

**REGULAR MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD  
THURSDAY, JANUARY 9, 2020, 3:00 P.M.  
LOCATION: 12172 JACKSON ROAD  
DEXTER, MI 48130**

**BOARD MEMBERS PRESENT:** Chair James Drolett (Dexter Township), John Hanifan (City of Chelsea), Marc Keezer (Lyndon Township), Tom McKernan (Sylvan Township), and Treasurer Greg McKenzie (Lima Township).

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** None.

**OTHERS PRESENT:** Edwin GreenLeaf.

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

**CALL TO THE PUBLIC:** None.

**APPROVAL OF THE JANUARY 9, 2020 AGENDA:** Motion by Keezer, seconded by McKenzie, to approve the January 9, 2020 agenda. All ayes. Motion carried unanimously.

**APPROVAL OF THE DECEMBER 12, 2019 MINUTES:** Motion by Hanifan, seconded by McKenzie, to approve the December 12, 2019 meeting minutes, as corrected. All Ayes. Motion carried unanimously.

**APPROVAL OF BILLS:** Motion by Hanifan, seconded by Keezer, to approve the General Checking Account bills from 12/13/19 thru 1/9/20 in the amount of \$31,291.73 and the Soil Erosion Control Checking Account bills from 12/13/19 thru 1/9/20 in the amount of \$2,154.00 as presented on the 1/9/20 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

**REPORT OF CHAIR:** Received

**REPORT OF TREASURER:** Need to revise all bank account signatures to 2020 elected officers.

**PERSONAL COMMITTEE REPORT FOR THE CACA BUILDING OFFICIAL POSITION:** Discussion followed. Personnel Committee to continue to post and publish the job description for the Building Official, and applications to be submitted to the Chelsea Area Construction Agency Office until a closing date is determined in the future.

**REPORT OF THE BUILDING OFFICIAL:** No report.

**CONSIDERATION OF CAROL MORROW'S BENEFIT PAYOUT:** Moved by McKenzie, seconded by Hanifan, that the Board authorized Carol Morrow's final payout for accrued sick and vacation time per employee policy. All Ayes. Motion carried unanimously.

**REVIEW OF THE STAFF SALARY BUDGET:** McKenzie reported on the budget for the office staff. Decision was postponed until the 2020/2021 fiscal budget.

**CALL TO THE PUBLIC:** None.

**ADJOURNMENT:** Motion by McKernan, seconded by McKenzie to adjourn the meeting at 4:30 p.m. All Ayes. Motion carried unanimously.

Respectfully submitted,



Kathleen Kennedy  
For Tom McKernan