Section 1. General Provisions. The Agency shall hold at least one meeting a month. The regular meeting shall be held on the first Thursday of each month unless some mutually agreeable substitute day shall be voted by the members of the Agency. A written notice may be sent to each member advising of meeting dates. All meeting shall be held at the South Windsor Town Hall unless otherwise designated by the Chairman. Meetings shall be open to the public but no citizen of the Town may enter into any discussions unless specifically requested by the majority of the Agency present or unless a public hearing has been formally announced by the Agency. The Chairman or Vice-Chairman, whoever is conducting a regular meeting, may ask any person to leave the meeting room if in any way that person is interfering with the orderly conduct of the meeting.

Section 2. Special Meetings. The Chairman of the Agency may, when he deems it expedient, and shall upon written request of the (3) members of the Agency, 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 each member of the Agency, or may be mailed to the business or home address of each member of the Agency, at least two days prior to the date of such special meetings. Such meeting shall be held at the place established for the holding of regular meetings. At such special meeting no business shall be considered other than as designated in the call, but if all members of the Agency are present at a special meeting, any and all business may be transacted at such meeting.

ARTICLE IV

CONDUCT OF MEETINGS

Section 1. Order of Business. At all regular meetings of the Agency, unless otherwise determined by the Chairman or Vice-Chairman in the absence of the Chairman, the following shall be the order of business:

- a) Roll Call
- b) Reading of the Minutes
- c) Bills and Communications
- d) Petitions to the Agency
- e) Report of Executive Director
- f) Report of Committees
- g) Old Business
- h) New Business
- i) Adjournment

Robert's Rules of Order will be used as the basis of conduct of the meeting of the Agency.

Section 2. Manner of Voting. The vote on all questions coming before the Agency shall be by yeas and nays or abstentions. Upon request of any member a roll call of the members may be taken and entered into the minutes. In the case of election of officers the vote shall be by ballot.

ARTICLE V

AMENDMENTS

Amendments to By-Laws. The by-laws of the Agency shall be amended only with the approval of at least a majority of the members of the Agency at a regular or special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof, and a copy of such amendment, has previously been forwarded to all members of the Agency.

ARTICLE VI

COOPERATION WITH OTHER TOWN AGENCIES

Section 1. General. The Agency when possible shall keep all other Town Officials and other Town Agencies advised of any matter that in any way affects their operations. Likewise, the Agency shall attempt to be kept advised of other Agency decisions or operations, which will affect programs or actions of the South Windsor Redevelopment Agency.

Section 2. Attendance at Meetings. The Agency shall advise the following officials of the Town of all meetings and shall invite them to attend such meeting.

Town Manager

Town Planner

Economic Development Coordinator

AN ORDINANCES ESTABLISHING THE SOUTH WINDSOR REDEVELOPMENT
AGENCY

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF SOUTH WINDSOR:

Section 1 Agency Created

That under the authority contained in Chapter 130 or the General Statutes of Connecticut, 1958 Revision, as amended, there is hereby created the South Windsor Redevelopment Agency of five members who shall be electors and residents of the Town of South Windsor.

Section 2. Powers and Duties

Such South Windsor Redevelopment Agency shall have all the powers and duties as authorized under Chapter 130, 1958 Revision, as amended.

Section 3 Appointment of Members

Its members shall be appointed by the Town Manager with the approval of the Town Council. Those first appointed shall be designated to serve for one, two, three, four and five years, respectively, and thereafter members shall be appointed annually to serve for five years. Each member shall serve until his successor is appointed and has qualified, and any vacancy shall be filled in like manner for the unexpired term.

Section 4 Majority Vote Required

Action by the South Windsor Redevelopment Agency shall be taken only on the majority vote of all the members.

Section 5 Officers and Employees

The South Windsor Redevelopment Agency shall elect from among its members a chairman and a Vice-Chairman, and may employ, subject to provisions of the Town Charter, a secretary and such other officers, agents, technical consultants, legal counsel and employees as it requires. The members shall serve without compensation.

Section 6 Repeal

All resolutions, ordinances or special acts relating to redevelopment for the Town of South Windsor are hereby repealed upon the effective date of this ordinance.

Introduced by /s/ _____

Councilmen

Approved by /s/ _____

Town Manager

Reviewed by /s/ _____

Town Attorney

Purpose: The purpose of this ordinance is to establish on South Windsor Redevelopment Agency. This Ordinance shall become effective twenty-one (21) days after publication.