



# **Charter Township of Highland**

205 North John Street Auditorium Highland, Michigan 48357 (248) 887-3791

## **SPECIAL BOARD OF TRUSTEES MEETING December 4, 2017 - 5:00 P.M. AGENDA**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Approval of Minutes 11-8-17
6. Public Comment
7. New Business:
  - a) Consider Hiring of Fire Marshall/Ordinance Office
  - b) Consider Hiring of Transportation Drivers/Clerical
8. Adjourn

Any member of the audience wishing to address the board will be asked to state his/her name and address. Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Clerk's office at (248) 887-3791 prior to the meeting. Our staff will be pleased to make the necessary arrangements.

1. Call Meeting to Order

Time: \_\_\_\_\_

Number of Visitors: \_\_\_\_\_

## 2. Pledge of Allegiance

Check Date: \_\_\_\_\_

**Township Board Meeting Roll**  
**Date: 12-04-17**

<u>Present</u>	<u>Absent</u>	<u>Board Member</u>
_____	_____	Rick A. Hamill
_____	_____	Tami Flowers
_____	_____	Judy Cooper
_____	_____	Mary Pat Chynoweth
_____	_____	Brian Howe
_____	_____	Mary L. McDonell
_____	_____	Joseph Salvia
_____	_____	Recording Secretary

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*\*\$85/Meeting - Plus \$15/Hour after 2.5 meeting hours*

#101-215-000-701-002

NOTE: This form must be returned to Amy LaVoie tomorrow to ensure Trustees attending are compensated.

#### 4. Approval of Agenda

**CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
205 North John Street, Highland, Michigan  
November 8, 2017**

The Supervisor called the Board Meeting to order at 6:30 p.m. with the Pledge of Allegiance.

Roll Call: Rick Hamill, Supervisor  
Tami Flowers, Clerk  
Judy Cooper, Treasurer  
Mary Pat Chynoweth, Trustee  
Brian Howe, Trustee  
Mary McDonell, Trustee  
Joe Salvia, Trustee

Also Present: Fire Chief Ken Chapman  
Lt. Matt Snyder  
Gary Dovre, Township Attorney  
Melissa Dashevich, Recording Secretary

Visitors: 25

Mr. Salvia moved to approve the Agenda as presented. Mrs. Chynoweth supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**Consent of Agenda:**

- a. Approve: October 25, 2017 Board of Trustees Meeting Minutes
- b. Receive and File: Adult Activity Center Advisory Council Minutes – September 19, 2017  
Building Department – September 2017  
Fire Department – October 2017  
Park Committee Meeting Minutes – August 22, 2017  
Sheriff's Department Report – October 2017

Mrs. Cooper moved to approve the Consent Agenda as presented. Mrs. Chynoweth supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**Announcements and Information Inquiry:**

- a) Township Offices will be closed on Friday, November 10th, in observance of Veterans Day.
- b) Dedication of Flags will take place on Veterans Day, November 11, 2017, at 10:00 a.m. at Veterans Park which is located at the corner of N. John Street and W. Livingston Road. Following the dedication a brief Veterans Day Ceremony will take place at 11:00 a.m.

Mr. Howe announced a Veterans Day Ceremony will take place at Lakeland High School on Thursday, November 9, 2017, and at Milford High School on Friday, November 10, 2017.

d) Public Comment

Mr. Hamill announced the new “Highland” sign on the wall was the original Highland Station Depot Sign. It was a gift from Roscoe Smith.

Highland White Lake Business Association presented an “Above and Beyond Award” to thank the in-house officials for their continued support and dedication to making Highland a great place to live and work.

A resident expressed her concern regarding an increase in the special assessment for trash pick-up.

A representative of Highland DDA announced that Small Business Saturday is November 25, 2017. Both Oakland County and Highland DDA are hosting contests to support the Small Business Campaign.

GFL will extend compost pick-up for one additional week with final pick-up on Friday, December 8, 2017.

The Township Board, Planning Commission and Zoning Board of Appeals will hold a joint meeting on January 18, 2018 at 7:30 p.m.

**Presentation – Premium for Health Insurance and Recommendations for Cost Savings**

Mr. Jack Schmitz of Burnham & Flowers presented recommendations for potential health care savings for the Township. Employee benefits for health care reimbursement to be discussed at the December Board Meeting.

Mrs. Flowers moved to offer retirees entitled to health care benefits \$450 per month plus reimbursement of up to \$200 deductible per year if they agree to switch to Medicare Supplement Insurance (Medigap) Plan G. Mrs. Chynoweth supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**New Business:**

**a) Public Hearing – 2018 Township Budget**

Mr. Hamill opened the Public Hearing at 7:24 p.m.

