

CHARTER TOWNSHIP OF HIGHLAND  
REGULAR BOARD OF TRUSTEES MEETING  
July 12, 2021 - 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  
Jenny 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

Visitors: 7

**Approval of Agenda:**

Mr. Hamill requested New Business Item a) Highland Hills Road Project be removed from 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) June 23, 2021 Board of Trustees Meeting Minutes
- b) List of Bills dated July 8, 2021 plus additions
- c) Highland Charter Township Principles of Governance
- d) Fire Department 555 Grant Request
- e) Hiring of Probationary Fire Fighters Christopher Rheume and Kirk Werner

**Receive and File:**

Advisory Council Minutes – May 12, 2021  
Building Department Report – June 2021  
Financial Report – May 2021  
Fire Department Report – May 2021  
Library Board Minutes – March, April, May 2021  
Library Director's Report – April, May, June 2021  
Ordinance Enforcement Report – May 2021  
Ordinance Inspections Report – May 2021  
Sheriff's Department Report – June 2021  
Treasurer's Report – May 2021

Mr. Salvia moved to approve the consent agenda as presented. 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.

**Announcements and Information Inquiry:**

- a) Farmers Market on Saturdays, 9:00 a.m. – noon , thru October 9th
- b) Summer Concert Series at Veterans Park, Tuesdays, thru August 10th

**Public Comment:**

Comment regarding Highland Hills Road Project. Questions regarding the Assessing Program and the process to add improvements to the tax role. Discussion regarding the township hall renovations. 2021 Budget is on track to be under budget.

**Pending Business:**

- a) Proposed Rezoning Request Z-021 from ARR, Agricultural and Rural Residential to R-3, Single Family Residential-3 acre Zoning District, 2810 S Milford, PIN 11-34-301-016, submitted by applicant Andrew Pyles

Mr. Hamill moved to approve the Rezoning Request Z-021 from ARR, Agricultural and Rural Residential to R-3, Single Family Residential-3 acre Zoning District, 2810 S Milford, PIN 11-34-301-016, submitted by applicant Andrew Pyles. 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) Authorization to Proceed with Township Hall Renovations Consideration of Intent to Borrow Resolution

Mr. Hamill moved to approve the Board to move forward with the township hall renovations not to exceed \$7 million subject to review and approval of the contract. 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.

Mr. Hamill moved to approve the Supervisor to engage with bond counsel and Baker Tilly to explore financial options for the township hall renovation. 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) Authorization to Proceed with Sheriff Substation Renovations

Mr. Hamill moved to authorize the Supervisor and Clerk to contract up to \$820,000 for the Sheriff Station renovations including roofing, façade improvements, lobby area, and parking canopy. 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.

**New Business:**

a) Highland Hills Road Project

Removed from agenda.

b) Grant Request for American Recovery Act funds

Ms. Frederick moved to authorize the Supervisor to apply for the funds available to Highland Township from the Coronavirus Local Fiscal Recovery Funds, signing the Award Terms and Conditions Agreement, the Funding and Election and Budget Certification, Coronavirus State and Local Fiscal Recovery Funds, and the Assurances of Compliance with Title VI of the Civil Rights Act of 1964 . 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.

c) Hire Part-Time Employee Floater 2 Position

Mr. Hamill moved to approve the hiring of a part-time employee for up to 25 hours a week at \$15.00/hour to assist with busy times and fill in for vacations. 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) Budget Amendment for Floater 2 Position

Mr. Hamill moved to approve the Budget Amendment for Floater 2 Position as presented. 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.

e) Fixed Asset Capitalization Policy

Mrs. Flowers moved to approve the revisions to the Fixed Asset Capitalization Policy. 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.

f) Proposed Revisions to Personnel Policy

Mrs. Cooper moved to approve the revisions to Personnel Policy as presented and modified in email dated July 12, 2021. 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) Budget Amendment – Building Inspections

Mrs. Cooper moved to approve the Budget Amendment – Building Inspections 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.

h) Proposal for Engineering Services Water Reliability Study

Mr. Hamill moved to approve the Proposal for Engineering Services Water Reliability Study for a fee not to exceed \$22,860 as outlined in the letter from Hubbell, Roth and Clark dated May 13, 2021. 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.

i) Resolution 21- 10 to Authorize the Placement of Signage on M-59 Median for Fireworks Display

Mr. Hamill moved to approve Resolution 21- 10 to Authorize the Placement of Signage on M-59 Median for Fireworks. 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.

j) Resolution 21-13 to Establish Millage Rates for 2022 Budget

Mr. Hamill moved to approve Resolution 21- 13 to Establish Millage Rates for 2022 Budget. 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.

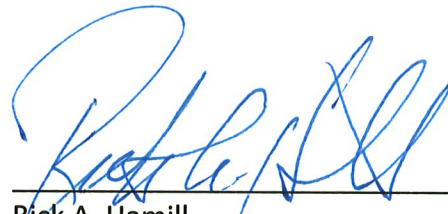
**Adjourn:**

Supervisor Hamill adjourned the meeting at 8:16 p.m.



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Tami Flowers, MiPMC  
Highland Township Clerk



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Rick A. Hamill  
Highland Township Supervisor