

CHARTER TOWNSHIP OF HIGHLAND
REGULAR BOARD OF TRUSTEES MEETING
January 5, 2026 - 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
Kristen Kolb, Township Attorney

Visitors: 3

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:

December 8, 2025 Board of Trustees Meeting Minutes
List of Bills dated December 11, 2025, December 26, 2025, January 5, 2026 and Additions
Re-Appoint Zoning Board of Appeals Members – Anthony Raimondo and Peter Eichinger
Fire Department Paid on Call Employee List and Upcoming New Hires
Renewal of Standard Dental Insurance

Receive and File:

- a) Library Reports – November 2025
- b) Highland Activity Center Reports and Minutes – November 2025
- c) Building Department Report – November 2025
- d) Financial Reports – September 2025, October 2025 and November 2025
- e) Planning Commission Minutes – November 20, 2025
- f) Zoning Board of Appeals Minutes – November 19, 2025 and December 3, 2025
- g) Ordinance Report – November 2025
- h) HDDA Minutes – November 2025
- i) Fire Report – November 2025
- j) OCSO Stat Report – November 2025
- k) Treasurer’s Report – November 2025
- l) Community Sharing thanked the Highland Fire Department for donating an experience of riding in a fire truck for the Empty Bowl Project Silent Auction

Mr. Salvia moved to approve the consent agenda 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

Announcements:

- a) Highland Township Offices will be closed Monday, January 19, 2026, in observance of Martin Luther King, Jr. Day
- b) Tuesday, January 27th at 6:00pm in the Township Auditorium there will be the first Talk of the Town Meeting featuring Fire Chief Nick George and Treasurer Jennifer Frederick discussing long term goals for Emergency Service and Funding in Highland Township
- c) Joint meeting with the Board of Trustees, Planning Commission, Zoning Board of Appeals, and DDA Board are scheduled for February 11th at 7:30pm in the Township Auditorium.

Public Comment:

None

New Business:

- a) Consider Resolution 26-01 to approve Poverty Exemption Guidelines for 2026

Ms. Frederick moved to approve Resolution 26-01 Poverty Exemption Guidelines for 2026 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

- b) Consider Personnel Policy Updates to Employee Handbook

Ms. Frederick moved to approve Personnel Policy Updates to Employee Handbook with amendments to specifically address Maintenance Department overtime. 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

- c) Consider SPR 25-04 for Eligibility for Bonus Densities Awarded by the Planning Commission

Mr. Hamill moved to approve the Residential Planned Unit Development known as Timberland Estates, parcel 11-14-100-054, vacant parcel on Harvey Lake Road in accordance with the proposed PUD sketch plan prepared by Kieft Engineering, dated June 10, 2019 showing 42 single family units. The full site plan should include a pathway across open space between units 4 and 5, heading north, to provide pedestrian access to Spring Mills Elementary School. Request that property owners allocate space parallel to Harvey Lake Road along the development parcel frontage for the future purpose of a pathway. Further, the Planning Commission may reconsider side yard setbacks of 10 to 15 feet and front/rear yard setbacks from 40 to 50 feet during site plan review. Mr. Charlick 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 the Updated Cash Handling Policy

Ms. Frederick moved to approve the Updated Cash Handling Policy 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

e) Consider Resolution 26-02 Amended Fee Schedule

Ms. Frederick moved to approve Resolution 26-02 Amended Fee Schedule as presented. Mr. Hamill 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:

None

Adjourn:

The Supervisor adjourned the meeting at 7:30 p.m.



Tami Flowers, MiPMC
Highland Township Clerk



Rick A. Hamill
Highland Township Supervisor