Lynn Hansford, 1528 Middle Road, asked the Board to reconsider the trash pick-up increase for the taxpayers as the Township has funds to cover the extra expense.

Mr. Hamill closed the Public Hearing at: 7:25 p.m.

**b) Approval – 2018 Township Budget**

Mr. Hamill stated the budget was changed for the Transportation Department from the last meeting to combine two lines.

Mrs. Cooper moved to approve the 2018 Township Budget as presented. Mrs. Chynoweth supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**c) Resolution 17-19 2018 General Appropriations Act**

Mrs. Cooper moved to approve Resolution 17-19 General Appropriations Act. Mr. Howe supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**d) Resolution 17-20 to Approve Bank Depositories for 2018**

Mrs. Chynoweth moved to approve Resolution 17-20 to Approve Bank Depositories for 2018. Mr. Howe supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**e) Resolution 17-22 to Opt Out of the Provisions of PA 152 of 2011**

Mrs. Cooper moved to approve Resolution 17-22 to Opt Out of the Provisions of PA 152 of 2011. Mr. Salvia supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**f) Public Hearing Community Development Block Grant Funds**

Mr. Hamill opened the Public Hearing at 7:45 p.m.

Ms. Frederick, Township Supervisor Assistant, reported the details on this subject and answered the Board's questions. Mr. Hamill thanked Mrs. Frederick for her efforts on this subject.

There was no public comment and Mr. Hamill closed the Public Hearing at 7:51 p.m.

**g) Resolution 17-21 Approving 2018 Community Development Block Grant Application**

Mrs. Chynoweth moved to approve Resolution 17-21 Approving the 2018 Community Development Block Grant Application. Mrs. McDonell supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**h) Program Year 2017 Subrecipient Agreement**

Mrs. Cooper move to authorize the Township Supervisor to sign the Subrecipient Agreement for the program Year 2017 between Oakland County and the Charter Township of Highland. Mrs. Chynoweth supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**i) Introduce Zoning Ordinance Amendment Z-011, Applicant: Gary and Joan Seraydarian, Parcels: 11-27-351-011 & -012, South Milford Road, Rezoning OS, Office Services to C-1, Local Commercial Rezoning**



Mr. Hamill moved to introduce Zoning Ordinance Amendment Z-011, Applicant: Gary and Joan Seraydarian, Parcels are 11-27-351-011 & -012, South Milford Road, Rezoning OS, Office Services to C-1, Local Commercial Rezoning for consideration at the February 2018 Board Meeting. Mrs. Cooper supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**j) Purchase a Plotter/Scanner for Township**

Mrs. Chynoweth moved to approve the purchase of a Plotter/Scanner from Applied Imaging in the amount of \$7,212.00. Mr. Howe supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**k) Approve Hiring of Fire Marshall/Ordinance Officer**

Mr. Salvia moved to approve the hiring of Mr. Shawn Knight for the Fire Marshall/Ordinance Officer to begin on November 15, 2017 at a rate of \$20.00 per hour up to 37.5 hours per week, subject to background check and physical. Mr. Howe supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – no; Salvia – yes.

**l) Recertification of the Electronic Tax Roll**

Mrs. Chynoweth moved to approve the recertification of the Electronic Tax Roll. Mr. Howe supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**m) Budget Amendments**

Mr. Hamill moved to approve the Budget Amendment as presented. Mr. Salvia supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

The meeting recessed at 8:20pm

The meeting reconvened at 8:24pm

**n) Fire Department – Appeal of Discipline Letter**

Mr. Salvia suggested Chief Chapman and the employee meet regarding the conflict and Mr. Salvia volunteered to attend that meeting to help come to a resolution.

Mr. Salvia moved to table this item to the December 13<sup>th</sup> meeting if further discussion is necessary. Mrs. McDonell supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**List of bills**

Mrs. Cooper moved to accept the list of bills including add-ons. Mr. Hamill supported and the motion carried with the following roll call vote: Hamill – yes; Flowers – yes; Cooper – yes; Chynoweth – yes; Howe – yes; McDonell – yes; Salvia – yes.

**Public Comment**

Mrs. Flowers thanked the Highland United Methodist Youth Group for their work at the West Highland Cemetery removing debris and vegetation from the headstones.

**Adjourn**

The meeting was adjourned at 9:17 p.m.

