

**QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, OCTOBER 8, 2020, 3:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130**

NOTE: NO SEPTEMBER BOARD MEETING WAS HELD.

BOARD MEMBERS PRESENT: Chair James Drolett (Dexter Township), Treasurer Greg McKenzie (Lima Township), Pam Byrnes (Lyndon Township), Kurt Koseck (Sylvan Township-Alternate) and Julia Upfal (City of Chelsea-Alternate).

BOARD MEMBERS ABSENT:

STAFF PRESENT: Bruce Connell and Devin Morgan (Part Time)

OTHERS PRESENT: Else Heller.

CALL TO ORDER: Chair Drolett called the meeting to order at 3:05 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF THE OCTOBER 8, 2020 AGENDA: Motion by Byrnes, seconded by Upfal, to approve the October 8, 2020 agenda as amended to remove Election of Board Secretary. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES - January 9, 2020, January 15, 2020 January 21, 2020 and August 13, 2020:

Motion by McKenzie, seconded by Koseck, to approve the January 9, 2020, January 15, 2020 and the January 21, 2020 meeting minutes All Ayes. Motion carried unanimously.

Motion by Byrnes, seconded by Koseck, to approve the August 13, 2020 meeting minutes as corrected. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by McKenzie, seconded by Byrnes, to approve the General Checking Account bills from 8/13/20 through 10/8/20 in the amount of \$77,859.49, the Soil Erosion Control Checking Account bills from 8/13/20 through 10/8/20 in the amount of \$6,104.50, and the Bond Deposit Checking Account from 8/13/20 through 10/8/20 in the amount of \$2,000.00 as presented on 10/8/20 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Drolett reported on activities pertaining to CACA.

REPORT OF THE TREASURER – PROVIDE BALANCE SHEET & QUARTERLY BUDGET VS ACTUAL:

McKenzie distributed the Petty Cash Activity, the Soil Erosion Statement of Activities and the General Fund Statement of Activities for Budget vs Actual for 3/1/20 through 3/1//20 as provided by MSK & Associates review. Discussion followed.

The CACA Balance Sheet as of 10/8/20 was distributed to the Board. MSK & Associates to provide clarification of some items after review of latest audit report.

REPORT OF THE BUILDING OFFICIAL: Bruce Connell stated if there is a mild winter building will not slow down. Discussion followed.

APPROVAL OF NEW FOIA REQUEST POLICY:

Motion by McKenzie, seconded by Upfal, that the CACA Board adopt and approve the FOIA Policy, Procedures and Guidelines, dated October 8, 2020, as submitted by Township Attorney Lillich. All Ayes. Motion carried unanimously.

REVIEW & ACCEPTANCE OF 2019/20 AUDIT REPORT:

Motion by Upfal, seconded by Koseck, to receive, accept and file the 2019/20 audit report from Drake Certified Public accountants. All Ayes. Motion carried unanimously.

DISCUSSION OF AGRICULTURAL PERMITS:

Discussion followed regarding agricultural buildings and permit requirements under the Right-To-Farm Act.

DISCUSSION OF BALLOT BOX LOCATION: Bruce Connell discussed the location for the Lima Township absentee ballot box.

Motion by McKenzie, seconded by Byrnes, to locate the ballot box on the west side of the entry way into the CACA building, and that Lima Township pay for the cost of installation. All Ayes. Motion carried unanimously.

OTHER BUSINESS:

Snow Plowing was discussed and request for additional proposals.. It was decided to put this on the November agenda.

Chair Drolett read a letter from MERS. Discussion followed.

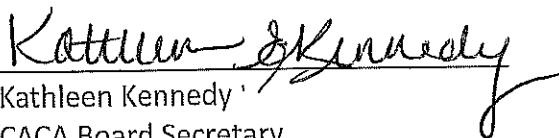
Motion by Byrnes, seconded by Upfal, to authorize the Chair to sign to revised agreement letter and contracts with MERS per the submitted form. All Ayes, Motion carried unanimously.

CALL TO PUBLIC: None.

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

Respectfully Submitted,

Else Heller
Recording Secretary


Kathleen Kennedy
CACCA Board Secretary