

**South Buffalo Township Municipal  
Authority**

**By-Laws**

**Adopted June 20, 2002**

BE IT RESOLVED BY THE BOARD OF THE SOUTH BUFFALO TOWNSHIP MUNICIPAL AUTHORITY, ARMSTRONG COUNTY, PENNSYLVANIA:

That the following By-Laws be and they are hereby adopted and approved as and for the By-Laws of the South Buffalo Township Municipal Authority, Armstrong County, Pennsylvania:

BY-LAWS OF THE  
SOUTH BUFFALO TOWNSHIP MUNICIPAL AUTHORITY  
ARMSTRONG COUNTY, PENNSYLVANIA

ARTICLE 1 – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be as specified in its Articles of Incorporation, to wit: South Buffalo Township Municipal Authority, Armstrong County, Pennsylvania.

Section 2. Seal of Authority. The seal of the Authority shall contain the name of the Authority, the County, and the State, and shall be in the form of the seal impressed in the margin hereof, opposite this section.

Section 3. Office of Authority. The principal office of the Authority shall be at the Township Building in South Buffalo Township, Armstrong County, Pennsylvania, but the Board of the Authority may, from time to time, by the proper resolution, designate any other place as the principal office of the Authority.

## ARTICLE 2 – OFFICERS

Section 1. Officers. The Officers of the Authority shall be a Chairman and Vice-Chairman, to be elected from the members of the Board of the Authority.

Section 2. Chairman. The Chairman shall preside at all meetings of the Board of the Authority. Except as otherwise authorized by resolution of the Board of the Authority, as required by law, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Authority.

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

Section 4. Secretary/Treasurer. The Secretary/Treasurer shall be an employee and non-member of the Board of the Authority and shall be appointed as the Board Secretary/Treasurer at the Annual Meeting. The Secretary/Treasurer shall keep the records of the Authority, shall act as secretary of the meeting of the Board of the Authority and record all votes, and shall keep a record of the proceedings of the Board of the Authority in a binder of minutes to be kept

for such purposes, and shall perform all duties incident to his/her position. He/She shall keep in safe custody the seal of the Authority, and shall have the power to affix such seal to all proceedings and resolutions of the Board of the Authority and to all contracts and instruments authorized to be executed by the Authority. He/She 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 Board of the Authority may select. This person shall sign all orders and checks for payment of money and shall pay out and disburse such moneys under the direction of the Board of the Authority, except as otherwise authorized by resolution of the Board of the Authority. The Chairman or any other designated member or members of the Board of the Authority, which have been selected by a majority vote, shall countersign all such orders and checks. He/She shall keep regular books of accounts showing receipts and expenditures, and shall render to the Board of the Authority at such regular meetings (or oftener when requested) an account of his/her transactions and also the financial condition of the Authority. He/She shall give such bond for the faithful performance of his/her duties as the Board of the Authority may determine.

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

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

Section 7. Vacancies. Should the office of Chairman or Vice-Chairman become vacant, the Board of the Authority shall elect a successor from its membership, at the next regular meeting, and such election shall be for the unexpired term of said office.

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 Municipality Authorities Act of 1945, as from time to time amended, and all other laws of the Commonwealth of Pennsylvania applicable thereto. The selection and compensation of such personnel shall be determined by the Board of the Authority subject to the laws of the Commonwealth of Pennsylvania.

Section 9. Money Handling. All accounts including checking, money market, and credit line, but not limited to aforementioned accounts, shall require two signatures including the Secretary/Treasurer and one designated board member to perform any withdrawals or disbursements.

Section 10. Meeting Attendance. A member of the Board of the Authority who misses three consecutive meeting may be ask to resign his /her position.

### ARTICLE 3 – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Board of the Authority shall be held on the second Thursday of January at 7:00 o'clock P.M. at the regular meeting place of said Board.

Section 2. Regular Meeting. Regular meetings shall be held at such time and place as set forth at annual meeting.

Section 3. Special Meetings. The Chairman of the Board of the Authority may when he deems it expedient, upon request of a member of the Board of the Authority, call a special meeting for the purpose of transacting any business designated in the call. Board Members must be notified two or more days prior to the date of the special meeting. No business shall be considered other than that designated in the call.

Section 4. Quorum. At all meetings of the Board of the Authority three of the members of the Board shall constitute a quorum for the purpose of transacting business.

Section 5. Order of Business. At regular meetings of the Board of the Authority the following shall be the order of business:

1. Call meeting to order
2. Roll Call
3. Visitors Comments
4. Review and approval of previous meetings minutes
5. Review and approval of Income & Expense Report
6. Review and approval of Treasurer's Report
7. Engineer's Report
8. Old Business
9. New Business
10. Communications
11. Adjournment

Section 6. Resolutions and Motions. All resolutions and motions shall be in writing and written in the minutes of the meetings

Section 7. Manner of Voting. The voting shall be by roll call, and the ayes and nays shall be entered upon the minutes or such meeting, unless the vote is unanimous of all members present, and in that case the minutes shall so indicate.

Section 8. Recording of Meeting. All meetings shall be recorded with cassette from meetings retained and marked with the date of said meeting.

#### ARTICLE 4 – AMENDMENTS

Section 1. Amendments to By-Laws. These By-Laws may be amended at a regular or special meeting.

Section 2. Notice of Amendments. Notice must be provided in writing to each member two days prior to said meeting of purposed amendment.

Section 3. Voting on Amendments. Amendments may only be voted on if all Five Board Members are present and it would take a minimum vote of 4 ayes and 1 nay to add such an amendment.