

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
August 7, 2023 - 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  
Judy Cooper, Trustee  
Brian Howe, Trustee  
Beth Lewis, Trustee  
Joseph Salvia, Trustee

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

Visitors: 7

**Approval of Agenda:**

Mrs. Cooper 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, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Consent Agenda Approval:**

**Approve:**

- a) July 10, 2023 Board of Trustees Minutes
- b) List of Bills dated July 27, 2023 and August 10, 2023 plus additions
- c) HDDA Reappointment of Board Members Matt Barnes, Cassie Blascyk, and Dale Feigley
- d) Budget Amendments DDA Design

**Receive and File:**

Activity Center Council Minutes/Treasurer's Report – June 2023  
Activity Center Director's Report – June 2023  
Building Department – June 2023  
Financial Report – June 2023  
Fire Department Report – July 2023  
Library Board Minutes – June 2023  
Library Director's Report – June 2023  
Sheriff's Department Report – July 2023  
Treasurer's Report – June 2023

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

**Announcements and Information Inquiry:**

- a) Township Offices will be closed on Monday, September 4th, in Observance of Labor Day
- b) Farmers' Market on Saturdays at Milford Rd & M-59 from 10 a.m. to 2 p.m.
- c) Sounds Like Summer Concert Series on Tuesdays at 7:00 p.m. in Veterans Park

**Public Comment:**

Complaint regarding neighbor's fencing and the Township's handling of her situation. A second person also complained about the Township's response to a problem he has with his neighbor.

**Presentation:**

- a) Kindness Matters

Nancy Branstetter explained the Kindness Matters initiative to share your random act of kindness story, photo, video, or favorite quote. She also is looking for suggestions on how to celebrate Be Kind to Humankind Week August 26 – August 31, 2023.

**Pending Business:**

- a) Resolution 23-21 Coalition Agreement for Opioid Settlement Funds and Public Purpose Service Contract

Mr. Hamill moved to approve the Charter Township of Highland Resolution Approving Agreement with Huron Valley Community Coalition for Opioid Remediation Activities Permitted under the National Opioid Litigation Settlements as presented Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- b) Budget Amendment Opioid Settlement Fund

Mrs. Cooper moved to approve the Budget Amendment Opioid Settlement Fund as presented Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- c) Additional Funding for Wayfinding Signage

Mr. Hamill moved to approve the Additional Funding for Wayfinding Signage. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

Mr. Howe requested the Township check into the procedure for signage to be put up to recognize Milford High School's team accomplishments, especially their Cross-Country Team.

- d) Budget Amendment for Wayfinding Signage

Mrs. Cooper moved to approve the Budget Amendment for Wayfinding Signage as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**New Business:**

- a) Introduction of Zoning Amendment Z-029 an Ordinance to amend the Charter Township of Highland Zoning Ordinance (Chapter 25 of the General Code of Ordinances) by revising Article 4, District Regulations to Amend the Schedule of Regulations for Agricultural and Rural Residential Zoning District and Temporary Uses in any Zoning District to Amend the Maximum Duration of Permits and to Provide for Renewal of Permits, Further to Amend Article 8, General Provisions Sections 8.03 to Modify the Setback Requirements of Swimming Pools and Section 8.06 to Modify Regulations Pertaining to Home Occupations.

Ms. Frederick moved to Introduce Zoning Amendment Z-029 an Ordinance to amend the Charter Township of Highland Zoning Ordinance (Chapter 25 of the General Code of Ordinances). Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- b) Resolution 23-18 Intent to Form Peninsula Lake Special Assessment District

Mrs. Cooper moved to approve Resolution 23-18 Intent to Form Peninsula Lake Special Assessment District. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- c) Approve Salary for Deputy Treasurer Chantelle Green

Ms. Frederick appointed Chantelle Green as her Deputy Treasurer as of August 12<sup>th</sup>. She replaces Karen Genson who has served as Deputy Treasurer for 11 years. Karen will be greatly missed; she has an amazing knowledge of all the processes in Treasurer's and Bookkeeping and has been a huge asset.

Ms. Frederick moved to approve the salary for Deputy Treasurer Chantelle Green in the amount of \$29.00 per hour beginning August 12, 2023. Mr. Hamill supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- d) Adjust Hours/Salary for Highland Activity Center Employees Justin Lado and Chari Scicluna

Mr. Hamill moved to approve a status change for Chari Scicluna to part time not to exceed 29 hours per week at \$18.50/ hour. Justin Lado will be full time - 37.5 hours per week at \$19.50/hour. Changes will take effect as of August 14, 2023. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- e) Budget Amendment Activity Center Wages

Mrs. Cooper moved to approve the Budget Amendment Activity Center Wages as presented Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

f) Mid-Year Wage Adjustments for Staff

Ms. Frederick moved to approve the Mid-Year Wage Adjustments for Staff as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

g) Budget Amendment for Mid-Year Wage Adjustments for Staff

Mrs. Cooper moved to approve the Budget Amendment for Mid-Year Wage Adjustments for Staff as presented. Mr. Brian supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

h) Resolution 23-19 to Establish Milage Rates for 2024 Budget

Ms. Frederick moved to approve Resolution 23-19 to Establish Milage Rates for 2024 Budget as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

i) Resolution 23-20 Declaring Surplus Property and Accepting the Offer to Purchase – W. Wardlow

Mr. Salvia moved to approve Resolution 23-20 Declaring Surplus Property and Accepting the Offer to Purchase – W. Wardlow as presented Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

j) Budget Amendment Annex Building Maintenance

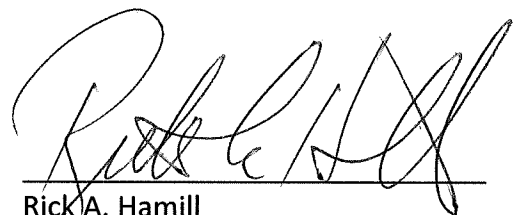
Ms. Frederick moved to approve the Budget Amendment Annex Building Maintenance as presented Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 7:21 p.m.



Tami Flowers, MiPMC  
Highland Township Clerk



Rick A. Hamill  
Highland Township Supervisor