

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
April 7, 2025 - 6:30 p.m.

The meeting was called to order at 6:30 p.m. with the Pledge of Allegiance.

Roll Call: Rick Hamill, Supervisor  
Tami Flowers, Clerk  
Jennifer Frederick, Treasurer  
Grant Charlick, Trustee  
Brian Howe, Trustee  
Beth Lewis, Trustee  
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George  
Lieutenant Matt Snyder  
Lisa Hamameh, Township Attorney

Visitors: 4

**Approval of Agenda:**

Mr. Howe moved to approve the agenda as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

**Consent Agenda Approval:**

March 3, 2025 Board of Trustees Meeting Minutes  
March 3, 2025 Board of Trustees Closed Session Minutes  
List of Bills dated March 13, March 27 and April 10, 2025 plus additions  
Kris Kopacki Independent Contractor Agreement - Watering  
Road Commission of Oakland County 2025 Dust Control  
Standard Dental Insurance Renewal  
W.O.T.A. Alternate Appointment – Cassie Blascyk  
Budget Amendment for the Township's Participation in the Boardwalk Project  
ACE Pyro 2025 Fireworks Contract  
Resolution 25-05 to Authorize the Closure of Roads for Founders Day Parade and Events  
Resolution 25-06 Placement of Signage on M-59 Median for Founders Day  
Resolution 25-07 to Authorize West Nile Virus Fund Expense Reimbursement Request

**Receive and File:**

Activity Center Council Treasurer's Report – February 2025  
Activity Center Director's Report – February 2025  
Building Department Report – February 2025  
DDA Board Minutes – January and February 2025  
Financial Report – Pre Audit December 2024  
Fire Department Report – January, February, and March 2025  
Library Board Minutes – February 2025

Library Director's Report – February 2025  
Planning Commission Minutes – March 6, 2025  
Sheriff's Department Report – March 2025  
Zoning Board of Appeals Minutes – February 19, 2025

Mr. Hamill moved to approve the consent agenda as amended. Ace Pyro 2025 Fireworks Contract shall be approved upon attorney review. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

**Announcements and Information Inquiry:**

- a) Highland Township Offices will be closed on Friday, April 18th, in observance of Good Friday
- b) Passing of Sue Gibson – Former Township Employee, Margaret Sharpe – Former Township Deputy Treasurer, and John Pratt – Township Fire Fighter
- c) Invasive Plant Removal Workday, April 26th at Hickory Ridge Pines Park from 10 am – 1 pm
- d) Ladies Day Out, April 26th from 10am – 5 pm Historic Downtown Highland
- e) Prayer Breakfast on Thursday, May 1st, for National Day of Prayer at Church of the Holy Spirit

**Public Comment:**

No public comment.

**Public Hearing:**

- a) Industrial Facilities Tax Exemption Certificate Transfer Application

Public Hearing opened at 6:34 p.m. and closed at 6:35 p.m. No public comment was offered.

**New Business:**

- a) Resolution 25-08 Industrial Facilities Tax Exemption Certificate Transfer Application

Ms. Frederick moved to approve Resolution 25-08 Industrial Facilities Tax Exemption Certificate Transfer Application as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

- b) Maintenance Supervisor Position

Mr. Salvia moved to hire Deej Hubenschmidt as the full-time Maintenance Supervisor, starting date April 8, 2025, hourly wage \$28.00/hour not to exceed 1,950 hours per year. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

c) Maintenance Assistant Position

Ms. Frederick moved to hire Thomas Blascyk as the full-time Maintenance Assistant, starting date April 8, 2025, hourly wage \$24.00/hour not to exceed 1,950 hours per year. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

d) Budget Amendment for Maintenance Positions

Ms. Frederick moved to approve the Budget Amendment for Maintenance Positions to add two new full-time maintenance positions and eliminate the seasonal part-time maintenance position. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

e) Dental Reimbursement Request

Mr. Charlick moved to approve the Dental Reimbursement Request of \$1,000.00 from 2024 not to affect the value of the \$1,000.00 for 2025. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

f) Award Window Restoration Bid for Steeple Hall

Mr. Hamill moved to award the bid to Diedrich Painting for the exterior painting and glazing of windows for the gallery space at Steeple Hall in the amount of \$13,456.00. Mr. Charlick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

g) Request for Payment Approval – TPC Lawn & Landscape, Inc.

Mr. Hamill moved to approve the payment of \$11,488.56 to TPC Lawn & Landscape, Inc. for the services rendered on June 22, 2024 and July 6, 2024. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

h) Budget Amendment for Refuse 3rd Party Expense

Mr. Hamill moved to approve the Budget Amendment for Refuse 3rd Party Expense as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

i) Personnel Policy Revisions

Ms. Frederick moved to approve the Personnel Policy Revisions effective on April 7, 2025. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

j) Ordinance Officer Assistant & Fire Department Administrative Assistant

Ms. Frederick moved to approve Laura Carpenter as the full-time Ordinance Officer Assistant and Fire Department Administrative Assistant starting date April 9, 2025, hourly wage \$20.65 per hour not to exceed 2,080 per year. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

k) Resolution 25-09 Declaring Surplus Property and Approving the Conveyance Thereof –  
Property located adjacent to South Bay Shores Condominium in Highland Township

Ms. Frederick moved to approve Resolution 25-09 Declaring Surplus Property and Approving the Conveyance Thereof – Property located adjacent to South Bay Shores Condominium in Highland Township. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

l) URSA 25-01 Special Approval of Land Use for drive-through facility for restaurant; 140 W. Highland; PIN 11-22-301-007; Applicant: Steve Kolber, Kolbrook Design; Property Owner: OM Group

Mr. Charlick moved to approve the URSA 25-01 Special Approval of Land Use for a drive-through facility for restaurant; 140 W. Highland; PIN 11-22-301-007; Applicant: Steve Kolber, Kolbrook Design; Property Owner: OM Group with the knowledge it meets all of the seven tenants of our special use and that it does not affect other pieces of property. The following conditions apply: pedestrian connections to multi-purpose pathway on the south; provision of a landscape design that includes buffers to deaden the sound and screen from the cemetery. Site lighting consistent with the ordinance and a final site plan, based on the preliminary site plan prepared by Kolbrook Design and responsive to the other issues identified by the Planning Director, Township Engineer and as discussed. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

m) Purchase requests for Fire Department

Mr. Hamill moved to approve Bio-Care as an official vendor for Highland Township. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

Mr. Hamill moved to approve both Gracon Services and Bio-Care invoices as attached. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

**Adjourn:**

Supervisor adjourned the meeting at 7:39 p.m.



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Tami Flowers, MiPMC  
Highland Township Clerk



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Rick A. Hamill  
Highland Township Supervisor