

**BY-LAWS  
OF  
SILVER LAKE TOWNSHIP MUNICIPAL AUTHORITY**

**ARTICLE I – THE AUTHORITY**

**Section 1: Name of Authority**

The name of the Authority shall be SILVER LAKE TOWNSHIP MUNICIPAL AUTHORITY.

**Section 2: Office of Authority.**

The office of the Authority shall be at Hubert A. Murphy Municipal Building, 936 John C. McNamara Drive Montrose, Pennsylvania 18801, but the Board of the Authority, by proper resolution, may designate any other place as the office of the Authority.

**ARTICLE II – OFFICERS**

**Section 1: Officers**

The Authority shall consist of five Board Members to be appointed by the Silver Lake Township Supervisors. The Officers of the Authority shall be a Chairman, a Vice Chairman, a Secretary and a Treasurer, to be elected from the members of the Board of the Authority. However, the Secretary need not be a member of the Board. The Board shall have the right, if it desires, to designate an Assistant Secretary and an Assistant Treasurer.

**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. 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 or incapacity of the Chairman, and in 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

The Secretary shall keep the records of the Authority, shall act as secretary at the meetings of the Board of the Authority. The Secretary records all votes, and resolutions of the Board of the Authority in a journal. The assistant secretary shall perform the duties of the secretary in his absence.

### Section 5: Treasurer

The 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 Board may select. The 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 Board except as otherwise authorized by resolution of the Board. All such orders and checks shall be countersigned by the Chairman. He shall keep regular books of the accounts showing receipts and expenditures, and shall render to the Board of the Authority at each regular meeting (or oftener when requested) an account of his transactions and also of the financial condition of the Authority. The assistant Treasurer shall perform the duties of the treasurer in his absence.

### Section 6: Additional Duties

The officers 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 the By-Laws or Rules and Regulations of the Authority.

### Section 7: Election or Appointment

The Chairman, Vice Chairman and Treasurer shall be elected at the annual meeting of the Board of the Authority from among the members of the Board, and shall hold office for one year or until their successors are elected and qualified. The Secretary shall also be elected at the said annual meeting. However, the Secretary need not be a member of said Board.

## Section 8: Vacancies

Should the office of Chairman, Vice Chairman or Treasurer 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. Should the office of the Secretary become vacant, the Board of the Authority shall elect a successor at the next regular meeting and such election shall be for the unexpired term of said office.

## Section 9: 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, (its subsequent amendments) (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.

# ARTICLE III – MEETINGS

## Section 1: Annual Reorganizational Meeting

The Annual Reorganizational meeting of the Board of the Authority shall be held on the fourth Tuesday of January at 7:00 PM at the regular meeting place of said Board. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.

## Section 2: Regular Meetings.

Regular monthly meetings may be held at the office of the Authority at such times and places as determined at the Annual Reorganizational Meeting.

## Section 3: Special Meetings

The Chairman of the Board of the Authority may, when he deems it expedient, and shall upon the written request of two members of the Board, call a Special Meeting of the Board for the purpose of transacting any business designated in the call. The call for a Special Meeting may be delivered to each member of the Board of the Authority or may be mailed to the business or home address of each member. Each member must be notified of the Special Meeting of the Board two days or more prior to the date of the Special Meeting. At such Special Meeting no business shall be considered other than as designated in the call, but if all of the members of the Board members are present other business may be discussed.

#### 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; however, a smaller number may meet and adjourn to some other time or until a quorum is obtained.

#### Section 5: Order of Business

At the regular meetings of the Board of the Authority the following shall be the order of business:

1. Roll call
2. Reading and approval of minutes of previous meeting
3. Bills and communications
4. Report of the Secretary
5. Report of the Treasurer
6. Report of Committee
7. Unfinished Business
8. New Business
9. Adjourn

All resolutions and votes shall be recorded in writing in the Board's journal.

#### Section 6: Manner of Voting

The voting on all questions coming before the Board of the Authority shall be by roll call, and the ayes and nays shall be entered upon the minutes of such meeting, unless the vote is unanimous of all members present, and in that case the minutes shall so indicate.

#### Section 7: Conduct of meetings

The conduct of the meeting, when not in conflict with an express provision of these By-Laws, shall be in accordance with Roberts Rules of Order, Revised.

### ARTICLE IV – AMENDMENTS

#### Section 1: Amendments to By-Laws

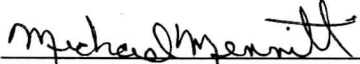
The By-Laws of the Authority shall be amended only with the approval of at least three of the members of the Board of the Authority at a regular or special meeting.

**SILVER LAKE TOWNSHIP MUNICIPAL AUTHORITY**  
**Susquehanna County, Pennsylvania**

**CERTIFICATE RE:**  
**BY-LAWS**

I, the undersigned officer of the above-named authority, hereby certify that the attachment hereto is a true, correct and complete copy of the By-Laws of the Authority in the form in which the same were adopted by the Authority on March 10, 1973 ; amended on April 26, 2005, amended on March 26, 2013 that there have been no changes in, modifications of, or amendments to said By-Laws since said date of amendment; and said By-Laws remain in full force and effect on the date hereof.

IN WITNESS WHEREOF, I have hereunto set my signature as such officer and this 26th date of March 2013.

  
\_\_\_\_\_  
Michael Merritt, Chairman

  
\_\_\_\_\_  
Julie Dantini, Secretary