

QUARTERLY MEETING OF THE CHELSEA AREA CONSTRUCTION AGENCY BOARD
THURSDAY, SEPTEMBER 14th, 2023, 1 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130

BOARD MEMBERS PRESENT: Michelle Stamboulellis (Dexter Township), Duane Luick (Lima Township), Pam Byrnes (Lyndon Township), Amanda Nimke (Sylvan Township).

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Devin Morgan.

OTHERS PRESENT:

CALL TO ORDER: Luick called the meeting to order at 1:12 p.m.

CALL TO THE PUBLIC: None.

APPROVAL OF AGENDA: Motion by Byrnes, seconded by Luick, to approve the June 8th, 2023, agenda with the addition of Discussion of Zoning. All Ayes. Motion carried unanimously. Motion by Stamboulellis, seconded by Luick, to approve the June 8th, 2023, amended agenda with the addition of Election of Officers. All Ayes. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Luick, seconded by Byrnes, to approve June 8th, 2023, meeting minutes. All Ayes. Motion carried unanimously.

APPROVAL OF BILLS: Motion by Byrnes, seconded by Luick, to approve the General Checking Account bills in amount of \$304,642.36, the Soil Erosion Control Checking Account bills in amount of \$74,276.00 from 6/1/2023 through 8/31/2023 as presented on 9/6/2023 and 9/14/23 summaries from MSK and Associates. All Ayes. Motion carried unanimously.

Motion by Luick, seconded by Byrnes, authorizing chair to send letter from Board to MSK requesting CSB account activity to be sent to office manager a minimum of 7 days prior to board meetings. All Ayes. Motion carried unanimously.

REPORT OF THE CHAIR: None.

REPORT OF THE TREASURER: Luick reports that he received a financial report from Devin summarizing agencies finances. Old National and Flagstar CD's will renew soon, and he is continuing to monitor these.

REPORT OF BUILDING OFFICIAL: Report of Building Official as presented by Devin Morgan. Morgan states that Forster had family obligations and was unable to attend this meeting. The

agency has processed 689 permits in the last quarter and 48 of them were for new single family residential homes. July 1st, we transitioned to Paychex for our payroll services. Paychex has been struggling with setting up the reporting features for MSK and coordinating with MERS for our contributions. Paychex realized that our health insurance is not compliant, so we need to change what we offer to our employees.

Dave Rohr is no longer with Dexter Township. Maris Metz is our new Dexter Township representative and Michelle Stambouellis is her alternate. Adrianna Jordan is no longer with the City of Chelsea and Chelsea has not appointed a new representative.

Motion by Byrnes, seconded by Nimke, to require that Building Official be present at CACA Quarterly Board Meetings unless there are unforeseen extenuating circumstances. All Ayes. Motion carried unanimously.

DISCUSSION OF ANNUAL AUDIT BY DRAKE CERTIFIED PUBLIC ACCOUNTANTS: Motion by Byrnes, seconded by Luick, to accept audit by Drake Certified Public Accounts for the fiscal year ending February 28th, 2023. All Ayes. Motion carried unanimously.

DISCUSSION OF HEALTH INSURANCE AND HSA: Motion by Byrnes, seconded by Luick, to approve CACA Health Care Package as presented for full time employees effective 10/1/2023 to be reviewed in one year or earlier if necessary. All Ayes. Motion carried unanimously.

DISCUSSION TO INCREASE PETTY CASH ACCOUNT BALANCE: Motion by Luick, seconded by Nimke, to increase petty cash account balance to \$5,000 to allow CACA to set up ACH/payments for recurring monthly bills. All Ayes. Motion carried unanimously.

DISCUSSION OF SESC PROGRAM: Discussion followed.

DISCUSSION OF PATIO QUOTE: Discussion followed.

DISCUSSION OF PERFORMANCE BASED BONUSES: Motion by Byrnes, seconded by Luick, to give performance-based bonuses to be paid in December 2023 as follows: Each primary inspector to receive \$2,500, SESC inspector to receive \$2,500, Building Official and Office Manager to each receive \$5,000, Office Assistant to receive \$1,000, part-time helper to receive \$500. All Ayes. Motion carried unanimously.

ELECTION OF OFFICERS: Motion by Luick, seconded by Byrnes, to nominate Chelsea Area Construction Agency Officers as follows; Nimke as chair, Luick as Treasurer, Byrnes as Secretary, and Dexter Representative as Vice Chair. All Ayes. Motion carried unanimously.

DISCUSSION OF ZONING: Discussion followed. Table until next meeting.

DISCUSSION OF RETREAT: Discussion followed. Table until next meeting.

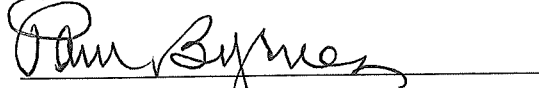
OTHER BUSINESS: None.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion by Luick, seconded by Stamboulellis, to adjourn the meeting at 2:54 p.m. All Ayes. Motion carried unanimously.

Respectfully Submitted,

Devin Morgan
Recording Secretary

A handwritten signature in cursive script, reading "Pam Byrnes", written over a horizontal line.

Pam Byrnes
CACCA Board Secretary