

**BY LAWS OF
THE HOUSING AUTHORITY AND REDEVELOPMENT AGENCY
OF THE TOWNSHIP OF OLD BRIDGE, NEW JERSEY**

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Housing Authority and Redevelopment Agency of the Township of Old Bridge."

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 offices of the Authority shall be at the Township Administration Building, 1 Old Bridge Plaza, in the Township of Old Bridge, County of Middlesex, State of New Jersey, but the Authority may hold its meetings at such other place as it may designate by resolution, in accordance with the New Jersey State Open Public Meetings Act (Sunshine Law).

ARTICLE II - OFFICERS

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

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairperson shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chairperson shall approve an agenda and submit such recommendations and information as he/she 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 shall select a new Chairperson.

Section 4. Secretary-Treasurer.

(a) Appointment and General Duties.

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. The Secretary-Treasurer shall be charged with the management of the projects of the Authority. The Secretary-Treasurer shall be responsible for the supervision of personnel. 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. The Secretary-Treasurer 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.

The Secretary-Treasurer 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 monies under the direction of the Authority. Except as otherwise provided herein, all orders and checks shall be countersigned by the Chairperson. The Secretary-Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at such regular meeting, an account of the transactions and also of the financial condition of the Authority. The Secretary-Treasurer shall give such bond for the faithful performance of his/her duties as the Authority may determine.

(b) Specific Duties of Executive Director.

It shall be the responsibility of the Executive Director:

1. To administer the affordable housing programs of the Township of Old Bridge in accordance with the settlement and Rules and Regulations of the Old Bridge Housing Authority.

2. To maintain waiting lists of households which may be eligible to rent or purchase lower income dwelling units or to obtain funding from the Housing Rehabilitation, Conversion and Assistance Fund of the Township from such other state funded program as may be available to qualified applicants in the Township of Old Bridge.

3. To advertise the availability of lower income housing units, when they become available.

4. To advertise the availability of funds for housing rehabilitation, or other programs established by the Authority, if and when such funds are available.

5. To maintain up-to-date records of all deed restricted lower income housing units in the Township of Old Bridge.

6. To monitor all transfers of ownership and changes of occupancy of all deed restricted lower income housing units and to oversee the placement of qualified households in lower income housing units and to enforce the provisions of the settlement and perform all of the administrative duties and functions outlined therein.

7. To advise the Old Bridge Township Planning Board and Zoning Board with respect to their approvals of lower income housing units and as to developer contributions to the Housing Rehabilitation, Conversion and Assistance Fund.

8. To maintain detailed records of the income and expenditure from the Affordable Housing Trust Fund (i.e. the COAH Funds) of the Township of Old Bridge and any other grant monies received.

9. To perform administrative functions associated with programs funded by the Affordable Housing Trust Fund or other similar funding services.

10. To perform the administrative functions associated with any State funded housing rehabilitation or down payment assistance programs, once such program has been funded.

11. To arrange for such inspections of any lower income housing units necessary to carry out the requirements or rules and regulations promulgated by the Old Bridge Township Housing Authority.

12. To carefully record the progress of construction of lower income housing within the Township, and to perform the certification as to developer's adherence to Court ordered or voluntary developer agreements, as provided in such agreements or court orders.

13. To carry out such additional duties as may be required of the Executive Director by any rules and regulations promulgated by the Old Bridge Housing Authority.

(c) Compensation

The compensation of the Secretary-Treasurer shall be determined by the Authority, provided that a temporary appointee selected from among the commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses, whenever necessary).

Section 5. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or by the By-laws and regulations of the Authority.

Section 6. Election or Appointment. The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Authority from among the commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Secretary-Treasurer who shall be appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Authority fixes, but no commissioners of the Authority shall be eligible to this office except as a temporary appointee.

Section 7. Vacancies. Should the offices of Chairperson or Vice Chairperson become vacant, the Authority shall elect a new Chairperson, or Vice-Chairperson and such election shall be for the unexpired term of said office. When the office of the Secretary-Treasurer becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 8. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Local Housing Authorities Law and all other laws of the State of New Jersey applicable thereto. The compensation of such personnel (including the Secretary-Treasurer) shall be determined by the Authority.

ARTICLE V - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the third Thursday of May in each year at seven o'clock p.m. Prevailing Time at the regular meeting place of the Authority. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding business day. If it becomes necessary to hold the annual meeting at a place other than the offices of the Authority, the commissioners shall by resolution so designate said alternate meeting place, date, and time, according to prescribed procedures as outlined in the N.J. State Open Public Meetings Act (Sunshine Law).

Section 2. Regular Meetings. Monthly meetings shall be held with notice at the regular meeting place of the Authority at 7:30 p.m. on the Third Thursday of each month, unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding business day.

Section 3. Special Meetings. The Chairperson of the Authority may, when such individual deems it expedient, call a special meeting of the Authority for the purpose of transacting any business designed in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. However, no official business can be conducted. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the commissioners present, but only to the extent of regular or normal business. Resolutions require the affirmative vote of at least four commissioners.

(a) Subcommittees: The Authority may create Subcommittees, to meet on an ad-hoc basis of no more than three commissioners and consider projects/issues/recommendations to be considered by the full Authority.

Section 5. Order of Business. At the regular meetings of the Authority, the following shall be the order of business, unless otherwise stated:

1. Roll Call.
2. Reading and approval of the Minutes of the previous meeting.
3. Bills and communications.
4. Report of the Secretary-Treasurer.
5. Report of the Committee.
6. Unfinished business.
7. New business and written communications.
8. Public Portion
9. Adjournment.

All resolutions shall be in writing and shall be copies in a journal of the proceedings of the Authority.

Section 6. Manner of Voting. The voting on all questions coming before the Authority may be by roll call, and the yeas and nays shall be entered upon the minutes of such meetings.

ARTICLE IV - AMENDMENTS

Amendments to By-laws. The By-laws of the Authority shall be amended only with the approval of at least four of the members of the Authority at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days' written notice thereof has been previously given to all of the members of the Authority.

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