

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
December 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  
Lieutenant Matt Snyder  
Anne McClorey McLaughlin, Township Attorney

Visitors: 5

**Approval of Agenda:**

Mr. Hamill postponed New Business Item 9g) LPI Newsletter Agreement to the January Board Meeting. New Business Item 9 k) Process for Transition in Bookkeeping Department was added to the agenda. 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:**

- a) November 6, 2023 Board of Trustees Meeting Minutes
- b) List of Bills dated December 14, 2023 plus additions
- c) 2024 Meeting/Holiday Calendar
- d) Re-Appointment of Michael Borg and John Jickling to Zoning Board of Appeals
- e) Budget Amendment Fire Capital 2024
- f) Budget Amendment for 2023 Planning Dues, Education, and Travel and 2024
- g) Budget Amendment Assessing Contractual Services 2023 and 2024
- h) Budget Amendment Elections 2023 Expenses
- i) Michigan Municipal Risk Management Authority Insurance Renewal

**Receive and File:**

Activity Center Stats – September and October 2023  
Activity Council Minutes and Treasurer's Report – September and October 2023  
Building Department Report – October 2023  
Fire Department Report – November 2023  
Library Board Meeting Minutes - October 2023  
Library Director's Report - October 2023  
Sheriff's Department Report – November 2023  
Activity Center Temporary Position – Mary Jeffrey

Ms. Frederick moved to approve the Consent 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.

**Announcements and Information Inquiry:**

- a) Highland Township Offices will be closed on Monday, December 25th, and Tuesday, December 26th, for the Christmas Holiday. The office will also be closed Monday, January 1, 2024, for the New Year's Holiday.
- b) Festival of Trees – December 1-31, 2023

**Public Comment:**

Ms. Frederick thanked the Supervisor for his efforts to correct the electrical issues to keep the tree lights on for the Festival of Trees. Mr. Howe has received several favorable comments from residents regarding our new Township Hall and the funding for construction without an additional bond. Comment from Mr. Salvia that visibility of the word "Highland" needs to be improved because of the type of lettering.

**Presentation:**

Highland Downtown Development Authority PA57 Informational Meeting

Mrs. Dashevich, Executive Director, of the HDDA presented information regarding the Highland Downtown Development Authority and their projects.

**New Business:**

- a) Introduce Zoning Ordinance Amendment Z-030, Short Term Rentals/ Farm Markets and other Minor Corrections

Mr. Hamill moved to Introduce Zoning Ordinance Amendment Z-030, Short Term Rentals/ Farm Markets and other Minor Corrections 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) Communications and Community Engagement Specialist Position

Mr. Hamill moved to hire Christina Lloyd to fill the position of Communications and Community Engagement Specialist at a starting salary of \$21.05 per hour, Grade 2 – Part Time, not to exceed 29 hours per week, start date will be December 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.

- c) Budget Amendment Communications New Hire

Mrs. Cooper moved to approve the Budget Amendment Communications New Hire 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.

d) Hire Sandra Blagg for Floating/Security Position

Mr. Hamill moved to hire Sandra Blagg for Floating/Security Position, starting pay \$17.60 per hour, part-time not to exceed 29 hours per week, start date will be December 12, 2023. 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.

e) Budget Amendments for Floating/Security Position 2023 and 2024

Mr. Hamill moved to approve the Budget Amendments for Floating/Security Position 2023 and 2024 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) Highland Activity Rental Contract

Mrs. Cooper moved to approve the Highland Activity Rental Contract as presented with changes indicated. 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) LPI Newsletter Agreement – postponed to January 8, 2024 Board of Trustees Meeting

h) Hazardous Waste - ERG Environmental Contract

Ms. Frederick moved to approve Household Hazardous Waste Day on June 15, 2024 using ERG Environmental Services and authorize the Supervisor to sign the contract. 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) Agreement between Charter Township of Highland and Highland Township Professional Fire Fighters Union, International Association of Fire Fighters Local 5267

Ms. Frederick moved to approve the Agreement between Charter Township of Highland and Highland Township Professional Fire Fighters Union, International Association of Fire Fighters Local 5267 as presented with the addition of the amendment of Article 32 – Bereavement Leave. 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.

j) Agreement between Township of Highland and Highland Township Fire Fighters Association Michigan Association of Fire Fighters

Mr. Hamill moved to postpone the Contract Between Charter Township of Highland and Michigan Association of Fire Fighters to the January 8, 2024 Board of Trustees Meeting. 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) Process for Transition in Bookkeeping Department

Mr. Salvia moved to authorize the in-house officials to search for an Accountant with a pay rate that falls within grade 5 of our pay structure. 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. Hamill moved to waive the Board policy and allow the in-house officials to pre-approve the hiring either of a bookkeeper within the grade 4 pay scale or an Accountant within the grade 5 pay scale without specific approval from the board. 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.

Mr. Hamill moved to approve the in-house officials select a payroll service provider to be used for at least the first half of 2024 and to enter into an agreement after review and approval of legal counsel. 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.

Comment – Mrs. Flowers asked people to participate in the Highland Township Kindness Campaign. It is an important time for people to think about kindness.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 7:59 p.m.



Tami Flowers, MiPMC  
Highland Township Clerk



Rick A. Hamill  
Highland Township Supervisor