

1-CDA of the Riverhead Community Development Agency

ADOPTION OF BY-LAWS

Director Boschetti offered the following resolution which was seconded by Director Artale,

WHEREAS, the Riverhead Community Development Agency has been authorized by the State Legislature, pursuant to Article 15-A of the Urban Renewal Chapter of the General Municipal Law, and

WHEREAS, the Certificate of Establishment has been filed with the Secretary of State and the Commissioner of Labor designating the Directors and Chairman of said Agency, and

WHEREAS, such Board is assembled this day for the purpose of adopting By-Laws pursuant to Section 554 of the General Municipal Law, and

WHEREAS, such By-Laws have been reviewed by the Board and the Board finds them to be necessary for the proper functioning of the Riverhead Community Development Agency,

NOW, THEREFORE, BE IT

RESOLVED, that the directors of the Agency hereby adopt, ratify, and approve the attached By-Laws, to be known and sited as the By-Laws of the Riverhead Community Development Agency.

BY-LAWS
OF
THE RIVERHEAD
COMMUNITY DEVELOPMENT AGENCY

Riverhead, New York

ARTICLE I - THE AGENCY

Section 1. Name of Agency. The name of the Agency shall be the "Riverhead 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.

Section 3. Seal of Agency. The seal of the Agency shall be in the form of a circle and shall bear the words Town of Riverhead Community Development Agency and the year of its establishment.

Section 4. Office of Agency. The office of the Agency shall be located at 200 Howell Avenue, Riverhead, New York.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Agency shall be a Chairman, (Supervisor), a Vice-Chairman, and a Secretary-Treasurer, who shall also 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 instru-
ment. At each meeting, the Chairman shall submit such recommenda-
tions 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.

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, or the Secretary-Treasurer. The Secretary-Treasurer and Chairman shall give such bond(s) for the faithful performance of 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, of 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 take care and custody of all funds of the Agency in such bank or banks as the Agency may select. He shall keep regular records of accounts showing receipts and expenditures and shall report to the Agency 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. The 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 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 Riverhead in January of each year.

Section 3. Regular Meetings. Regular meetings of the Agency shall be held without notice at least once in each month of January, March, May, July, September and December 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 any two of them might deem it expedient, 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 conducted 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 listed 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 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.

(5 yes)

12/14/82

AN ACT to amend the laws
establishing the town of Riverhead
providing for its functions

The People of the State of New York, represented in
Senate and Assembly, do enact as follows:

1 Section 1. Article fifteen-B of the general municipal
2 by adding a new title one hundred sixteen to read as follows:
3
4 TITLE 116
5 TOWN OF RIVERHEAD COMMUNITY
6 DEVELOPMENT AGENCY
7 Section 680-c. Town of Riverhead community development agency.
8 § 680-c. Town of Riverhead community development agency. For the
9 benefit of the town of Riverhead and the inhabitants thereof, a commu-
10 nity development agency, to be known as the TOWN OF RIVERHEAD COMMUNITY
11 DEVELOPMENT AGENCY, is hereby established for the accomplishment of any
12 or all of the purposes specified in articles fifteen and fifteen-A of
13 perpetual in duration. It shall have the powers and duties now or
14 hereafter conferred by articles fifteen and fifteen-A of this chapter
15 upon community development agencies and provided that the exercise of
16 the powers by such agency with respect to the acquisition of real
17 property whether by purchase, condemnation or otherwise, shall be lim-
18 ited to the corporate limits of the town of Riverhead, and such agency
19 shall take into consideration the local zoning and planning regulations
20 as well as the regional and local comprehensive land use plans. It
21 shall be organized in a manner prescribed by and be subject to the
22 provisions of articles fifteen and fifteen-A of this chapter. Its mem-

EXPLANATION—Matter in italics (underscored) is new; matter in brackets
[] is old law to be omitted.

LBD1-43-21-544

1 bers shall consist of the supervisor of the town of Riverhead, who shall
2 be its chairman and the four councilmen of the town of Riverhead. The
3 agency, its members, officers and employees and its operations and ac-
4 tivities shall in all respects be governed by the provisions of articles
5 fifteen and fifteen-A of this chapter.

6 § 2. This act shall take effect immediately.

EXECUTIVE CHAMBER, Albany, New York

The attached legislation has passed both houses of the Legislature and will shortly be before the Governor for executive action.

The Governor would appreciate the benefit of your analysis, comments and recommendations within five days of receipt of this request. In order to expedite receipt and consideration of your views, please identify your memorandum by the bill's introductory number and use the enclosed envelope to submit your comments.

While the volume of correspondence concerning legislation precludes acknowledgement of every communication, you may be certain that your comments will receive careful consideration.

Thank you for your cooperation.

John G. McGoldrick
Council to the Governor

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JUN 29 1947
OFFICE OF THE GOVERNOR

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1 5167273200 MGM TDMT RIVERHEAD NY 06-30 0236P EST

TOWN OF RIVERHEAD
200 HOWELL AVE
RIVERHEAD NY 11901

THIS MAILGRAM IS A CONFIRMATION COPY OF THE FOLLOWING MESSAGE:

5167273200 MGM TDMT RIVERHEAD NY 95 06-30 0236P EST
ZIP

JOHN A MCGOLDRICH COUNSEL TO GOVERNOR
EXECUTIVE CHAMBERS STATE CAPITOL
ALBANY NY 12224

ATTN LEGISLATIVE SECRETARY ROOM 225

RE SENATE BILL 3418 TOWN OF RIVERHEAD COMMUNITY DEVELOPMENT AGENCY
THE TOWN OF RIVERHEAD HAD REQUESTED THAT THE ABOVE CAPTIONED BILL BE
INTRODUCED FOR THE BETTERMENT OF THE TOWN OF RIVERHEAD AND HAVE
WORKED FOR ITS PASSAGE THE TOWN OF RIVERHEAD WOULD APPRECIATE THE
GOVERNOR SEEING FIT TO SIGN SAID BILL INTO LAW. IF THE GOVERNOR
SHOULD SIGN SENATE BILL NUMBER 3418 I WOULD APPRECIATE RECEIVING A
PEN CERTIFICATE SINCERELY

JOSEPH F JANOSKI SUPERVISOR TOWN OF RIVERHEAD

14:53 EST

MGMCOMP