

BY-LAWS

of

THE JAMESTOWN URBAN RENEWAL AGENCY

JAMESTOWN, NEW YORK

2/3/75

ARTICLE I - THE AGENCY

Section 1. The name of the Agency shall be the "Jamestown Urban Renewal Agency".

Section 2. The Agency shall consist of five members. It shall constitute a body, corporate and politic, be perpetual in duration and consist of five members, including the mayor, who shall be chairman, the chief fiscal officer, the president of the common council, or other presiding officer thereof, and two other persons to be appointed by the mayor and approved by a majority of the common council, one of whom shall be a member of the city planning commission and who shall also serve as secretary of said agency, all of whose terms shall expire with the term of the mayor.

Section 3. 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 organization.

Section 4. The office of the Agency shall be located within the City of Jamestown, New York.

Section 5. Organization - The Agency pursuant to the provisions of Section 634 of the General Municipal Law of the State of New York, is a corporate governmental Agency constituting a public benefit corporation and shall be perpetual in duration. The Jamestown Urban Renewal Agency was created by the enactment by the New York State

Legislature on the 21st day of June, 1966 of Chapter 678 of the Laws of the State of New York of 1966, Section 634, Article 15B of the New York State General Municipal Law, and as amended March 19, 1974 by act of the New York State Legislature.

Section 6. Powers, Functions and Duties - Pursuant to Chapter 678 of the Laws of the State of New York of 1966, Section 634, Article 15B of the New York State General Municipal Law, the Jamestown Urban Renewal Agency was established for the accomplishment of any and all of the purposes specified in Article 15 and Article 15A of the New York State General Municipal Law and in accordance with Article 18 of the New York State Constitution. The Agency shall have all the powers and duties now or hereafter conferred on it by Article 15A of the New York State Municipal Law.

ARTICLE II - OFFICERS

Section 1 - Members

Pursuant to Chapter 678 of the Laws of the State of New York of 1966, Section 634, Article 15B, New York State General Municipal Law, the Jamestown Urban Renewal Agency shall consist of five (5) voting members. It shall constitute a body, corporate and politic, be perpetual in duration, and consist of five members, including the mayor, who shall be chairman, the chief fiscal officer, the president of the common council, or other presiding officer thereof, and two other persons to be appointed by the mayor and approved by a majority of the common council, one of whom shall be a member of the city planning commission and who shall also serve as secretary of said agency, all of whose terms shall expire with the term of mayor.

Section 2 - Officers and their Appointments

The officers of the Agency shall be a Chairman, Vice Chairman, Treasurer and Secretary. The Mayor of the City of Jamestown shall be the Agency Chairman. The Vice Chairman and the Secretary shall be elected by a majority vote of all of the members of the Agency. The Finance Director of the City of Jamestown shall be the Agency Treasurer.

Section 3 - Officers' Duties

A. The Chairman shall preside at all Agency meetings. Except as otherwise authorized by Resolution of the Agency, the Chairman shall sign all contracts, deeds, disposition documents, staffing and salary schedules and any other written instruments as directed by Resolution of the Agency and to be executed on behalf of the Agency.

B. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman. The Vice Chairman shall further have full authority to act for or perform all of the duties of the Treasurer in his absence or incapacity.

C. The Secretary shall record all Agency votes and keep a record of all of the proceedings of the Agency in a journal to be kept for such purpose. He shall have the power to certify as to the correctness of all copies of the Minutes of the Agency meetings or any excerpts therefrom or of any Resolutions passed by the Agency or other papers and documents of the Agency. He shall have custody of the Agency seal and shall have the power to affix said seal to all contracts and instruments authorized by the Agency to be executed.

He shall have the authority to attest to all such contracts and instruments.

D. The Director of Development shall have the authority to review and approve all vouchers submitted to the Agency for payment for supplies furnished and services rendered and to certify to the Treasurer of the Agency that in his opinion such payment vouchers are valid and accurate claims for which Agency funds may be disbursed. He shall submit all expenditures in excess of Five Hundred (\$500) Dollars to the Agency for approval.

He shall further have the authority to requisition supplies and services necessary to carry out the lawful urban renewal activities of the Agency as prescribed by Federal, State and Local Laws and administrative regulations, except that any requisitions for supplies or services in excess of Five Hundred (\$500) Dollars must first be approved by the Agency.

He shall further have the authority to certify the payrolls of the Agency.

The powers and duties assigned to the Director of Development may be exercised by the duly authorized representative of the Agency at the request of or in the absence of the Director.

