

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
February 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 – Left meeting at 11:00 p.m.  
Joseph Salvia, Trustee

Also Present: Fire Chief Nick George  
Lieutenant Matt Snyder  
Joellen Shortley, Township Attorney  
Beth Corwin, Township Planner

Visitors: 112

**Approval of Agenda:**

Mr. Charlick 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, and Salvia – yes.

**Consent Agenda Approval:**

- 1) January 6, 2024 Board of Trustees Meeting Minutes
- 2) List of Bills dated January 9, 2025, January 23, 2025 and February 6, 2025 plus additions
- 3) Early Voting Facility License Agreement
- 4) Resolution 25-02 Performance Resolution for Michigan Department of Transportation
- 5) Resolution 25-03 Amended Fee Schedule
- 6) Resolution 25-04 to Approve Goose Roundup & Nest Destruction Activities on Harvey Lake
- 7) 2025 Activity Center Rental Contract – Price Change
- 8) Zoning Board of Appeals Appointment – Jacob Probe and Chuck Benke

**Receive and File:**

- 1) Activity Center Council Minutes – December 2024
- 2) Activity Center Treasurer’s Report – December 2024
- 3) Activity Center Director’s Report – 2025 Events and Trips
- 4) Building Department Report – December 2024 and 2024 Year-End
- 5) Library Board Minutes – December 3, 2024
- 6) Library Director’s Report – December 3, 2024
- 7) Planning Commission Minutes – December 18, 2024
- 8) Treasurer’s Report – December 2024
- 9) ZBA Minutes – December 18, 2024
- 10) Letter of support from Senator Gary C. Peters for the Highland Township Fire Department Grant Application for SCBA units

Mrs. Lewis 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, and Salvia – yes.

**Announcements and Information Inquiry:**

- a) Thursday, February 6, 2025 at 6:30 p.m. Joint Board Meeting – Board of Trustees, Planning Commission, Zoning Board of Appeals and Highland Downtown Development Authority
- b) Township Offices will be closed Monday, February 17th, in observance of President’s Day
- c) 2024 Fire Fighter of the Year

It was with great pleasure Chief George recognized Fire Fighter/Paramedic Michael Moore as the 2024 Highland Township Fire Department’s Fire Fighter of the Year.

**Public Comment:**

Several comments were received regarding Special Approval of Land Use for both gas stations.

**Pending Business:**

- a) URSA 24-06 Special Approval of Land Use for gas station; Vacant W Highland Road (bounded by N. Milford, Ruggles and N. John) PIN 11-22-352-005, -006, -010, and -011; Applicant: Skilken/Gold; Property Owner: Hannah and Hannah Investments, LLC

Mr. Charlick reported that the Planning Commission found the project satisfies all required standards for special use approval as outlined in Zoning Ordinance Section 6.03H. The Board reviewed and discussed each of the required findings, as outlined in a Planning Department document summarizing the analyses of the Planning Consultant and Planning Commission. The Board also concluded that the standards of approval were satisfied. Mr. Hamill moved to approve URSA 24-06 Special Approval of Land Use for gas station; Vacant W Highland Road (bounded by N. Milford, Ruggles and N. John) PIN 11-22-352-005, -006, -010, and -011; Applicant: Skilken/Gold; Property Owner: Hannah and Hannah Investments, LLC. Ms. Frederick 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) URSA 24-01 Special Approval of Land Use for gas station; vacant NE corner of N Milford/E Wardlow, PIN 11-15-326-017; Applicant Sarmed Raouf; Property Owner RIMA Properties, LLC

Mr. Charlick reported that the Planning Commission found the project satisfies all required standards for special use approval as outlined in Zoning Ordinance Section 6.03H. The Board reviewed and discussed each of the required findings, as outlined in a Planning Department document summarizing the analyses of the Planning Consultant and Planning Commission. The Board also concluded that the standards of approval were satisfied. Mr. Hamill moved to approve URSA 24-01 Special Approval of Land Use for gas station; vacant NE corner of N Milford/E Wardlow, PIN 11-15-326-017; Applicant Sarmed Raouf; Property Owner RIMA Properties, LLC. 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.

Ms. Frederick moved to authorize the ambulance purchase, cost for ambulance 2 and 3 will be \$771,976.00 (385,988/each unit). The cost will be out of capital fund, one for each budget year 2027 and 2028. 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.

