

**MONTHLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, FEBRUARY 18TH, 2021, 3:00 P.M.
LOCATION: MEETING HELD VIA ZOOM DUE TO COVID-19**

BOARD MEMBERS PRESENT: Chair James Drolett (Called in from home Dexter Township), Julia Upfal (City of Chelsea- Called in from home in Ann Arbor), Greg McKenzie (Called in from Lima Township), Pam Byrnes (Called in from home in Lyndon Township), Kathy Kennedy (Called in from Sylvan Township)

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Devin Morgan

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

CALL TO THE PUBLIC: None. David Brooks joined later during meeting.

APPROVAL OF February 18TH, 2021 MEETING AGENDA: Motion by Byrnes, seconded by McKenzie, to approve amended February 18th, 2021 agenda by adding Other Business: Part Time Employee Discussion. All Ayes. Motion carried unanimously.

APPROVAL OF JANUARY 14th, 2021 MEETING MINUTES: Motion by Byrnes, seconded by McKenzie, to approve January 14th, 2021 minutes. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Byrnes, seconded by Kennedy, to approve the General Checking Account bills in amount of \$39,682.85 and the Soil Erosion Control Checking Account bills in amount of \$2,925.00 from 1/15/2021 through 2/18/2021 as presented on 2/18/2021 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: None

REPORT OF THE TREASURER: Approximately \$40,000 of SESC Bond money will be moved from SESC checking account into Bond checking account. McKenzie will work with Devin & Howard to determine exact amount that is going to be transferred. Board was provided with updated current account activities budget vs actual thru 2-18-21 and revised 20/21 balance sheet.

ADOPTION OF 2021-2022 BUDGET: Motion by McKenzie, seconded by Kennedy, to approve adoption of 2021-2022 budget for the General Checking Fund in the amount of \$585,519.00 in income and \$578,324.00 in expenses and SESC \$60,100.00 in income and \$61,000.00 in expenses as presented on 2/17/2021 summaries from MSK and Associates. Roll call vote: Drolett, Upfal, McKenzie, Byrnes, Kennedy. All Ayes. Motion carried unanimously.

APPROVAL OF BURNS LAWN CARE & LANDSCAPING MAINTENANCE CONTRACT: Discussion followed. Motion by McKenzie, seconded by Byrnes, to approve Burns Lawn Care & Landscaping Contract Proposal dated for 2021 lawn services not to exceed \$8000.00 and authorize Building Official to sign contract and make any adjustments to proposal as needed within budget. All Ayes. Motion carried unanimously.

DISCUSSION OF HSA: Discussion followed. Motion by Byrnes, seconded by Kennedy, to increase CACA HSA annual contribution from \$6,000.00 to \$7,200.00 for Office Manager. All Ayes. Motion carried unanimously.

OTHER BUSINESS- PART TIME OFFICE HELP:

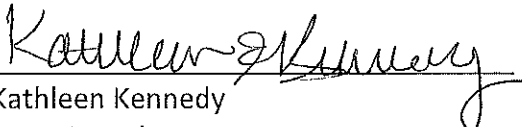
Discussion followed. Office Manager will create job description for part time/on call office help to be reviewed by Building Official (Bruce Connell) and Chair (Drolett) and publish in Chelsea Update and/or other local job posting locations.

CALL TO THE PUBLIC: David Brooks.

ADJOURNMENT: Motion by Byrnes, seconded by Kennedy, to adjourn the meeting at 4:01 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan
Recording Secretary


Kathleen Kennedy
CACA Board Secretary