

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
February 6, 2023 - 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  
Judy Cooper, Trustee  
Brian Howe, Trustee  
Beth Lewis, Trustee  
Joseph Salvia, Trustee

Also Present: Fire Chief Ken Chapman  
Lieutenant Matt Snyder  
Lisa Hamameh, Township Attorney  
Laura S. Amtsbuechler, Attorney

Visitors: 12

**Approval of Agenda:**

Mr. Hamill added under Consent Agenda items c) Planning Commission Reappointments and d) Board of Review Reappointments and New Business item g) Hiring of Highland Activity Center Activities Assistant. Mrs. Cooper moved to approve the agenda as amended. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Consent Agenda Approval:**

**Approve:**

- a) Highland Township Board of Trustees Minutes – January 9, 2023
- b) List of Bills for January 12, January 26, and February 9, 2023 plus additions
- c) Planning Commission Reappointments
- d) Board of Review Reappointments

**Receive and File:**

Building Department Report – December 2022 and Year End  
Downtown Development Authority – December 21, 2022 Minutes  
Financial Report – December 2022 Pre-Audit  
Fire Department Report – Year End 2022  
Treasurer’s Report – December 2022  
Fire Department – E-2 Update

Mrs. Lewis moved to approve the Consent Agenda as amended. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Announcements and Information Inquiry:**

- a) Highland Township Offices will be closed Monday, 02-20-23, in observance of Presidents' Day
- b) Passing of Joyce Izzi, former Highland Township Clerk

**Public Comment:**

Oakland County Commissioner Phil Weipert introduced himself. He now represents Highland Township Precincts 1, 2, 4, 5, and 8.

**New Business:**

- a) Award bid for Township Hall Cleaning

Ms. Frederick moved to award the bid for township hall cleaning to Top Notch Cleaning Services in the amount of \$24,960 per year plus additional cleanings at \$260/each. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- b) Request for Variance of Maximum Road Length – Mantua Farms Development

Mrs. Cooper moved to approve the request for a variance of maximum road length for Mantua Farms Development not to exceed 3,200 feet. Mr. Salvia supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- c) Resolution 23-03 Adopt Engineering Standards

Mrs. Cooper moved to approve Resolution 23-03 to Adopt Engineering Standards. Mrs. Lewis supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- d) License Agreement with West Oakland Transportation Authority

Mrs. Cooper moved to authorize the Supervisor to sign the License Agreement with West Oakland Transportation Authority. A clean copy to be provided with numbering corrected. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

- e) Fire Department Purchase of Extrication Equipment

Mr. Salvia moved to approve the purchase of the Hurst SC358E2 Combi-tool spreader/cutter and authorize the Supervisor to sign the necessary documents. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

f) Fire Department Purchase of 2 Cardiac Monitors and 1 Chest Compression System

Mrs. Cooper moved to approve the purchase of two cardiac monitors from Stryker in the amount of \$40,610.00 and authorize the Supervisor to sign the necessary documents. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

Ms. Frederick moved to approve the purchase of one Chest Compression System from Stryker not to exceed \$10,000.00 and authorize the Supervisor to sign the necessary documents. Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

g) Hiring of Highland Activity Center Activities Assistant

Mr. Hamill moved to approve the hiring of Linda Marsh for the position of Activity Assistant for the Activity Center for up to 29 hours per week at \$16.00 per hour to commence as soon as practicable. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Possible Closed Session:**

a) Consider attorney/client privileged communication in accordance with MCL 15.268(1)(h).

Mr. Hamill moved to recess into closed session to consider attorney/client privileged communication in accordance with MCL 15.268(1)(h). Mr. Howe supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

The Board went into closed session from 7:10 p.m. to 8:03 p.m.

**Open Session:**

Mr. Hamill moved to close the Closed Session. Mrs. Cooper supported, and the motion carried with the following roll call vote: Hamill – yes, Flowers – yes, Frederick – yes, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Adjourn:**

Supervisor Hamill adjourned the meeting at 8:04 p.m.



Tami Flowers, MiPMC  
Highland Township Clerk



Rick A. Hamill  
Highland Township Supervisor