E. The Chief Fiscal Officer of the City of Jamestown as Treasurer of the Agency shall have full responsibility and authority to receive and disburse funds of the Agency from whatever source derived upon certification of payment vouchers by the Director of Development or his duly authorized representative. Such disbursements shall be made only in accordance with the requirements of applicable Federal, State or Local Law or administrative regulation. As Treasurer, the Chief Fiscal Officer shall be the authorized signatory on behalf of the

Agency and shall keep books of account as prescribed by the Federal rules as contained in the Urban Renewal Handbook. All checks shall be countersigned by the signature or facsimile signature of either the Chairman or the Vice Chairman. He shall have the authority and is required to open any bank accounts in depositories designated by the Agency as are required by the Agency in connection with any of its authorized activities and to invest surplus Agency funds in Treasury notes or other securities as are authorized under Federal regulations.

SECTION III

Section 1 - Meetings and Procedures

A Regular meeting of the Agency shall be held each and every month at the offices of the Agency or at a place to be designated by the Chairman. Notice of time and place of the meeting and an Agenda shall be sent to each Agency member three days prior to the meeting date.

Special meetings of the Agency may be called by the Chairman of the Agency at his own instance and must be called by the Chairman or Secretary upon request of any two members of the Agency. Notice of such special meeting shall be delivered to each member personally or by mailing said notice to the home or business address which the member shall furnish, at least 24 hours prior to the designated time of the said special meeting. In Emergency situations, the necessity of a regular written notice may be dispensed with at the discretion of the Chairman or Secretary provided that any member who is unable

to attend a special meeting shall before such meeting deliver to the Secretary a written Waiver of Notice of said meeting.

Section 2 - Quorum

At all meetings of the Agency at least three (3) voting members of the Agency must be present to constitute a quorum for the purpose of transacting business.

Section 3 - Manner of Voting

All Agency Resolutions to be effective must be adopted by a majority vote of the total voting power of the Agency.

At meetings where only three (3) members of the Agency are present a unanimous vote shall be necessary to constitute a vote of approval on any Resolution placed before the Agency.

Section 4 - Resolutions

All resolutions shall be in writing and shall be copied in a certified minute book of the Agency. All questions coming before the Agency shall be presented in the form of motions or resolutions chronologically numbered. The vote on all resolutions 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 shall be recorded.

ARTICLE IV - AMENDMENTS TO BY-LAWS

The By-laws of the Agency shall be amended only with the approval of at least three (3) members at a regular or special meeting of the Agency provided, however, that no such amendment shall be adopted unless at least five (5) days written notice reciting the substance of the proposed amendment has been given to each member of the Agency.

March 25, 1975

RESOLUTION 75-20.

WHEREAS, the City of Jamestown was authorized to create the Jamestown Urban Renewal Agency June 21, 1966; and

WHEREAS, the Department of Housing & Urban Development of the United States of America has set forth certain guidelines for organization of urban renewal agencies; and

WHEREAS, one such guideline is the adoption of a set of By-Laws for each individual agency as set forth in Housing & Urban Development regulations; and

WHEREAS, the present set of applicable By-Laws for the Jamestown Urban Renewal Agency have been reviewed and updated;

NOW, THEREFORE, BE IT RESOLVED, that the conformed set of By-Laws be approved and adopted.

community development agency, is hereby established for the accomplishment of any or all of the purposes specified in articles fifteen and fifteen-A of this chapter and in accordance with article eighteen of the constitution of the state of New York. It shall constitute a body corporate and politic, be perpetual in duration and consist of five members to be appointed by the mayor subject to the approval of the board of trustees, one of which members may be the mayor of the village of Dolgeville and one of which members may be a member of the board of trustees of the village of Dolgeville. It shall have the powers and duties now or hereafter conferred by article fifteen A of this chapter upon municipal urban renewal agencies. It shall be organized in the manner prescribed by and be subject to the provisions of article fifteen A of this chapter and the agency, its members, officers and employees and its operations and activities shall in all respects be governed by the provisions of such article.

HISTORY:

Add, L. 1980, ch 485, § 1, eff June 24, 1980

§ 633

Jamestown Urban Renewal Agency

(b) Town urban renewal agency

HISTORY:

Add, L. 1966, ch 678, eff June 21, 1966.

§ 634. Jamestown urban renewal agency

An urban renewal agency, to be known as the Jamestown urban renewal agency, is hereby established for the accomplishment of any or all of the purposes specified in articles fifteen and fifteen-A of this chapter and in accordance with article eighteen of the constitution of the state of New York. It shall constitute a body, corporate and politic, be perpetual in duration and consist of five members, including the mayor, who shall be chairman, the chief fiscal officer, the president of the common council, or other presiding officer thereof, and two other persons to be appointed by the mayor and approved by a majority of the common council, one of whom shall be a member of the city planning commission and who shall also serve as secretary of said agency, all of whose terms shall expire with the term of the mayor. It shall have the powers and duties now or hereafter covered by article fifteen-A of this chapter upon municipal renewal agencies. It shall be organized in the manner prescribed by and be subject to the provisions of article fifteen-A of this chapter and the agency, its members, officers and employees and its operations and activities shall in all respects be covered by the provisions of such article.

HISTORY:

Add, L. 1966, ch 678, amd, L. 1974, ch 72, eff Mar 19, 1974.