

**SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, MARCH 12, 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), Treasurer Greg McKenzie (Lima Township), and Marc Keezer (Lyndon Township).

BOARD MEMBERS ABSENT: Secretary Tom McKernan (Sylvan Township).

STAFF PRESENT: None.

OTHERS PRESENT: Else Heller.

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

CALL TO THE PUBLIC: None.

APPROVAL OF THE MARCH 12, 2020 AGENDA: Motion by McKenzie, seconded by Keezer, to approve the March 12, 2020 agenda as submitted. All Ayes. Motion carried unanimously.

APPROVAL OF THE FEBRUARY 13, 2020 MEETING MINUTES: Motion by McKenzie, seconded by Hanifan, to approve the February 13, 2020 meeting minutes as submitted. All Ayes. Motion carried unanimously.

APPROVAL OF THE JANUARY 9, 2020 AND THE JANUARY 21, 2020 MEETING MINUTES:
Minutes not available.

APPROVAL OF BILLS: Motion by Keezer, seconded by Hanifan, to approve the General Checking Account bills from 2/14/20 thru 3/12/20 in the amount of \$46,885.58, and the Soil Erosion Control Checking Account bills from 2/14/20 thru 3/12/20 in the amount of \$2,153.00, as presented on 3/12/20 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Drolett stated he talked to Tom McKernan regarding the January 9th and 21st meeting minutes. He has not talked with Matt from DEQ regarding the Soil Erosion Policy. He received an e-mail from the Insurance Company.

REPORT OF THE TREASURER: McKenzie reported regarding the CACA Balance Sheet. Discussion followed.

AMEND THE 2019-2020 BUDGET: McKenzie discussed the General Fund 2019-2020 Budget. Discussion followed.

Motion by Keezer, seconded by Hanifan, to approve the proposed budget adjustments to increase the final General Fund 2019-2020 budget an additional total of \$15,200 as recommended as per March 12, 2020 submitted draft. All Ayes. Motion carried unanimously.

McKenzie discussed the 2019-2020 Soil Erosion Budget. Discussion followed.

Motion by Keezer, seconded by Hanifan to accept the final 2019-2020 Soil Erosion Control budget as originally adopted. All Ayes. Motion carried unanimously.

APPROVE THE LIMA TOWNSHIP LEASE AND AUTHORIZE THE CHAIR TO SIGN: Discussion followed.

Motion by Hanifan, seconded by McKenzie, to approve the Lima Township office lease and authorize the Chair and Secretary to sign the lease. All Ayes. Motion carried unanimously.

HSA PAYMENT POLICY: Discussion followed.

Motion by McKenzie, seconded by Hanifan, to approve \$6,000 annual HSA payment for each full time employee, March 1 of each year, and to prorate at \$500.00 per month for partial year enrollment, effective March 1, 2020. All Ayes. Motion carried unanimously.

DISCUSSION OF BUILDING OFFICIAL POSITION: Discussion followed. Bruce Connell will be requested to be at the next meeting.

DISCUSSION OF INCREASE IN PAY FOR INTERIM BUILDING OFFICIAL: Discussion followed.

Motion by Keezer, seconded Hanifan, to increase the pay for the interim building official from \$40.00 to \$47.00 per hour, effective March 16, 2020. All Ayes. Motion carried unanimously.

DISCUSSION OF INCREASE IN INSPECTION PAYMENTS FROM \$45.00 TO \$50.00: Discussion followed.

Motion by McKenzie, seconded by Keezer, to table any inspector payment increase pending additional information. All yes. Motion carried unanimously.

DISCUSSION OF COMPUTER COMPONENTS SYSTEM & SECURITY UPGRADES: Discussion followed.

Chair to request recommendations and estimated costs for system upgrades from CACA IT consultant.

APPROVAL OF LAWN CARE & MAINTENANCE CONTRACT: Discussion followed.

Motion by Hanifan, seconded by McKenzie, to approve highlighted items per the Burn's Lawn Care Maintenance Contract in the amount of \$7,148.75, dated March 12, 2020, and authorize the chair to sign the contract. All Ayes. Motion carried unanimously.

OTHER BUSINESS: Discussion followed regarding past building official interviews and to notify them with a letter advising of current status.


CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Hanifan, seconded by Keezer to adjourn the meeting at 4:07 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,



Else Heller
Recording Secretary


~~Tom McKernan~~ Kathleen E. Kennedy
CACA Board Secretary