

REGULAR MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, AUGUST 13, 2020, 3:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130

BOARD MEMBERS PRESENT: Chair James Drolett (Dexter Township), Treasurer Greg McKenzie (Lima Township), Pam Byrnes (Lyndon Township), and Kathleen Kennedy (Sylvan Township).

BOARD MEMBERS ABSENT: John Hanifan (City of Chelsea).

STAFF PRESENT: Bruce Connell.

OTHERS PRESENT: Else Heller and Kurt Koseck (Sylvan Township).

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

CALL TO THE PUBLIC: None.

APPROVAL OF THE AUGUST 13, 2020 AGENDA: Motion by Byrnes, seconded by McKenzie, to approve the August 13, 2020 agenda as amended to remove approval of minutes for January 9, 2020, January 15, 2020, and January 21, 2020. All Ayes. Motion carried unanimously.

ELECTION OF BOARD SECRETARY: Motion by McKenzie, seconded by Byrnes, to nominate and elect Kathleen Kennedy as the Chelsea Area Construction Agency Board Secretary. All Ayes. Motion carried unanimously.

APPROVAL OF THE JULY 23, 2020 MEETING MINUTES: Motion by Byrnes, seconded by Kennedy, to approve the July 23, 2020 meeting minutes as corrected.. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Kennedy, seconded by Byrnes, to approve the General Checking Account bills from 7/24/20 thru 8/13/20 in the amount of \$34,964.36, and the Soil Erosion Control Checking Account bills from 7/24/20 thru 8/13/20 in the amount of \$1,753.00, as presented on 8/13/20 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Drolett reported Greg McKenzie and he have been working on the January 9, 15 and 21, 2020 meeting minutes. He has also been working on the Amendments for By-Laws. Discussion followed.

REPORT OF THE TREASURER: McKenzie reported MSK will provide a balance sheet next month.

REPORT OF THE BUILDING OFFICIAL: Bruce Connell reported they had issued 107 permits since the last meeting. \$31,852.77 has been deposited since the last meeting. Present large projects are Silver Maples and IHA.

DISCUSSION OF FOIA REQUEST POLICY: Bruce Connell discussed the existing FOIA policy. A FOIA has been requested by a lawyer on July 29, 2020. This policy should be on the agency website. Discussion followed.

Motion by McKenzie, seconded by Byrnes, to send the existing FOIA policy to attorney Victor Lillich for his review and input and recommended updates. All Ayes. Motion carried unanimously.

DISCUSSION OF PREVIOUS APPLICANTS FOR BUILDING OFFICIAL POSITION: Chair Drolett discussed the issue. Four applicants that have applied for the position and have not been told yes or no for the position. We need to get an answer and/or update to them. The committee and Board has not made a decision at this point and a former Building Official has returned to the position.

Motion by McKenzie, seconded by Byrnes, for the Chair to send the four remaining applicants, that were previously interviewed, an informational letter stating that at this point the Agency has not made a decision and the position has been filled by a former building official. All Ayes. Motion carried unanimously.


OTHER BUSINESS: Byrnes reported that she has seen a document from the Attorney General regarding FOIA.

CALL TO PUBLIC: None.

ADJOURNMENT: Motion by McKenzie, seconded by Kennedy to adjourn the meeting at 3:53 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Else Heller
Recording Secretary


Kathleen Kennedy
CACCA Board Secretary