

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES MEETING
October 6, 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
Joseph Salvia, Trustee

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

Visitors: 24

Approval of Agenda:

Mrs. Lewis 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, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes.

Consent Agenda Approval:

September 22, 2025 Board of Trustees Meeting Minutes
List of Bills dated October 6, 2025 and additions
Resolution 25-28 Charitable Gaming License for Mitchell Leland Shaver Foundation
Budget Amendment for Downtown Development Authority Fund

Receive and File:

- a) HDDA Minutes – March thru August 2025
- b) Highland Activity Center Reports and Minutes– August 2025
- c) Ordinance Reports – August 2025
- d) ZBA Minutes – August 20, 2025
- e) Planning Commission Minutes – June 19, 2025, July 17, 2025 & September 14, 2025
- f) Library Reports – August 2025
- g) Financial Reports – August 2025
- h) Treasurer’s Report – August 2025
- i) OCSO Stat Report – August 2025 and September 2025
- j) Fire Department Report – August 2025 and September 2025
- k) Building Reports – August 2025
- l) Hire Paid on Call Fire Department Employee – Kaleb Moreno

Mr. Salvia 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, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

Announcements:

Self-Guided Historic Highland Cemetery Tour with approximately 30 featured sites are marked and a flyer is available at the wellhouse with detailed information.

Public Comment:

Fire Chief Nick George thanked the community for all the support at the Pancake Breakfast, 350 to 400 attended

Public Hearings:

- a) Knoblock Lake Special Assessment District for Weed Control and Dam Maintenance and the Knoblock Lake to Approve the Special Assessment Roll

Mr. Hamill made the motion to open the public hearing for the Knoblock Lake Special Assessment District for Weed Control and Dam Maintenance and to Approve the Special Assessment Roll. Mr. Howe Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Opened: 6:36 p.m.
No Comments

Mr. Hamill made the motion to close the public hearing for the Knoblock Lake Special Assessment District for Weed Control and Dam Maintenance to Approve the Special Assessment Roll. Mr. Charlick Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Closed: 6:36 p.m.

- b) Dunleavy and Leonard Lake Special Assessment District for Weed Control

Mr. Hamill made the motion to open the public hearing for the Dunleavy and Leonard Lake Special Assessment District for Weed Control to Proceed with the SAD. Mrs. Lewis Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Opened: 6:37 p.m.
No Comments

Mr. Hamill made the motion to close the public hearing for the Dunleavy and Leonard Lake Special Assessment District for Weed Control to Proceed with the SAD. Mr. Howe Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Closed: 6:37 p.m.

c) CDBG Reprogramming

Mr. Hamill made the motion to open the public hearing on Reprogramming 2024 CDBG funds. Mr. Howe Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Opened: 6:38 p.m.

No Comments

Mr. Hamill made the motion to close the public hearing on Reprogramming 2024 CDBG funds. Mr. Charlick Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Closed: 6:38 p.m.

Pending Business:

a) Consider Resolution 25-23 to Approve Assessment Roll for Knoblock Lake Special Assessment District for Weed Control and Dam Maintenance

Ms. Frederick moved to approve Resolution 25-23 to Approve the Assessment Roll for 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, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

b) Consider Resolution 25-24 to Approve Proceeding with the Dunleavy and Leonard Lake Special Assessment District for Weed Control

Mr. Hamill moved to approve the Resolution 25-24 to Proceed with the Dunleavy and Leonard Lake Special Assessment District. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

New Business:

a) Consider Resolution 25-27 to Reprogram 2024 CDBG Funds for Kitchen Remodel

Mr. Hamill moved to approve Resolution 25-27 to Reprogram 2024 Community Development Block Grant Funds to Support the Activity Center Kitchen Remodel. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

b) Consider Hiring Full-Time Assistant Building Inspector and Amending Budget

Ms. Frederick moved to hire the full-time Assistant Building Inspector and approve the budget amendment 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, Lewis - yes, and Salvia – yes

c) Consider Resolution 25-25 Approving the Winter 2025 Tax Roll Special Assessments

Mr. Hamill moved to approve Resolution 25-25 approving the Winter 2025 Tax Roll Special Assessments as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

d) Consider Approving Resolution 25-26 Declaring Surplus Property and Accept the Offer Received to Purchase Vacant Property located South of the Church of the Holy Spirit in Highland Township

Mr. Hamill moved to approve Resolution 25-26 declaring surplus property and accepting the offer received to purchase the vacant property located south of the Church of the Holy Spirit in Highland Township as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

e) Consider Reimbursement Request for the Forax UTV Mulcher Attachment Purchase

Ms. Frederick moved to approve reimbursement in the amount of \$6,930.00 to Rick Hamill for the purchase of a Forax GP40 Gas-Powered UTV Mulcher Attachment, originally acquired on February 10, 2025, for Township maintenance and land management use 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, Lewis - yes, and Salvia – yes

f) Consider Approval of Special Land Use Permit, URSA 25-03 Pinefield Farm Class C Farm Market (with events), 2381 White Lake Road, PIN 11-01-151-006; Applicant Jake Lloyd, Property Owners James and Mary Lloyd

Mr. Hamill moved to approve a Special Land Use Permit for a Class C Farm Market with events for case URSA 25-03; parcel 11-01-151-006, 2381 White Lake Road, Applicant Jake Lloyd, property owner James and Mary Lloyd and direct the Supervisor and Clerk to sign and execute the Special Use Permit which incorporates all conditions of approval recommended by the Planning Commission on September 18, 2025. This approval is based upon independent review and findings that the proposal satisfies the standards for Special Land Use outlined in Section 6.03H of the Zoning Ordinance. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

g) Consider Request to Hire Drake Vachon as a Full Time Firefighter/EMT

Mr. Hamill moved to approve the hiring of Firefighter/EMT Drake Vachon to the Highland Fire Department as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

h) Consider Request to Approve Repair to Engine 11

Mr. Hamill moved to approve sending Engine 11 to Reliant for refurbishment, with a Township cost of \$202,849, and any additional expenses subject to Fire Chief authorization as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

i) Consider Approving Agreements with Ambulance Billing Network

Mr. Hamill moved to approve the Township Supervisor to execute the agreement with Ambulance Billing Network on behalf of Highland Township. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

j) Consider Pre-Purchase Approval for Future Ambulance Equipment

Mr. Hamill moved to approve the purchase of ambulance equipment as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

k) Consider Request for Approval to Amend the 2025 Budget Amendment for Fire Operating Fund and Fire Capital Fund

Mr. Hamill moved to approve the 2025 Budget Amendments as presented. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Howe – yes, Lewis - yes, and Salvia – yes

Comments:

Trustee Brian Howe acknowledged the cost savings efforts made by the Township. Trustee Joe Salvia commented on the maintenance of the Milkweed Mile.

Adjourn:

The Supervisor adjourned the meeting at 7:45 p.m.



Tami Flowers, MiPMC
Highland Township Clerk



Rick A. Hamill
Highland Township Supervisor