

WATKINS GLEN HOUSING AUTHORITY

BOARD OF DIRECTORS

BY-LAWS



Appointed Directors

The members shall be appointed by the mayor of the village of Watkins Glen to staggered five (5) year terms in accordance with Section 30 of the Public Housing Law.

Section 2: Powers and Responsibilities

The Board of Directors shall have general power to control and manage the business of The Watkins Glen Housing Authority consistent with HUD, New York State Public Housing Laws and any applicable local laws, the Authority's personnel policy and these By-Laws.

A. The Board of Directors shall have the responsibility to:

- (1) Provide oversight to ensure adherence to all pertinent legal and fiscal requirements for The Watkins Glen Housing Authority;
- (2) Provide final approval of Authority policies and budgets;
- (3) Approve overall Authority plans;
- (4) Appoint and conduct an annual performance review of the Executive Director;
- (5) Ensure that agency personnel policies are established, maintained and reviewed as needed to comply with state and federal laws.
- (6) Elect Officers; and

B. The Board of Directors shall not engage in any political activity while on housing authority property or pertaining to housing authority business as per HUD guidelines.

Section 3: Termination

Termination from the Board can occur under the following circumstances.

Removal by the Mayor.

Any appointed Officer may be removed for just cause by the Mayor of Watkins Glen, NY. Causes may include:

- 1) Documented and material violation of the By-Laws or public laws;
- 2) Substantiated conduct in the community or with Housing Authority staff that is unbecoming of a Housing Authority Officer or that undermines the Housing Authority's good name; or
- 3) Unauthorized dissemination of confidential information about Housing Authority to persons or organizations outside of the Housing Authority.
- 4) Absence from Meetings. Any member of the Board who shall have 3 (three) total absences in a fiscal year. The Chairman may excuse an absence for a valid reason.

D. Treasurer

The Treasurer shall be qualified and willing to accept responsibilities outlined in these By-Laws. He or she shall:

- (1) Supervise the care and maintenance of the books, funds and accounts of the Authority and such other books of account as may be required by law or by the Authority.
- (2) Render a statement of the financial condition of the Authority at each regular meeting thereof, and at such other times as the Authority may require.
- (3) Make a full financial report at the annual meeting of the Authority.

E. Assistant Secretary-Treasurer

The Assistant Secretary-Treasurer shall perform the duties of the Secretary and/or Treasurer in the event that either or both offices have become vacant until filled as outlined in these By-Laws or in the event the Secretary or Treasurer is unable to perform such duties by reason of illness, disability or absence.

Section 5: Removal

Any officer identified in Section 3 may be removed by the Officers by majority vote. Election or appointment of an officer shall not in itself create any contract right.

Section 6: Vacancies

Should any vacancy among the Officers occur by death, resignation, or otherwise, the same shall be filled by vote of the Officers of the Authority for the unexpired portion of the term of such office.

Section 7: Signature of Checks

The Chairperson and Executive Director shall be authorized to sign the checks or drafts of the Housing Authority.

ARTICLE IV: EMPLOYEES

Section 1: Executive Director/Property Manager

The Board of Directors shall have the responsibility to appoint or remove an Executive Director.

Responsibilities

Under the policies and supervision of the Chairperson and the Board of Directors, the Executive Director shall:

- (1) Assume an active role in Community leadership.

Section 3: Annual Meeting

The Annual Meeting of the members of the Watkins Glen Housing Authority shall be held in the month of April. Unless otherwise announced, this meeting will be held at the Glen Lake Apartments, LLC conference room located at 209 E 2nd Street, Watkins Glen, NY. Date and time will be publicized on the Watkins Glen Housing Authority's website.

