

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES MEETING
July 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 (Absent)
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George
Lieutenant Matt Snyder
Lisa Hamameh, Township Attorney
Beth Corwin, PE, AICP; Planning Director

Visitors: 12

Approval of Agenda:

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

Consent Agenda Approval:

a) Approve:

- 1) June 2, 2025 Board of Trustees Meeting Minutes
- 2) List of Bills dated June 12, 2025, June 26, 2025 and Additions

b) Receive and File:

- 1) Treasurer's Report – May 2025
- 2) Library Director's Report – May 2025
- 3) Library Board Minutes – May 2025
- 4) Financial Reports – May 2025
- 5) Highland Activity Center Reports and Minutes - May 2025
- 6) Building Permit Activity Report – May 2025
- 7) ZBA Minutes – May 21, 2025 and June 4, 2025
- 8) Planning Commission Minutes – May 1, 2025 and June 5, 2025
- 9) OCSO Stat Report – May 2025
- 10) Fire Department Report - May 2025

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

Announcements:

- a) Farmers' Market every Saturday through October 5th at Highland Township Complex

b) Sounds Like Summer Concert Series begins July 9th at 7:00 p.m. in Veterans Park

Public Comment:

A resident requested that a decision be made on the food truck ordinance and permit requirement.

Presentation:

Highland Downtown Development Authority's Main Street Accreditation

Public Hearing:

a) Site Specific Relief for file URSA 25-02, 100 Lone Tree Road, PIN 11-27-351-005

Public Hearing opened at 6:35 p.m. and closed at 6:36 p.m. No public comment was offered.

Pending Business:

None

New Business:

a) Consider Site Specific Relief for file URSA 25-02, 100 Lone Tree Road, PIN 11-27-351-005 to allow Pitch Hopper to reuse the former GTE/Frontier Communications maintenance facility for offices, sales and distribution, research and development of the Pitch Hopper and other products for the construction industry.

Applicant: Phil Rashid, Pitch Hopper

Property Owner: 100 Lone Tree LLC

Ms. Frederick moved to grant site specific relief for 100 S. Lone Tree Road, PIN 11-27-351-005 to allow Pitch Hopper to reuse the former GTE Frontier Communications facility for office space, sales, and distribution and research and development subject to a development agreement prepared, executed and recorded at the Register of Deeds. This relief is granted upon finding that the property is eligible for consideration under Section 18.02 of the Zoning Ordinance, namely that 1) the property which fronts on Lone Tree Road does not have reasonable value as office space due to its location and nature of the existing structure; 2) the applicant's difficulty in developing the property for office use is related to near proximity of undeveloped properties zoned for office use; 3) the essential character of the surrounding area will be improved through aesthetic improvements to the site and the less intense nature of the proposed use; 4) the history of the site is that the facility was developed prior to the existence of zoning in Highland Township and recognizes that the existing structure has excellent "bones" to accommodate the proposed use; and 5) the reuse of the site is less intense than the previous non-conforming use and preserves the investment. It is further agreed that staff will work with the Township Attorney to draft a development agreement for the signature of the Supervisor and Clerk and recorded with the Oakland County Register of Deeds to document conditions of continued use, including requirements for landscaping, site improvements and building façade improvements and the applicant will be permitted to construct an additional building on the site of approximately 1.5 times the existing structure, subject to review and approval of the Planning Commission through the site plan process consistent with the concept plan presented by UMLOR Group, dated May 12, 2025. The Board of Trustees has relied upon the "Statement of Agreed Upon Facts" developed by the applicant and staff at the pre-hearing conference and the report of the Planning Commission from its

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June 5, 2025 Public Hearing. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

b) Consider Introduction of Zoning Map amendment Z-037, Request for rezoning parcel 11-16-100-011, 2601 Westwind, approximately 10.16-acre parcel from ARR, Agriculture and Rural Residential Zoning District to R-3, Single Family Residential, 3-acre Zoning District for applicant/owner Vince Pipitone

Ms. Frederick moved to approve the rezoning parcel 11-16-100-011, 2601 Westwind, approximately 10.16-acre parcel from ARR, Agriculture and Rural Residential Zoning District to R-3, Single Family Residential, 3-acre Zoning District for applicant/owner Vince Pipitone. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

c) Consider Approval of Municipal Credit and Community Interlocal Agreement with SMART

Mr. Hamill moved to approve the authorization for the Highland Township Supervisor to execute the Municipal Credit and Community Interlocal Agreement with the Suburban Mobility Authority for Regional Transportation (SMART), including Exhibit A, for the purpose of transferring eligible Municipal and Community Credits to WOTA for local transit services after review and approval by the Township Attorney. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

d) Consider Bids for Masonry Repairs at Steeple Hall

Mr. Hamill moved to approve the bid from Audette Building, LLC in the amount of \$10,600.00 for chimney removal, tuckpointing of the stone foundation, and brick/mortar repairs around the back porch/ramp at Steeple Hall – 205 W. Livingston Road, to be funded from Capital Fund: 401-523-971.000 Steeple Hall Improvements and authorize the Township Supervisor to execute any necessary agreements. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

e) Consider Resolution 25-15 Surplus Property – Harvey Lake Road Well Site

Ms. Frederick moved to approve Resolution 25-15 Declaring Harvey Lake Road Well Site as Surplus Property. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

f) Consider Resolution 25-16 to Determine the Intent to form Knoblock Lake SAD

Mr. Hamill moved to approve Resolution 25-16 to form the Knoblock Lake Special Assessment District for the control of weeds and dam maintenance at Knoblock Lake. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

Mr. Hamill moved to allow the Township Supervisor to sign the Public Purpose Service Contract to approve sponsorship to Community Sharing after final approval is given from the Township Attorney. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

h) Consider Public Service Contract with HV Youth Assistance

Mr. Hamill moved to allow the Township Supervisor to sign the Public Purpose Service Contract to approve this sponsorship to HV Youth Assistance after final approval is given from the Township Attorney. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

i) Consider Hiring Recommended Payroll/HR Administrative Assistant

Mrs. Flowers moved to hire Nancy Edwards for the position of Payroll/HR Administrative Assistant at starting pay of \$21.68/hour, not to exceed 29 hours per week. Effective start date of July 31, 2025. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

j) Consider Budget Amendment for Payroll/HR Administrative Assistant

Mr. Hamill moved to approve the budget amendment for the addition of a Payroll/HR Administrative Assistant for \$16,347. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, and Salvia – yes

Prior to adjournment, Mr. Howe expressed his appreciation for the Boardwalk project and the Fireworks event. Mr. Salvia expressed his appreciation for the DDA flower garden volunteers. Mr. Charlick inquired about the status of hiring a part time Zoning Administrator.

Adjourn:

The Supervisor adjourned the meeting at 7:24 p.m.



Tami Flowers, MiPMC
Highland Township Clerk



Rick A. Hamill
Highland Township Supervisor