

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES MEETING
September 8, 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 (Absent)
Brian Howe, Trustee
Beth Lewis, Trustee
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George
Lieutenant Matt Snyder
Kristin Kolb, Township Attorney

Visitors: 38

Approval of Agenda:

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

Consent Agenda Approval:

August 4, 2025 Board of Trustees Meeting Minutes
List of Bills dated August 7, 2025, August 21, 2025, September 4 and additions
Resolution 25-20 to Recognize September as National Suicide Prevention Month
Resolution 35-21 to Recognize September as National Recovery Month

Receive and File:

- a) Financial Reports – June 2025
- b) Financial Reports – July 2025
- c) ZBA Minutes – July 16, 2025 and August 6, 2025
- d) Ordinance Report – July 2025
- e) OCSO Stat Report – July 2025
- f) Treasurer's Report – July 2025
- g) Building Report – July 2025
- h) Library Reports – July 2025
- i) Fire Department Report – July 2025
- j) Activity Center Report – July 2025

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

Announcements:

- a) Farmers' Market Saturdays through October 5th at Highland Township Complex
- b) Highland DDA Commercial Space Open House September 30th at 3:30pm – 7:30pm

- c) Congratulations to Richard Cole on his retirement after 56 years of service with the Highland Fire Department

Public Comment:

A student commented that Mr. Howe, Board of Trustee, is a great coach and teacher. Three residents expressed their opinions about Knoblock Lake Assessment District.

Closed Session:

Mr. Hamill made a motion to move into a closed session to consider attorney/client privileged communication in accordance with MCL. 15.268(1)(h). Ms. Frederick supported, and the motion carried with the following vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis – yes, and Salvia – yes

Board of Trustees went into closed session at 7:10 p.m.

Board of Trustees returned from closed session at 8:02 p.m.

Mr. Hamill moved to end the closed session. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis – yes, and Salvia – yes

Pending Business:

- a) Consider Resolution 25-17 to Proceed with the Knoblock Lake Assessment District

Ms. Frederick moved to approve Resolution 25-17 to proceed with the Knoblock Lake Special Assessment District. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

- b) Consider Sheriff Reimbursement Agreement for School Resource Officer

Mr. Hamill moved to approve the Sheriff Reimbursement Agreement for a School Resource Officer. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

New Business:

- a) Consider Resolution 25-22 Intent to Form Dunleavy and Leonard Lake Special Assessment District

Mr. Hamill moved to approve Resolution 25-22 for Intent to form the Dunleavy and Leonard Lake Special Assessment District for the control of weeds. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

- b) Consider Purchase of Used Truck from Szott with Budget Amendment

Mr. Hamill moved to waive the purchase policy for the purchase of the used truck from Szott. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

Mr. Hamill moved to approve the purchase of the used truck from Szott with budget amendment. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

c) Consider Hiring Full Time Clerk Office Coordinator

Ms. Frederick moved to approve the Hiring of a Full time Clerk Office Coordinator at an hourly wage of \$21.05. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

d) Consider Budget Amendment for Employee Benefits

Mr. Hamill moved to approve the Budget Amendment for Employee Benefits. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

e) Consider Budget Amendment for Park Expenditures

Ms. Frederick moved to approve the budget amendment for park expenditures. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

f) Consider Hiring Part Time Office Manager for the Sheriff Substation

Mr. Hamill moved hiring a part-time office manager for the sheriff substation at an hourly rate of \$24.99 and to not exceed 1,508 hours per year. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

g) Consider Agreement for Participation Between Highland Township and Oakland County Sheriff's Search & Rescue Team

Mr. Hamill moved to accept the agreement between Highland Township Fire and Oakland County Sheriff's Search and Rescue Team subject to changing the entity name from Highland Township Fire Department to Highland Township and updating the signatory block on the agreement. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

h) Consider Cooperative Mutual Aid Fire Control Agreement with DNR

Mr. Hamill moved to approve the Cooperative Mutual Aid Fire Control Agreement with Michigan DNR as presented. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

i) Consider Amended Credit Card Purchase Policy

Mr. Hamill moved to approve the amended credit card purchase policy as presented. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis - yes, and Salvia – yes

j) Consider Amended Credit Cardholder Agreement

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

Adjourn:

The Supervisor adjourned the meeting at 8:21 p.m.



Tami Flowers, MiPMC
Highland Township Clerk



Rick A. Hamill
Highland Township Supervisor