

**SPECIAL MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, DECEMBER 10th, 2020, 3:00 P.M.
LOCATION: MEETING HELD VIA ZOOM DUE TO COVID-19**

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

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Devin Morgan

OTHERS PRESENT: None

CALL TO ORDER: Chair Drolett called the meeting to order at 3:02 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF DECEMBER 10TH, 2020 MEETING AGENDA: Motion by McKenzie, seconded by Hanifan, to approve December 10th, 2020 agenda. All Ayes. Motion carried unanimously.

APPROVAL OF OCTOBER 8th, 2020 MEETING MINUTES: Motion by Byrnes, seconded by Hanifan, to approve October 8th, 2020 minutes as presented. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by McKenzie, seconded by Hanifan, to approve the General Checking Account bills in amount of \$83,135.13, the Soil Erosion Control Checking Account bills in amount of \$6,121 from 10/9/2020 through 12/10/2020 as presented on 12/10/2020 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: Carrol Morrow was notified that she will be removed from Verizon plan by December 31st, 2020. We will release the phone numbers for her cell phone and watch if she would like to keep those phone numbers.

REPORT OF THE TREASURER: McKenzie is going to talk with MSK to see if any changes need to be made to the balance sheet per the 2019/20 audit report.

ELECTION OF OFFICERS FOR 2021: Motion by Byrnes, seconded by McKenzie to re-elect current slate of board officers. Chair- Jim Drolett, Vice Chair- John Hanifan, Treasurer- Greg McKenzie, Secretary- Kathy Kennedy. All Ayes. Motion carried unanimously.

DISCUSSION OF RATE INCREASE FOR VICTOR L. LILlich, JD & ASSOCIATES, PLLC: Motion by McKenzie, seconded by Brynes, to accept letter of rate increase dated 11/15/2020 as presented from Victor Lillich. All Ayes. Motion carried unanimously.

DISCUSSION OF OLD NATIONAL BANK CD ROLLOVER: Discussion followed. Motion by Hanifan, seconded by Brynes, to rollover existing CD at Old National Bank for one year. All Ayes. Motion carried unanimously.

DISCUSSION OF BONUSES: Discussion followed. Motion by Brynes, seconded by Hanifan, to give performance based bonuses. Gross amount of \$1,500.00 for Bruce Connell and Devin Morgan. Gross amount of \$500.00 for primary inspectors: Howard Nelson, John Douglass, Keith King and Thomas Trudeau. All Ayes. Motion carried unanimously.

DISCUSSION OF SNOW PLOW CONTRACT: Discussion followed. Motion by McKenzie, seconded by Brynes, approve and authorize the Chair to sign Luick Snow Plowing Contract dated November 2020-April 2021. All Ayes. Motion carried unanimously.

DISCUSSION TO SET 2021 BOARD MEETING DATES: Discussion followed. Motion by Hanifan, seconded by Brynes, to approve 2021 Meeting schedule with the amendment of Wednesday, November 10th, 2021 instead of Thursday, November 11th, 2021. All Ayes. Motion carried unanimously.

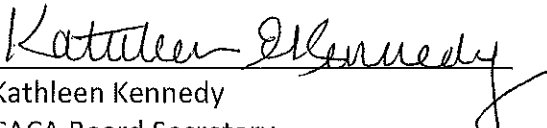
APPROVAL OF DRAKE ENGAGEMENT LETTER: Motion by Drolett, seconded by Brynes, to accept and authorize Chair to sign Drake engagement letter for audit for fiscal year ending March 31st, 2021. All Ayes. Motion carried unanimously.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Brynes, seconded by McKenzie, to adjourn the meeting at 3:39 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan
Recording Secretary


Kathleen Kennedy
CACA Board Secretary