

**RESOLUTION ADOPTING BY-LAWS
FOR THE
CROMWELL WATER POLLUTION CONTROL AUTHORITY**

BE IT RESOLVED BY the members of the Cromwell Water Pollution Control Authority that the following amended by-laws are hereby adopted and approved as and for the by-laws of the Cromwell Water Pollution Authority.

**BY-LAWS
OF
THE CROMWELL WATER POLLUTION CONTROL AUTHORITY**

ARTICLE I - THE AUTHORITY

SECTION 1 - NAME OF AUTHORITY. This Authority shall be known as “The Cromwell Water Pollution Control Authority (CWPCA)”.

SECTION 2 - OFFICE OF THE AUTHORITY. The office of the Authority shall be 41 West Street in the Town of Cromwell, Connecticut.

SECTION 3 - The seal of the Authority shall be the official seal of the Town of Cromwell.

ARTICLE II - MEMBERS AND OFFICERS

SECTION 1 - MEMBERS. The members shall be five regular members and two alternate members consisting of electors of the Town appointed by the Board of Selectmen as provided by sections C807 and C815 in the Charter of the Town of Cromwell. (The First selectman and the Director of Public Works shall be members ex-officio, but shall have no vote.) Alternate members will be allowed to enter into the discussion of an item on the agenda of the Authority meeting, but shall not be permitted to move a motion before the Authority, or vote on any motion before the Authority, unless seated to fill the absence of a regular member. In the event that a regular member arrives at a meeting after an alternate has been seated, said alternate shall vacate his or her seat to the regular member. Alternate members shall be seated to insure minority representation whenever possible.

SECTION 2 - OFFICERS. The officers of the Authority shall be a chairman, vice chairman, and a secretary-treasurer.

SECTION 3 - CHAIRMAN. The chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the chairman shall sign all contracts, deeds, easement agreements, and other instruments made by and on behalf of the Authority with the approval of the Board of Selectmen or under the authorization of a town meeting when required by law. At each meeting, the chairman shall submit such recommendations, reports, and information as he may consider proper concerning the business, affairs and policies of the Authority.

**RESOLUTION ADOPTING BY-LAWS
FOR THE
CROMWELL WATER POLLUTION CONTROL AUTHORITY**

SECTION 4 - VICE-CHAIRMAN. The vice chairman shall perform the duties of the chairman in the absence or incapacity of the chairman; and in the event 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 Authority shall elect a new chairman.

SECTION 5 - SECRETARY-TREASURER. The office of the secretary-treasurer shall be vested in one member who shall perform all duties incident and proper to the fulfillment of the obligations of these offices.

SECTION 6 - ADDITIONAL DUTIES. The officers of the Authority shall perform such other duties and functions, which may from time to time be required, by the Authority or the by-laws and regulations of the Authority.

SECTION 7 - ELECTION AND APPOINTMENT. After the initial election of officers, the chairman, vice chairman, and secretary-treasurer shall be thereafter be elected at the annual meeting of the Authority, from the members of the Authority. The terms of office shall be for one year, or until their successors are elected and qualified. The Authority shall appoint a clerk and person appointed to fill the office of clerk need not be a member of the Authority.

SECTION 8 - VACANCIES. Should the office of chairman, vice-chairman, or secretary-treasurer become vacant, the Authority shall elect a successor from its membership at a regular or special 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 Section 103 of the Connecticut General Statutes (as amended), and by all other laws of the United States, The State of Connecticut, and ordinances of the Town of Cromwell as may be applicable thereto.

ARTICLE III - MEETINGS

SECTION 1 - ANNUAL MEETING. The annual meeting of the Authority shall be the first regular meeting of the Authority held after July 1 of each year.

SECTION 2 - REGULAR MEETINGS. Regular meetings shall be held at the offices of the Authority or at such other location as may be stated on the call of the meeting. All meetings shall convene at 7:00 p.m. (unless otherwise stated on the call of the meeting) on the second Monday of each month, unless otherwise stated in the annual notice of monthly meetings to the Town of Cromwell.

SECTION 3 - SPECIAL MEETINGS. The chairman or any two members of the Authority may call a special meeting of the Authority for the purposes of conducting any business in the call of the meeting. The call for a special meeting shall be delivered to each regular member and alternate member of the Authority at least 24 hours prior to the date of such special meeting. Such special meetings shall be held

**RESOLUTION ADOPTING BY-LAWS
FOR THE
CROMWELL WATER POLLUTION CONTROL AUTHORITY**

at the offices of the Authority unless otherwise stated in the call of the meeting. At such special meetings, no business shall be considered other than as stated in the call of said meeting.

SECTION 4 - QUORUM. The powers of the Authority shall be vested in the members thereof in office from time to time. Three members shall be considered a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. When a quorum is in attendance, action may be taken by the Authority upon a majority vote of those members present. All members including the chairman shall be entitled to one vote each.

SECTION 5 - ORDER OF BUSINESS. At regular meetings of the Authority, the following shall be the order of business:

1. Call to Order
2. Roll Call and Seating Of Alternates
3. Approve/Amend Agenda
4. Approve/Amend Minutes
5. Report of Chairman
6. Citizens Comments
7. New Business
8. Bills and Correspondence
9. Old Business
10. Miscellaneous
11. Adjournment

SECTION 6 - KEEPING OF RECORDS. All resolutions of the Authority shall be entered into the minutes of the Authority meetings and filed in accordance with the requirements of the Connecticut General Statutes and/or such other law or regulation governing such filing requirements.

SECTION 7 - MANNER OF VOTING. The voting on all questions coming before the Authority shall be by roll call of the members seated at said meeting. The ayes and nays shall be entered into the minutes of said meeting, unless such vote shall be unanimous; providing however, in the case of elections, the vote may be by written ballot.

**RESOLUTION ADOPTING BY-LAWS
FOR THE
CROMWELL WATER POLLUTION CONTROL AUTHORITY**

SECTION 8 - MANNER OF ESTABLISHING RULES. Whenever it becomes necessary for the Authority to establish, revise or rescind its rules on the apportionment of Sewer Assessment Benefit Charges or Sewer Usage Charges, the Authority shall cause the proposed Rule, Revision, or Rescindment be adopted in the following manner:

1. Conduct a Public Hearing.
2. Published the proposed Rule, Revision or Rescindment in a local newspaper at least 10 days prior to said Public Hearing.
3. post the proposed Rule, Revision, or Rescindment in the Office of the Town Clerk at least 5 days prior to said Public Hearing.
4. Vote on the proposed Rule, Revision or Rescindment at a regular or special meeting of the Authority. (This meeting may, at the discretion of the Authority, be held on the same date, and at the same location as the Public Hearing.)
5. The Director of Public Works shall cause the result of the votes to be published in a local newspaper and filed in the Office of the Town Clerk within 5 days after said vote.

Adopted on Date

CWPCA Chairwoman's Signature