

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
February 7, 2022 - 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: Ken Chapman, Fire Chief  
Lisa Hamameh, Township Attorney  
Matt Snyder, Lieutenant OCSO  
Beth Corwin, Planning Director

Visitors: 47

**Approval of Agenda:**

Supervisor announced that Item 11c Introduction of Zoning Amendment Z-027 has been postponed per the applicant's request. Item 7c Swearing in of Fire Fighter Paul Olszewski, Item 11k Budget Amendment – ARPA, and Item 11l Consider Bid Selection for Low-Voltage Installation at Fire Station 2 have been added to the agenda.

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:**

- a) January 10, 2022 Board of Trustees Minutes
- b) List of Bills dated 01-27-22 plus additions
- c) Planning Commission Reappointments: A. Roscoe Smith, Eugene H. Beach, and Russ Tierney

**Receive and File:**

Building Department Report – December 2021  
Financial Pre-Audit Report – December 2021  
Fire Department Report – December 2021  
Library Board Minutes – December 7, 2021  
Treasurer's Report – December 2021

Mrs. Cooper 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, Cooper – yes, Howe – yes, Lewis – yes, Salvia – yes.

**Announcements and Information Inquiry:**

- a) Highland Township Offices will be closed on Monday, 02-21-22, in observance of President's Day.

Ms. Frederick added the Highland Downtown Development Authority will be hosting their Volunteer Fair on March 23, 2022 from 6:00 – 8:00 p.m. The last day to pay property taxes without penalty is Monday, February 14<sup>th</sup>. The last day to pay taxes at the township is Monday, February 28<sup>th</sup>, after that date taxes must be paid at Oakland County. Supervisor called for a moment of silence in remembrance of Judge Dennis Powers and Senator Bill Bullard, Jr. both Covid victims who served the community for a very long time.

**Presentations:**

- a) VFW Law Enforcement Candidate of the Year – Oakland County Sheriff Deputy Hiller  
b) Award for Fire Fighter of the year: 2020 Fire Fighter Lieutenant Robert Young and 2021 Fire Fighter/Paramedic Mike Becker  
c) Swearing in of Fire Fighter Paul Olszewski (Badge # 221)

**Public Comment:**

Comment regarding zoom meeting presentation. Mr. Salvia thanked the Fire Department for their great response to a family member.

**Public Hearing:**

- a) Request for Revision of Use Requiring Special Approval 21-02 Parcel 11-20-278-000 (open space at NE corner of Cobblestone/NW corner of Timber Ridge) Applicant and Property Owner: Cobblestone Condominium Association Request: Installation of a gate at the public/private road boundary on Pine Bluffs Ct. between Cobblestone and Timber Ridge to close road to through traffic.

Public Hearing was opened at 6:58 p.m. Numerous comments were received. Public Hearing closed at 7:43 p.m.

**Pending Business:**

- a) Request for Revision of Use Requiring Special Approval 21-02 Parcel 11-20-278-000 (open space at NE corner of Cobblestone/NW corner of Timber Ridge) Applicant and Property Owner: Cobblestone Condominium Association Request: Installation of a gate at the public/private road boundary on Pine Bluffs Ct. between Cobblestone and Timber Ridge to close road to through traffic.

Mr. Hamill moved to approve the Request for Revision of Use Requiring Special Approval 21-02 Parcel 11-20-278-000 (open space at NE corner of Cobblestone/NW corner of Timber Ridge) Applicant and Property Owner: Cobblestone Condominium Association Request: Installation of a gate at the public/private road boundary on Pine Bluffs Ct. between Cobblestone and Timber Ridge to close road to through traffic. Mrs. Cooper supported, and the motion failed with the following roll call vote: Hamill – no, Flowers – no, Frederick – no, Cooper – no, Howe – no, Lewis – no, Salvia – no.

Mr. Hamill moved to deny the Request for Revision of Use Requiring Special Approval 21-02 Parcel 11-20-278-000 (open space at NE corner of Cobblestone/NW corner of Timber Ridge) Applicant and Property Owner: Cobblestone Condominium Association Request: Installation of a gate at the public/private road boundary on Pine Bluffs Ct. between Cobblestone and Timber Ridge to close road to through traffic. 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.

The Building Official will address the removal of the posts that were installed for the gate.

**New Business:**

a) Introduction of Zoning Amendment Z-025 an Ordinance to Amend the Charter Township of Highland Zoning Ordinance (Chapter 25 of the General Code of Ordinances) by revising Article 4, District Regulations to Amend Use List for RM, Multiple-Family Residential Zoning District, Article 6, Special Land Use Procedures and Standards to Eliminate the Requirement for Public Hearing Before the Board of Trustees; Article 8, General Provisions to Amend Rules about Generators and Article 9, District Specific Regulations to Remove Redundant Intent Statement.

