

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
November 3, 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: Lieutenant Matt Snyder  
Lisa Hamameh, Township Attorney

Visitors: 6

**Approval of Agenda:**

Mrs. Lewis 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, Lewis - yes, Salvia – yes.

**Consent Agenda Approval:**

October 6, 2025 Board of Trustees Meeting Minutes  
List of Bills dated October 16, 2025 and Additions  
Holiday and Meeting 2026 General Information Sheet  
Budget Amendment for General Fund Revenues and Expenditures

**Receive and File:**

- a) HDDA Minutes – September 2025
- b) Highland Activity Center Reports and Minutes– September 2025
- c) Library Reports – September 2025
- d) Planning Commission Minutes – September 18, 2025
- e) Ordinance Reports – September 2025
- f) Treasurer’s Report – September 2025
- g) Building Reports – September 2025

Mr. Salvia moved to approve the consent 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, Salvia – yes.

**Announcements:**

- a) Highland Township Offices will be closed on November 11, 2025 in observance of Veteran’s Day
- b) Highland Township Offices will be closed on November 27 and 28, 2025 in observance of the Thanksgiving Holiday
- c) Highland’s Ladies Night Out – November 18, 2025

- d) Small Business Saturday – November 29, 2025
- e) Kris Kringle Market and Tree Lighting – December 1, 2025
- f) Festival of Trees – December 1-31, 2025
- g) Introduced Talk of the Town quarterly meetings starting January 27, 2026 at 6:00 p.m. in the Highland Township Auditorium

**Public Comment:**

None

**Public Hearings:**

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

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

Public Hearing Opened: 6:34 p.m.

No Comments

Public Hearing Closed: 6:35 p.m.

- b) Community Development 2026 Block Grant Application

Mr. Hamill made the motion to open the public hearing on the Community Development 2026 Block Grant Application. Mr. Howe Supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Opened: 6:35 p.m.

No Comments

Public Hearing Closed: 6:36 p.m.

- c) 2026 Budget

Mr. Hamill made the motion to open the public hearing on the 2026 Budget. Mr. Howe supported. The motion passed with the following voice vote: Ayes – 7, Nays – 0

Public Hearing Opened: 6:36 p.m.

No Comments

Public Hearing Closed: 6:37 p.m.

**Pending Business:**

- a) Consider Resolution 25-29 to Approve the Assessment Roll for Dunleavy and Leonard Lake Special Assessment District for Weed Control

Ms. Frederick moved to approve Resolution 25-29 to approve the assessment roll for Dunleavy and Leonard Lake Special Assessment District for weed control with correction. 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, Salvia – yes

b) Consider Resolution 25-32 to Approve Application for 2026 Community Development Block Grant

Mr. Hamill moved to approve the application for the 2026 Community Development Block Grant. 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, Salvia – yes

**New Business:**

a) Consider 2026 Budget

Ms. Frederick moved to approve the 2026 Budget 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, Salvia – yes

b) Consider Resolution 25-33 to Approve General Appropriations Act 2026 Budget

Ms. Frederick moved to approve General Appropriations Act 2026 Budget 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, Salvia – yes

c) Consider Resolution 25-30 to Approve the Authorization for Road Closures for Tree Lighting and Kris Kringle Market

Mr. Hamill moved to approve Resolution 25-30 to authorize road closures for tree lighting and Kris Kringle Market. 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, Salvia – yes

d) Consider Resolution 25-31 to Authorize the Township to Move Forward with Submitting an Application for the Detroit Institute of Arts Partners in Public Art Program

Ms. Frederick moved to approve Resolution 25-31 to authorize the Township to move forward with submitting an application for the Detroit Institute of Arts Partners in Public Art Program. 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, Salvia – yes

e) Consider the Extension of Unpaid Medical Leave Per Employee's Request

Mr. Hamill moved to approve the extension of unpaid medical leave per employee's request. 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, Salvia – yes

f) Consider Granting Authorization for Supervisor to Sign Agreement for Replacement of the Roof on the Train Platform at Veteran's Park

Mr. Hamill moved to approve to grant authorization for Supervisor to sign agreement for replacement of the roof on the train platform at Veteran's Park with prior receipt and review of the agreement 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, Lewis - yes, Salvia – yes

g) Consider Resolution 25-34 to Approve the Michigan Record Retention Schedules

Ms. Frederick moved to approve Resolution 24-34 Michigan Record Retention Schedules 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

h) Consider Approving the Recommendation to Appoint Jacob Probe as Board of Review Member

Mr. Hamill moved to approve the recommendation to appoint Jacob Probe as Board of Review Member. 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, Salvia – yes

i) Consider Resolution 25-35 to Revise the Public Employee Health Care Fund and Personnel Manual

Mr. Hamill moved to approve Resolution 25-35 to Revise the Public Employee Health Care Fund and Personnel Manual to include Jennifer Frederick. 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, Salvia – yes

**Comments:**

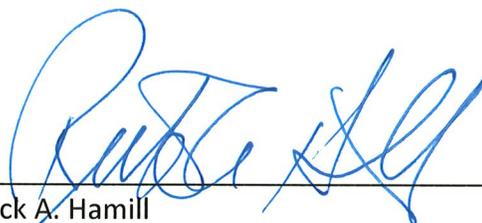
Lisa Hamameh, Township Attorney, was recognized and congratulated by the Township Board for being selected as the President of the State Bar this year

Adjourn:

The Supervisor adjourned the meeting at 7:14 p.m.



Tami Flowers, MiPMC  
Highland Township Clerk



Rick A. Hamill  
Highland Township Supervisor