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Tami Flowers  
Highland Township Clerk

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Rick Hamill  
Highland Township Supervisor

UNAPPROVED

## Public Comment

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FF 1/11  
EMT-P  
3FI-1/11  
2ANS DAM

FIRE INVS. 1/11  
VEH INVS  
FO 1, 11, 11F  
NIMS CERT  
STAFF/COMMAND

Shawn Bell  
41545 Ayrshire  
Canton, MI 48188

RECEIVED

SEP 25 2017

HIGHLAND  
TOWNSHIP

September 17<sup>th</sup>, 2017,

This letter is to inform you of my interest in the position of Fire Marshal / Code Official.

I am a retired Deputy Chief/Fire Marshal from the City of Wayne Fire Department, Wayne, Michigan, where I served for twenty years. I am currently working as a permanent part time fire inspector for the Township of Van Buren.

After the merge of the City of Wayne and the City of Westland Fire Departments, I worked in the role of Fire Marshal and also in the ordinance enforcement division. I gained extensive experience and knowledge in the use of Municode and BS&A software. I feel that the job opening of Fire Marshal / Code Official that is currently available is one that suits my aptitude, qualifications, and experiences very well. I believe that my resume will also show that I meet/exceed many of the requirements for the job. I am hoping to personally meet with you soon. I have attached my resume and professional references. Thank you.

Sincerely,

*Shawn Bell*

Professional References:

1. Fire Chief Melvin Moore (Ret.)  
City of Wayne Fire Department  
734-891-3873
2. Fire Chief, Michael Evans  
Detroit Metropolitan Airport Fire Dept.  
734-576-9520
3. Deputy Fire Chief George Zalucki (Ret.)  
City of Dearborn Heights Fire Dept.  
810-210-2668
4. Fire Marshal David McNally  
Van Buren Township Fire Department  
734-699-8928 x 9416

**Experience**

**Van Buren Township Fire Department**

(2015- Current) Fire Inspector

**Minute Men Staffing Service**

(2014 – 2015) Sales Manager / Account Representative

**City of Wayne Fire Department**

(2009 – 2014) Deputy Chief / Fire Marshal

Emergency Management Coordinator

Ordinance enforcement

(2013) Interim Fire Chief

(2008-2009) Fire Lieutenant / Inspector

Emergency Management Coordinator / Paramedic

(1994-2008) Firefighter / Paramedic

Instructor coordinator

**Plymouth Township Fire Department /**

(1982-1994) Paid on call Firefighter / EMT

**Metro Emergency Medical Service**

(1992-1994) Paramedic

**Education**

**Eastern Michigan University**

**Center for Regional and National Security**

School of Fire Staff and Command

**Schoolcraft Collage**

Certified Fire Inspector I (as described in NFPA 1031)

Certified Fire Inspector II

Certified Fire Plans Examiner

**Michigan State Police**

59<sup>th</sup>. Fire Investigation I ( as Describes in NFPA 1033

32<sup>nd</sup>. Fire Investigation II

23<sup>rd</sup>. Vehicle Fire Investigation

## **Schoolcraft College**

Fire Officer I (as described in NFPA 1021)

Fire Officer II (as described in NFPA 1021)

Fire Officer III (as described in NFPA1021)

## **National Incident Command System**

ICS-100, ICS-200, ICS-300, ICS- 400, ICS-700, ICS- 800

Introduction to Emergency Management

Basic Skills I,II,III

Emergency Program Manager, Orientation to the Position

Principles of Emergency Management

Citizens Guide to Disaster Assistance

Leadership and Influence

Decision Making & Problem Solving

Effective Communication

## **Achievements**

### **Awards**

2002 Paramedic of the Year

2004 Firefighter of the Year

Michigan Emergency Management Association

2010 Response award

## **Organizations/Committees**

### **Metropolitan Detroit Fire Inspectors Society**

President / Vice President / Treasure/ Trustee

2011 – Current

### **City of Wayne Goodfellows “No Child without a Christmas”**

President / Vice President/ Chairman

2007 – 2015

### **Wayne County Emergency Management**

Local Emergency Planning Committee (LEPC)

### **City of Wayne Emergency Management**

Local Planning Team (LPT)

### **Wayne County All Hazard Incident Command Team (Type 3)**

Team Member



# APPLICATION FOR EMPLOYMENT

## CHARTER TOWNSHIP OF HIGHLAND FIRE DEPARTMENT

(Pre-Employment Questionnaire)

PERSONAL INFORMATION			
NAME: LAST: <u>Bell</u>	FIRST: <u>Shawn</u>	MIDDLE: <u>Douglas</u>	
ADDRESS: <u>41545 Ayrshire</u>		CITY: <u>Canton</u>	ST: <u>Mi.</u> ZIP: <u>48188</u>
PHONE NO: (C) <u>734-891-3872</u> (H) <u>N/A</u>		Are you 18 yrs. or older YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
DRIVERS LICENSE NO: _____		STATE: <u>Mi.</u>	E-Mail: <u>Firewasher2@yahoo.com</u>
Are you prevented from becoming employed in this country because of immigration or visa status? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			