**New Business:**

a) DDA Project

Mr. Charlick requested that he abstain from voting on this issue because the DDA awarded his company the contract for the boardwalk. Mr. Hamill moved to allow Grant Charlick to recuse himself and abstain from voting on this issue. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

Mr. Hamill moved that Highland Township make a commitment of \$250,000 to be either partnered and paid in full or loaned to the DDA depending on the results of research with our attorneys. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – no, Frederick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

b) Budget Amendment – DDA Project

Ms. Frederick moved the Budget Amendment – DDA Project as amended. Revenue from the DDA Capital Improvement Project will be \$375,000.00 and DDA expenditures from the Appropriation Fund Balance of \$375,000.00 for the Boardwalk Project. 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, and Salvia – yes.

c) Hire Full Time Fire Fighter Alexa Leece

Ms. Frederick moved to Hire Full Time Fire Fighter Alexa Leece. 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) Duck Lake Pines Park Improvements

Ms. Frederick moved to approve the demolition of the rink and repurpose of the space into an RC car track. 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.

e) Purchase and Installation of Security Cameras at Steeple Hall

Ms. Frederick moved to authorize the Supervisor to sign the proposal from SSD Cabling not to exceed \$8,000.00 to approve the purchase and installation of security camera for Steeple Hall. 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.

f) Revised Personnel Policy

Mr. Charlick moved to adopt the newly revised Personnel Policy with the exception that if any of the state laws change or if the Board sees fit, that we consider revising the policy again. 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) Full-time Maintenance Supervisor Position

Mr. Hamill moved to approve the job posing for a Full-time Maintenance Supervisor Position. This position will report directly to the Township Supervisor and will be responsible for both general and skilled labor in a variety of maintenance and repair tasks. These duties will include maintaining public land, parks and playgrounds, township facilities, motor equipment, snow plowing, and removal as well as any other tasks assigned by the Township Supervisor's Office or Board. The starting salary for this position will be up to \$30.00 per hour, based on experience. The successful applicant will be considered a full-time hourly employee, working up to 37.5 hours per week, with benefits for full-time employees. 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, and Salvia – yes.

h) Move Ashley Valdez to a Full-Time Activity Center Office Clerical

Ms. Frederick moved to approve promoting Ashley Valez to full-time Activity Center Office Clerical starting February 10, 2025. The applicant will be classified as a full-time employee and will accrue paid time off and benefits on a 37.5-hour work week schedule. The proposed salary is \$18.84 per hour. Ms. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – no, Frederick – yes, Charlick – yes, Howe – yes, Lewis – yes, and Salvia – yes.

i) Budget Amendment – Activity Center Wages

Mr. Hamill moved to approve the Budget Amendment – Activity Center Wages 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.

j) 2025-2027 Law Enforcement Services Agreement

Ms. Frederick moved to authorize the Supervisor to sign the new three (3) year Oakland County Sheriff Contract 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.

k) Budget Amendment – Law Enforcement

Ms. Frederick moved to approve the Budget Amendment – Law Enforcement 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.

**Possible Closed Session:**

- a) Closed session, pursuant to MCL 15.268(1)(e), to discuss settlement strategy in Scott Rhodes v. Charter Township of Highland et. al., the open discussion of which would have a detrimental financial effect on the Township's settlement position.

Mr. Hamill moved to recess into Closed Session, pursuant to MCL 15.268(1)(e), to discuss settlement strategy in Scott Rhodes v. Charter Township of Highland et. al., the open discussion of which would have a detrimental financial effect on the Township's settlement position. 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.

The Board went into closed session from 11:01 p.m. to 11:10 p.m.

**Open Session:**

Ms. Frederick moved to go into open session. Mr. Hamill supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Salvia – yes.

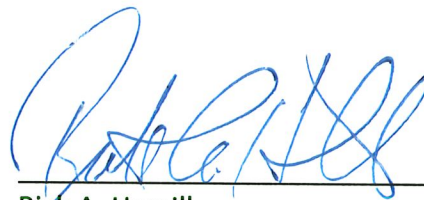
Mr. Hamill moved to decline the Offer to Settle in Scott Rhodes v. Charter Township of Highland. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Salvia – yes.

**Adjourn:**

Supervisor adjourned the meeting at 11:15 p.m.



Tami Flowers, MiPMC  
Highland Township Clerk



Rick A. Hamill  
Highland Township Supervisor