

Resolution # _____ - 2011

Approving the By-Laws for the Millville Housing Authority

WHEREAS, the Housing Authority of the City of Millville, a Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey needs to review and update the Agency By-Laws.

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF MILLVILLE THAT the components of the By- Laws have been reviewed and revised for 2011 are approved by the Board of Commissioners.

Larry Miller

Dianne McCarthy

Paula Ring

James Parent

Brian Tomlin

Date:

Attest:

Paul F. Dice, Secretary

BY-LAWS
OF
THE HOUSING AUTHORITY
OF
THE CITY OF MILLVILLE, NEW JERSEY

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the “Housing Authority of the City of Millville.”

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The office of the Authority shall be at ~~122 E. Main Street~~ 1153 Holly Berry Lane in the City of Millville, State of New Jersey, ~~but~~ The Authority may hold its meetings at such other place as it may ~~designate by resolution~~ choose following advertising of same as mandated by the New Jersey Open Public Meetings Act.

ARTICLE II-BOARD OF COMMISSIONERS

The activities of the Housing Authority of the City of Millville shall be managed by the Board which shall consist of seven Board of Commissioners (~~“Authority~~ The Authority”).

ARTICLE III-OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairperson, Vice Chairperson and a Secretary-Treasurer.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. At each meeting the Chairperson shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority appoints a new Chairperson.

Section 4. Secretary-Treasurer. The Secretary-Treasurer shall be the Executive Director of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He shall be charged with the management of the housing projects of the Authority.

Section 5. The Secretary-Treasurer shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

Section 6. He shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary-Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairperson or Vice Chairperson. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener when

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