

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES MEETING
September 11, 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
Anne McLaughlin, Township Attorney

Visitors: 20

Approval of Agenda:

Mr. Hamill added Pending Business Item b) Adoption of Zoning Amendment Z-029 an Ordinance to amend the Charter Township of Highland Zoning Ordinance. Mrs. Cooper moved to approve the agenda as amended. 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.

Consent Agenda Approval:

Approve:

- a) August 22, 2023 Special Board of Trustees Meeting Minutes
- b) List of Bills Dated August 24, 2023 and September 7, 2023 plus additions
- c) Baker Tilly US, LLP Engagement Letter Agreement and Invoice Related to Services
- d) DDA Budget Amendments
- e) Huron Cemetery Maintenance Contract
- f) Municipal Credit and Community Credit Contract for FY2024
- g) Budget Amendment Duck Lake Pines Striping
- h) Budget Amendment Duck Lake Pines Well
- i) Demolition of 146 N. John Street
- j) Snow Plow Contract

Receive and File:

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

Mrs. Lewis moved to approve the Consent Agenda as presented. 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.

Announcements and Information Inquiry:

- a) Highland Activity Health Fair Tuesday, October 10th, from 9:00 a.m. to 2:00 p.m.
- b) Farmers' Market on Saturdays at Milford Rd & M-59 from 10 a.m. to 2 p.m.

Mr. Howe announced the passing of Mike Stevenson a long-time teacher at Milford High School and coach in the district for a number of years.

Public Comment:

Jay Pistana, representing his wife Denise, who is President of the Huron Valley Community Coalition, thanked the township board for partnering with Huron Valley Schools to keep our students safe and substance free by committing funding from the opioid settlement. Deann Crow provided photos and information regarding an ordinance violation that she would like the township to act on. Mr. Howe acknowledged attendance of students at the Board meeting.

Public Hearing:

- a) Special Assessment District for Peninsula Lake Weed Control

The Public Hearing was opened at 6:44 p.m. and closed at 6:56 p.m. There were two public comments.

Pending Business:

- a) Resolution #23-23 to Proceed with the Peninsula Lake Special Assessment District for the Control of Weeds in Peninsula Lake and Related Services

Mrs. Cooper moved to approve Resolution #23-23 to Proceed with the Peninsula Lake Special Assessment District for the Control of Weeds in Peninsula Lake and Related Services 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.

- b) Adoption 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 Adopt Zoning Amendment Z-029 an Ordinance to amend the Charter Township of Highland Zoning Ordinance Chapter 25 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.

New Business:

a) Award Bid for Cemetery Fencing

Mr. Hamill moved to award the bid to Milford Fence to complete the work at the Highland Cemetery in the amount of \$35,175.00. 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.

b) Budget Amendment Cemetery Improvement

Mrs. Cooper moved to approve the Budget Amendment Cemetery Improvement 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) Election Inspector Pay

Mr. Hamill moved to approve increasing the amount we pay for election day inspectors to match what Oakland County will be paying the early voting workers proportionately. 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.

Mr. Hamill moved to approve the Clerk to select Inspectors to be placed on payroll for election work going forward and giving authority to the Clerk to remove inactive workers from the system as needed. 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.

d) Document Management System

Mr. Hamill moved to approve the contract with Applied Innovation beginning with the 4-user level and purchase of scanner option number one not to exceed \$20,000.00. Contract to be approved by the township attorney. 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) Hire Karen Genson as a Part Time Seasonal Employee

Ms. Frederick moved to hire Karen Genson as a Part Time Seasonal Employee at \$23.00 per hour not to exceed 29 hours per week as of September 12, 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.

f) Fire Department Purchase of Fire Hose

Mr. Hamill moved to waive the Purchasing Policy and approve the purchase of fire hose from Macqueen Equipment not to exceed \$15,000.00. 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.

g) Fire Department Purchase of SCBA Air Compressor

Mr. Hamill moved to waive the purchasing policy and approve the purchase of a SCBA Air Compressor from Breathing Air Systems in the amount of \$32,943.04. 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.

h) Addition of Three Fire Department Positions

Mr. Hamill moved to approve the Fire Chief to hire three new full-time fire fighters. The start date to be as early as October 1st. 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.

i) Fire Department Budget Amendment

Mr. Hamill moved to approve the Fire Department Budget Amendment 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.

Fire Chief Nick George thanked Hungry Howie's and Norm's Ice Cream for providing enough food for 50 people for a special event for a family involved in a traumatic event.

j) Highland Township Purchasing Policies

Mrs. Cooper moved to approve the Purchasing Policies as amended per the changes discussed. The Purchasing Policies will be presented for approval in the Consent Agenda. 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.

k) Resolution 23-24 Amended Fee Schedule dated September 11, 2023

Ms. Frederick moved to approve Resolution 23-24 Amended Fee Schedule dated September 11, 2023 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.

l) Purchase of Security Cameras for Township Hall

Ms. Frederick moved to waive the Purchasing Policy and to approve the purchase of 20 security cameras for Township Hall along with Video Recording and Installation services in the amount of \$8,670.99 to SSD Cabling. 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.

Adjourn:

Supervisor Hamill adjourned the meeting at 8:37 p.m.



Tami Flowers, MiPMC
Highland Township Clerk



Rick A. Hamill
Highland Township Supervisor