

**SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, SEPTEMBER 19, 2019, 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), Secretary Kathleen Kennedy (Sylvan Township), Treasurer Greg McKenzie (Lima Township), and Marc Keezer (Lyndon Township).

BOARD MEMBERS ABSENT:

STAFF PRESENT: Building Official Kim Spittler, Inspectors Earl Heller and Rick Graustein (part time).

OTHERS PRESENT: Julia Upfal (City of Chelsea), Carol Morrow (part time) and Else Heller.

CALL TO ORDER: Chair Drolett called the meeting to order at 3:03 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF THE SEPTEMBER AGENDA: Motion by Keezer, seconded by Linfield, to approve the September Agenda as submitted. All Ayes. Motion carried unanimously.

APPROVAL OF THE AUGUST 08, 2019 MINUTES: Motion BY Linfield, seconded by McKenzie, to approve the August 08, 2019 Special Meeting minutes, as corrected. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Linfield, seconded by Kennedy to approve the General Checking Account bills from 8/09/19 thru 9/19/19 in the amount of \$53,050.95, and the Soil Erosion Checking Account bills from 8/09/19 thru 9/19/19 in the amount of \$1,000.00, as presented on 9/19/19 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Chair Drolett had a small report.

REPORT OF THE TREASURER: McKenzie had a small report.

REPORT OF THE BUILDING OFFICIAL: Kim Spittler reported that they have been extremely busy. St. Louis School is adding 5 new buildings, Chelsea Hillcrest will be building and so will West Chelsea Farms. Sixty permits have been issued this past month in Sylvan Township, Lima Township were issued 20 permits, Lyndon Township were issued 27 permits and Dexter Township were issued 74. For 2019 1,352 permits have been issued to date.

SESC BOND POLICY: Discussion followed.

DISCUSSION OF EMPLOYEE EVALUATIONS: Discussion followed. Evaluations have been completed. Building official employee review was distributed to all board members and has been dated and signed by the review committee and was given to Kim Spittler for his signature and comments, if any.

UPDATE ON SHARON TOWNSHIP'S EXIT PROGRESS: Discussion followed regarding building projects in Sharon Township. Sharon Township is now no longer part of the Chelsea Area Construction Agency, and when all current projects permitted thru CACA are complete all Sharon Township activity will be done.

DISCUSSION OF ONLINE INSPECTION REQUESTS: Discussion followed regarding after hour inspection requests on line.

OTHER BUSINESS: None.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Linfield, seconded by Keezer to adjourn the meeting at 3:27 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Else Heller
Recording Secretary


Kathleen Kennedy, CACA Board Secretary