- (1) Annual meeting may be conducted and or attended via the Internet, video conferencing, or telephone, as long as it meets the other requirements that include providing reasonable notice and allowing the public to attend, which in the case of an alternative meeting format would mean the ability to listen, observe or participate.
- (2) The Executive Director shall send to every Board member a notice specifying the time and place of such Annual Meeting at least seven (7) days but not more than three (3) weeks in advance of the meeting.
- (3) The purpose of the Annual Meeting shall be;

A. Elect the Officers

Section 4: Regular/Open Meetings

Regular meetings of the Housing Authority are anticipated to be held monthly. Unless otherwise announced, these meetings will take place at the Glen Lake Apartments, LLC conference room located at 209 E 2nd Street, Watkins Glen, NY. Regular meetings may be conducted and/ or attended via the Internet, video conferencing, or telephone, as long as they meet the other requirements that include; providing reasonable notice and allowing the public to attend, which in the case of an alternative meeting format would mean the ability to listen, observe or participate. The times and dates of these meetings will be publicized on the Watkins Glen Housing Authority's website.

- (1) At least seven (7) days and not more than three (3) weeks prior to each meeting, the Executive Director shall send to every member:
 - a. Notice specifying the time and place of the meeting;
 - b. Copy of the agenda;
 - c. Resolutions to be presented;
 - d. Minutes of the previous meeting;
- (2) The purpose of the Annual Meeting shall be;
 - a. Elect the Officers

Section 5: Special Meetings

Special meetings of the Housing Authority may be called at any time by the Chairman of the Board upon majority vote of the Board. Board members must be notified 48 hours prior to the date; however, such notice may be waived in writing. The notices shall state the reason for special meeting, the business to be transacted at the meeting, and by whom the meeting was called.

ARTICLE VI: IMMUNITY / INDEMNIFICATION

Section 1: Immunity:

Each Officer of the Authority shall be immune from liability from any claim of any nature whatsoever for any statements made or actions taken during his/her term as Officer taken in the good faith exercise of the powers granted and duties imposed under the law governing the Housing Authority.

Section 2: Indemnification:

The Watkins Glen Housing Authority shall indemnify its Officers against claims, actions, judgments, fines, amounts paid in settlement, and reasonable expenses and costs, including attorney's fees, in connection with any claim asserted against any Officer (s), by action in court or otherwise, by reason of any act, statement or omission of any Officer (s) who acting in his/her capacity objectively acted in good faith for a purpose that such person reasonably believed to be in the best interest of the Authority and not unlawful.

ARTICLE VII: AMENDMENTS

The By-Laws of the Authority shall be amended with the approval of at least four members of the authorized membership of the Authority at a regular or special meeting, but no such amendment shall be adopted unless at least thirty days written notice of such meeting and the amendment or amendments to be proposed thereat have been previously given to all members of the Authority.

Section 1: Repeal

Any previous resolutions adopted by the Authority inconsistent with these By-Laws are hereby repealed.

ARTICLE VIII: ADOPTION


These By-Laws shall become effective upon their approval by the Watkins Glen Housing Authority Board of Directors.


Nan Woodworth, Chairperson

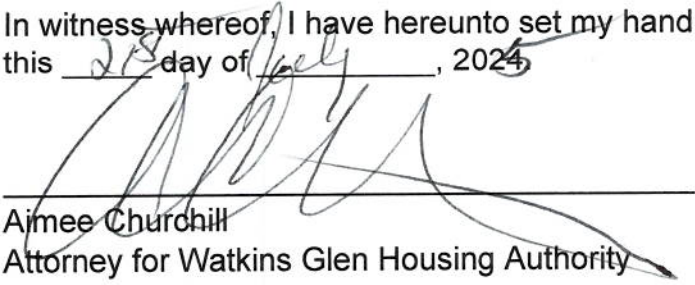

Rob Rossiter, Vice-Chairperson


Tom Hoy, Treasurer


Patty Schimizzi, Secretary


Barb Cook, Assistant Treasurer-Secretary

In witness whereof, I have hereunto set my hand in the said Village of Watkins Glen, New York
this 28 day of July, 2024


Aimee Churchill
Attorney for Watkins Glen Housing Authority

SEAL

AIMEE R. CHURCHILL
Notary Public, State of New York
No. 02CH6140262
Qualified in Chemung County
Commission Expires January 23, 2026