AGREEMENTS			
I agree to have a physical examination	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	I agree to have my criminal history checked	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
I agree to have my driving record checked	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	I agree to take a physical agility test	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

<b>CERTIFICATIONS:</b> Firefighter 1 YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Firefighter 2 YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> , EMT-B YES <input type="checkbox"/> NO <input type="checkbox"/> , EMT-P YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> ,
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EDUCATION	NAME & LOCATION OF SCHOOL	No OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUIDED
HIGH SCHOOL	<u>Plymouth salem Canton Mi.</u>	<u>4</u>	<u>YES</u>	<u>Gen.</u>
COLLEGE	<u>EASTERN SCHOOLCRAFT Ypsil. Liv.</u>	<u>VARIED</u>	<u>YES</u>	<u>Staff/Command Inspector/ Fire officer</u>
TRADE/BUSINESS	<u>See Resume</u>		<u>yes</u>	<u>DHLS</u>
OTHER	<u>See Resume</u>		<u>yes</u>	

PAST/PRESENT MILITARY SERVICE		
BRANCH: <u>N/A</u>	RANK: <u>N/A</u>	DISCHARGE STATUS: <u>N/A</u>
Are you currently a member in the National Guard or Reserves? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		

**FORMER EMPLOYERS** (LIST AT LEAST THREE STARTING WITH LAST FIRST)

DATE MM/YY	NAME AND ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
From 02/15 To 08/17	VANBUREN TWP fire Dept	Fire Inspector	current
From 07/14 To 02/15	minute MEO Staffing	SALES Rep.	Return to fire service.
From 05/94 To 05/14	CITY OF WAYNE fire	Deputy Chief/PM	Retired
From 1/82 To 05/94	Plymouth Twp fire	PAID on CALL	Hired in WAYNE

**REFERENCES:** Give the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
John McARNE	199 Bellvedere Ct. Canton	Real Estate Broker	30+
MARK Schuster	46551 SCOCIA Ct. Canton Mi.	SALES	20+
Jim Brzezinski	41554 Ayrshire Canton	Heavy equipment hauler	10 yrs

DO YOU OWN A RELIABLE VEHICLE YES  NO

Other Skills (such as computer, carpentry, etc...) WORD, excel, Power Point Most window Apps

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omission, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by my company. I understand that no company representative, other than its president, and then only when in wrong and signed by the president, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

DATE: 8-20-17 SIGNED: Shawn Ball

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: (LEAD INTERVIEWER) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_

DATE OF INTERVIEW: \_\_\_\_\_ # APPROVED \_\_\_\_\_ # DIS-APPROVED \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_



# Community Transportation Program

205 W. Livingston Road, Highland, MI 48357

## MEMO

Charter Township of Highland Board of Trustees:

After careful consideration and interviewing of 10 candidates for the 2 driver and 1 driver/office positions, I have made the final decision for these 3:

Judith Wells: driver/office up to 29 hours per week starting at \$11.25/hr and raised to \$12.00/hr following 90-day probation. Judith brings with her a history of computer experience as well as working with elderly and disabled in a medical assistant capacity. She is also very community oriented and would like to become more involved with community residents as well as fund-raising. I think she will be a very good asset to our team.

Brian Huff: driver up to 24 hours per week starting at \$10.50/hr and raised to \$11.25/hr following 90-day probation. Brian worked 10 years with Livingston ESA bus program driving vehicles very similar to ours and was scheduled to routes primarily handling disabled riders. He has office background, to include phones and computer experience and would have no problem filling in the office when staff is out or if additional assistance is needed. He too has a bond with the community.

Patrick Duby: driver up to 21 hours per week starting at \$10.50/hr and raised to \$11.25/hr following 90-day probation. Patrick has extensive experience working with the public and desires to "give back" to our community. He, along with the other two, is very personable and I think he will be a good fit for our team and riders.

I request bringing all three in to start on Dec. 6, so they can all be trained and in full force by Jan. 2, 2018 ending the 90-day probation period on March 6 and implementing the raises at that time.

Rikki Gross continues to drive; however, she has requested less hours due to other obligations and is now down to approximately 8-10 hours per week.

Thank you,

**Kim Viener**

*Director of Transportation*

248-887-4979

248-887-0004

S martrides.hm@gmail.com



*The S M A R T way to go...*

Adjourn

Time: \_\_\_\_\_