Ms. Frederick moved to introduce Zoning Amendment Z-025 an Ordinance to Amend the Charter Township of Highland Zoning Ordinance. 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.

b) Introduction of Zoning Amendment Z-026 to rezone Parcel 11-21-426-014 (vacant Enterprise Drive 16.23 acres) from Current zoning of C-2, General Commercial Zoning District to IM, Industrial Manufacturing Zoning District for property. Owner: Tippecanoe Properties.

Mrs. Cooper moved to introduce Zoning Amendment Z-026 to rezone Parcel 11-21-426-014 (vacant Enterprise Drive 16.23 acres) from Current zoning of C-2, General Commercial Zoning District to IM, Industrial Manufacturing Zoning District for property as requested by applicant. Owner: Tippecanoe Properties. 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.

c) Introduction of Zoning Amendment Z-027 to rezone Parcel 11-8-400-004 (vacant Middle Road 122.5 acres) from ARR, Agricultural and Rural Residential Zoning District to R-3, Single Family 3-acre Zoning District. Owner: Mantua Properties. Removed at applicant's request

Removed from Agenda at Applicant's Request.

d) Accept CTI Contractors Services Bid for Window Replacement at 205 W. Livingston Road, Activity Center Annex

Ms. Frederick moved to Accept CTI Contractors Services Bid for Window Replacement at 205 W. Livingston Road, Activity Center Annex in an amount not to exceed \$25,000.00. 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.

e) Hire Kari Littlebear as Zoning Administrator

Mr. Hamill moved to hire Kari Littlebear as Zoning Administrator at a salary of \$22.00/hour as a full-time employee, her start date will commence upon or shortly after her approval by the Board. The contract labor position will no longer be necessary, and this change will be cost neutral. 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) Proposal of Services by Carlisle Wortman to Prepare a grant application with the Michigan Department of Natural Resources (MDNR).

Mr. Hamill moved to approve the Proposal of Services by Carlisle Wortman to Prepare a grant application with the Michigan Department of Natural Resources (MDNR) for the 60 acres of land on S. Hickory Ridge Road at a cost not to exceed \$4,500.00. 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.

g) Plante Moran Engagement Letter and Professional Services Agreement

Mrs. Flowers moved to authorize the Supervisor to sign the Plante Moran Engagement Letter and Professional Services Agreement. Ms. 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.

h) Proposed Program for Covid Absences in the Fire Department

Mrs. Flowers moved to provide sick pay for Fire Department employees who contract Covid and are required to stay home, up to five days, to cover the shifts they were scheduled to work. This will apply retroactively to those who have not received workers' compensation. This will expire when the ARPA Program expires. We are proposing a budget of \$22,000 at this time. If we find that more money is needed this will come back to the Board. Ms. Frederick 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.

i) Fire Station 2 Construction Exclusions

Mr. Hamill moved to waive the Board Purchasing Policy to move forward with items provided on the list. Ms. Frederick 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.

Mr. Hamill moved to approve Redford Lock and Security not to exceed \$32,852.20 for digital access control for entrance, digital access control for staff, and camera security/recording system for Station 2; Partnr Haus not to exceed \$8,500 for furniture for Station 2; ISCG (not to exceed \$5,100) for dayroom seating; Kurt Fechter, approximately \$25,000 for Station emergency alerting (audible and lighting), and Station radio monitoring. 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.

j) Budget Amendment – Planning Department

Ms. Frederick moved to approve the Budget Amendment – Planning Department as presented. 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.

k) Budget Amendment – ARPA

Mr. Hamill moved to approve the Budget Amendment – ARPA as presented. 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.

l) Consider Bid Selection for Low-Voltage Installation at Fire Station 2

Mr. Hamill moved to award the bid to Data Comm Group for Low-Voltage Installation at Fire Station 2 In an amount not to exceed \$17,290.00. Ms. Frederick 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) Motion to recess into closed session to consider the purchase of real property in accordance with MCL 15.268(d)

Mr. Hamill moved to recess into closed session to consider the purchase of real property in accordance with MCL 15.268(d). 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 at 9:03 p.m. to 9:25 p.m.

**Adjourn:**

Mrs. Cooper moved to adjourn the meeting at 9:26 p.m. Mr. Hamill supported, and the motion carried with a unanimous voice vote.



Tami Flowers, MiPMC  
Highland Township Clerk



Rick A. Hamill  
Highland Township Supervisor