

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES MEETING
August 4, 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 (Absent)
Beth Lewis, Trustee
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George
Lieutenant Matt Snyder
Lisa Hamameh, Township Attorney

Visitors: 12

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, Lewis - yes, and Salvia – yes.

Consent Agenda Approval:

July 7, 2025 Board of Trustees Meeting Minutes
List of Bills dated July 10, 2025 and additions

Receive and File:

- a) Building Dept June Activity Report
- b) Fire Dept June Activity Report
- c) Activity Center Reports
- d) Library Reports
- e) Treasurer Report
- f) Planning Commission Minutes – June 19, 2025
- g) ZBA Minutes – June 18, 2025
- h) OCSO Stat Report – June 2025

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

Announcements:

- a) Congratulations to Lisa Burkhart on her retirement after 46 years of service. Join us for her retirement celebration Thursday, August 21, Noon -3pm at the Township Office
- b) Farmers' Market Saturdays through October 5th at Highland Township Complex
- c) Sounds Like Summer Concert Series Tuesdays through Aug 19th at 7:00 p.m. in Veterans Park
- d) Township Offices will be closed on Monday, September 1st, in Observance of Labor Day. The Board of Trustees meeting is on the 2nd Monday of the month, September 8th, 2025.

Public Comment:

A resident asked the Board to evaluate the process for approval of site plans

Public Hearing:

a) Knoblock Lake 2025 Special Assessment District

Mr. Hamill moved to open the public hearing on Knoblock Lake 2025 Special District. Ms. Frederick supported, and the motion carried with the following vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Lewis – yes, and Salvia – yes

Public Hearing was opened at 6:43 p.m.

There were two comments in favor of the Special Assessment District and one opposing the proposed Knoblock Lake 2025 Special Assessment District

Mr. Hamill moved to close the Public Hearing. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Lewis – yes, and Salvia - yes

Public Hearing was closed at 7:03 p.m.

Pending Business:

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

Mr. Hamill moved to table the vote until September 8, 2025, Board of Trustees Meeting. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Lewis – yes, and Salvia - yes

b) Consider Approval 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 Zoning Map Amendment Z-037 rezoning Parcel 11-16-100-011. Mr. Charlick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Lewis - yes, and Salvia – yes

New Business:

a) Consider Resolution 25-18 to Establish Millage Rates for 2026

Ms. Frederick moved to approve Resolution 25-18 to Establish Millage Rates for 2026. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Lewis - yes, and Salvia – yes

b) Consider Resolution 25-19 to Approve Credit Card Distribution

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

c) Consider Approval of Updated Code of Conduct Policy

Mrs. Lewis moved to approve the updated Code of Conduct Policy as presented. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Lewis - yes, and Salvia – yes

d) Consider Hiring of Part Time Zoning Administrator

Mr. Hamill moved to approve hiring a part-time Zoning Administrator. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Lewis - yes, and Salvia – yes

e) Consider Budget Amendment for Part Time Zoning Administrator

Mr. Hamill moved to approve the budget amendment for a Part Time Zoning Administrator as presented. Ms. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Lewis - yes, and Salvia – yes

f) Consider Posting Open Position for full time Assistant Building Inspector

Mr. Hamill moved to approve the posting of the open position for full-time Assistant Building Inspector as presented. Ms. Frederick supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Lewis - yes, and Salvia – yes

g) Consider Proposed Contract with Plante Moran

Mr. Hamill moved to accept the proposed contract with Plante Moran as presented. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Lewis - yes, and Salvia – yes

h) Consider Deputy Clerk Compensation Adjustment

Mr. Salvia moved to approve budget amendment Deputy Clerk Compensation Adjustment as presented. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Charlick – yes, Lewis - yes, and Salvia – yes

Adjourn:

The Supervisor adjourned the meeting at 7:32 p.m.



Tami Flowers, MiPMC
Highland Township Clerk



Rick A. Hamill
Highland Township Supervisor