

**QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, OCTOBER 12, 2017, 3:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130**

BOARD MEMBERS PRESENT: Chair James Drolett (Dexter Township), Vice Chair Christine Linfield (City of Chelsea), Treasurer Greg McKenzie (Lima Township), Secretary Kathleen Kennedy (Sylvan Township), Marc Keezer (Lyndon Township) and Rick Graustein (Sharon Township).

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Building Official Kim Spittler and Carol Morrow.

OTHERS PRESENT: Earl Heller (Electrical Inspector), Sharon Township Supervisor Pete Psarouthakis, Sharon Township Clerk Chelsea Michael and Sharon Township Zoning Administrator Dave Wilson.

CALL TO ORDER: Chair Drolett called the meeting to order at 3:00 p.m.

CALL TO THE PUBLIC: None.

UPDATE ON WALDO ROAD ISSUE/SHARON TOWNSHIP OFFICIALS:

Much discussion followed with the Sharon Township Officials and the CACA Board regarding the code enforcement regarding 24 inch footing versus 42 inch footing depth issue at the Sheaffer residence in Sharon Township. All of the material from the Chelsea Area Construction Agency (CACA) files has been sent to The State of Michigan Department of Licensing and Regulatory Affairs, and CACA has been waiting for a response. The State of Michigan response letters were sent directly to Sharon Township and not to CACA. Sharon Township officials provided copies of three letters to CACA today, on 10/12/17. After much discussion Sharon Township supervisor stated he would send CACA a letter outlining the Township's specific concerns and requests regarding the Sheaffer issue. It was suggested that CACA talk to our attorney again as well.

APPROVAL OF THE OCTOBER AGENDA: Motion by Linfield, seconded by Graustein, to approve the October Agenda as submitted. All Ayes. Motion carried.

APPROVAL OF MINUTES: Motion by McKenzie, seconded by Graustein, to approve the July 20, 2017 minutes, as corrected. All Ayes. Motion carried.

APPROVAL OF BILLS: Motion by Graustein, seconded by Kennedy, to approve the General Checking bills from 07/20/17 thru 10/12/17 in the amount of \$161,336.36 and the Soil Erosion bills from 07/20/20/17 thru 10/12/17 in the amount of \$13,055.56, as presented on October 12, 2017 summaries from MSK and Associates. All Ayes. Motion carried.

Motion by McKenzie, seconded by Graustein, to authorize final authorize payment of \$6463.00 to Johnson Sign Co. regarding the building sign. All Ayes, Motion carried.

REPORT OF THE CHAIR: Drolett reported that he received another letter regarding the State of Michigan/DEQ position on local SESC inspection authority and a telephone meeting may be held to further clarify next step.

REPORT OF THE TREASURER: McKenzie reported building permit income is \$57,000 over budget, and approved budget is over budget for mileage. Other adjustments suggested by MSK can be done in January.

REPORT OF THE BUILDING OFFICIAL: Kim Spittler reported the following projects: Norfolk building a home on Cavanaugh Lake; Lombardo new phase three homes at Thornton farms, Chrysler project; Norfolk with 18 condos; Peters building 12 more homes; Gestamp will be done by February; Old Jiffy as a day care; Guenther working on building; building on Musbach Road; Jeff Daniels is remodeling; house on Pierce Road; and a house on Conway Road. The agency deposited approximately \$152,000.00 in October.

DISCUSSION OF INCREASE IN INSPECTORS' PAY:

Discussion followed regarding the increase of inspectors' pay per inspection. The building official presented various other agency inspector payments for information.

Motion by Keezer, seconded by McKenzie, to approve an increase in inspector payments, as of November 1, 2017, to \$45.00 per residential inspection. Commercial inspection payments to remain at \$45.00 per inspection. Five Ayes and Graustein abstained. Motion carried.

DISCUSSION OF EMPLOYEES AND INSPECTORS' END OF YEAR BONUS:

Discussion followed.

Motion by Linfield, seconded by Kennedy, to table possible "year-end" bonus decision until the Board gets more information on whether it is possible. All Ayes. Motion carried.

DISCUSSION OF TWO YEARS' OF EMPLOYEES HSA MONEY TO BE HELD IN A GROWTH FUND:

Discussion followed.

Motion by Linfield, seconded by Graustein, to transfer \$24,000.00 from the General Checking Account and create a reserve Interest Bearing Account for employee's future HSA payments. All Ayes. Motion carried.

DISCUSSION OF ADDING ADDITIONAL MONEY INTO THE BUDGET FOR EDUCATION:

Motion by McKenzie, seconded by Keezer, to table increasing education budget amount until the January meeting. All Ayes. Motion carried.

DISCUSSION OF 2018 MEETING DATES:

Motion by Linfield, seconded by Graustein, to approve the 2018 quarterly meeting dates for the CACA Board as January 11, 2018, April 12, 2018, July 12, 2018 and October 11, 2018, all starting at 3:00 P.M., unless otherwise noted. All Ayes. Motion carried.

SESC UPDATE:

This was discussed under Chair report.

OTHER BUSINESS: Discussion followed regarding Soil Erosion control fee charge.

Motion by McKenzie, seconded by Linfield, to table any action on the Soil Erosion Control inspector's recommendation for overall subdivision fee until the next meeting. All Ayes. Motion carried.

Motion by McKenzie, seconded by Kennedy, to table response to Brian Sheaffer LARA complaint No. 1700078 and Sharon Township inquires until a letter is received from Sharon Township, as advised by Sharon Township Supervisor and Clerk, at the meeting of 10/12/17. CACA to forward both correspondence letters from LARA, dated 9/20/17 and Swan Consultants, LLC, letter dated 10/4/17, call received from Sharon Township on 10/12/17, to the CACA Attorney and to CACA insurer for their input and advice as to CACA response to the inquiry. All Ayes. Motion carried.

CALL TO THE PUBLIC: None.

ADJOURNMENT:

Motion by Linfield, seconded by Graustein., to adjourn the meeting at 5:47 p.m. All Ayes.
Motion carried.

Respectfully submitted,

Else Heller
Recording Secretary


Kathleen Kennedy, CACA Board Secretary