

SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD

THURSDAY, JULY 23rd, 2020, 3:00 P.M.

LOCATION: MEETING HELD VIA ZOOM DUE TO COVID19

BOARD MEMBERS PRESENT: Chair James Drolett (Dexter Township), John Hanifan (City of Chelsea), Treasurer Greg McKenzie (Lima Township), Pam Byrnes (Lyndon Township), Kathy Kennedy (Sylvan Township)

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Robert Bruce Connell, Devin Morgan

OTHERS PRESENT: Dave Cooper.

CALL TO ORDER: Chair Drolett called the meeting to order at 3:04 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF JULY 23rd, 2020 MEETING AGENDA: Motion by Kennedy, seconded by McKenzie, to approve July 23rd, 2020 agenda. All Ayes. Motion carried unanimously.

APPROVAL OF MAY 14TH, 2020 MEETING MINUTES: Motion by Kennedy, seconded by McKenzie, to approve May 14th, 2020 minutes as presented with revision of board secretary from Tom McKernan to Kathleen Kennedy. All Ayes. Motion carried unanimously. Note: No June 2020 meeting was held.

APPROVAL OF THE JANUARY 9, 2020, JANUARY 15, 2020 AND THE JANUARY 21, 2020 MEETING MINUTES: Minutes not available.

APPROVAL OF BILLS: Motion by Byrnes, seconded by Hanifan, to approve the General Checking Account bills in amount of \$83,949.94, the Soil Erosion Control Checking Account bills in amount of \$4,316.00 and Bond Deposits Checking account refund in amount of \$9,048.00 from 5/13/2020 through 7/23/2020 as presented on 7/23/2020 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Nothing to report.

REPORT OF THE TREASURER: Budget vs Actual from 3/1/2020 to 7/23/2020 statements were presented.

DISCUSSION WITH DAVE COOPER ABOUT PRINTER AND PHONE SYSTEM UPGRADES: Dave Cooper presented and explained the phone and printer upgrades. Discussion followed. Motion

by Drolett, seconded by Byrnes, to approve #1, #2, #3, #5 (on IT issues page submitted by DesignMicro, Inc dated 5/13/2020) for a total not to exceed \$5,160.00 dispersed as Capital improvements/other. All Ayes. Motion Carried unanimously. Note: #4 was previously approved and #6 will be on hold at this time.

DISCUSSION OF LIBERTY MUTUAL WORKERS COMPENSATION RENEWAL: Discussion followed. At next billing cycle CACA will pay remainder of year premium.

DISCUSSION OF INCREASE IN INSPECTION PAYMENTS FROM \$50.00 TO \$55.00: Discussion followed. Motion by Byrnes, seconded by McKenzie, to raise inspection payments to all inspectors from \$50 to \$55 per inspection effective August 1st, 2020. All Ayes. Motion carried unanimously.

DISCUSSION OF CITY OF CHELSEA CONTRACT INCREASE: Discussion followed. Motion by Hanifan, seconded by Brynes, authorize and approve a 2% raise in hourly rate for Devin Morgan effective July 1st, 2020. All Ayes. Motion carried unanimously.

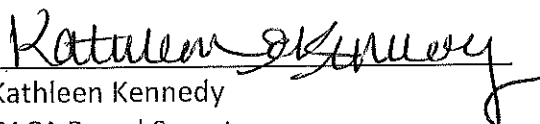
DISCUSSION OF BUILDING OFFICIAL POSITION: Discussion followed. Bruce Connell will currently remain as building official and continue to mentor Howard Nelson. Bruce stated that he will not be renewing his licenses when they expire on September 16th, 2021 and the position needs to be filled before then.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Byrnes, seconded by McKenzie to adjourn the meeting at 4:10p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan
Recording Secretary


Kathleen Kennedy
CACA Board Secretary