

**MONTHLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD  
THURSDAY, JANUARY 27<sup>th</sup>, 2022, 2:00 P.M.  
LOCATION: 12172 JACKSON ROAD  
DEXTER, MI 48130**

**BOARD MEMBERS PRESENT:** David Rohr (Dexter Township), Duane Luick (Lima Township), Julia Upfal (City of Chelsea), Pam Byrnes (Lyndon Township), Amanda Nimke Ballard (Sylvan Township)

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Devin Morgan, Matt Forster

**OTHERS PRESENT:** None.

**CALL TO ORDER:** Chair Upfal called the meeting to order at 2:11 p.m.

**CALL TO THE PUBLIC:** None.

**APPROVAL OF AGENDA:** Motion by Byrnes, seconded by Luick, to approve agenda as presented. All Ayes. Motion carried unanimously.

**APPROVAL OF MINUTES:** Motion by Byrnes, seconded by Nimke Ballard, to approve December 9<sup>th</sup>, 2021 meeting minutes as presented. All Ayes. Motion carried unanimously.

**APPROVAL OF BILLS:** Motion by Byrnes, seconded by Luick, to approve the General Checking Account bills in amount of \$77,370.61, the Soil Erosion Control Checking Account bills in amount of \$10,214.00 from 12/10/2021 through 1/27/2022 as presented on 1/26/2021 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

**REPORT OF THE CHAIR:** None.

**REPORT OF THE TREASURER:** None.

**REPORT OF BUILDING OFFICIAL:** Discussion followed. We have been busy and have processed over 125 permits in the last 2 weeks. Beverly Buck resigned from her position and we will be posting an ad to hire for a part-time office assistant. Betty and Jim Robbins retired from the cleaning position. We are working with BS&A to get quote on getting Field Inspection Software that will allow our inspectors to use tablets in the field. We will provide board with additional details when we have them.

**DISCUSSION/REVIEW OF ANNUAL BUDGET:** Discussion followed.

Motion by Byrnes, seconded by Nimke Ballard, to approve CACA 2022-2023 Fiscal Year Budget as presented by Luick. All Ayes. Motion carried unanimously.

Motion by Byrnes, seconded by Luick, to approve SESC 2022-2023 Fiscal Year Budget as presented by Luick. All Ayes. Motion carried unanimously.

**DISCUSSION OF OFFICE MANAGER'S ANNUAL REVIEW:** Motion by Byrnes, seconded by Nimke Ballard, on Devin Morgan's annual hire date of February 10<sup>th</sup>, increase her salary to \$80,000/year and in 6 months board will review for performance and salary. All Ayes. Motion carried unanimously.

**DISCUSSION TO ADD BOARD MEMBERS AS CSB "AUTHORIZED SIGNER":** Motion by Nimke Ballard, seconded by Rohr, to approve Julia Upfal, Duane Luick, Amanda Nimke Ballard, and Jim Drolett as signers on the Chelsea Area Construction Agency and SESC accounts, including Chelsea State Bank and Flagstar Bank. All Ayes. Motion carried unanimously.

Motion by Byrnes, seconded by Luick, to remove Kathy Kennedy and John Hanifan on all CACA and SESC accounts. All Ayes. Motion carried unanimously.

**DISCUSSION OF HSA ANNUAL CONTRIBUTION ON MARCH 1<sup>ST</sup>, 2022:** Motion by Byrnes, seconded by Luick, to approve MSK to disperse check in the amount of \$7,300.00 for Devin Morgan's annual HSA employer contribution on March 1<sup>st</sup>, 2022. All Ayes. Motion carried unanimously.

**DISCUSSION OF CSB PETTY CASH ACCOUNT:** Motion by Byrnes, seconded by Luick, to authorize Matt Forster to be an authorized signer on the CSB petty cash checking account and obtain access to account with use of debit card. All Ayes. Motion carried unanimously.

**OTHER BUSINESS:** Motion by Byrnes, supported by Rohr, to resend the motion on December 9<sup>th</sup>, 2021 for MSK to set up HRA and transfer \$2,500.00 from General Checking into HRA account. All Ayes. Motion carried unanimously.

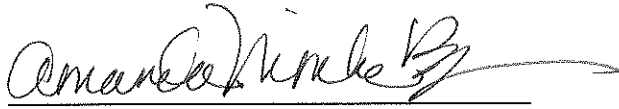
Motion by Byrnes, supported by Luick, to direct MSK to continue Health Care Reimbursement payments to Matt Forster not to exceed \$800.00 month. All Ayes. Motion carried unanimously.

**CALL TO THE PUBLIC:** None.

**ADJOURNMENT:** Motion by Luick, seconded by Byrnes, to adjourn the meeting at 3:35 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan  
Recording Secretary

A handwritten signature in cursive script, reading "Amanda Nimke Ballard", with a long horizontal flourish extending to the right.

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Amanda Nimke Ballard  
CACA Board Secretary