

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF January 8th, 2025**

A. ROLL CALL

Members present: Andy West, Taylor DeHaan, Dale Feigley, Jennifer Frederick, Cassie Blascyk, Supervisor Hamill, Chris Hamill, Micheal Zurek and Roscoe Smith

Members attending via Zoom: Michael Zeolla

Members Absent: None

Staff Present: Melissa Dashevich, Executive Director

Mr. Smith called the meeting to order at 6:15 PM

B. APPROVE MINUTES OF REGULAR BOARD MEETING OF DECEMBER 18th, 2024

MRS. HAMILL MOVED TO APPROVE the regular HDDA board meeting minutes of December 18th, 2024 as presented. **MS. FREDERICK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

C. DIRECTOR'S REPORT

Mrs. Dashevich reported that there was a HDDA events team meeting with the seasonal staff. The volunteer appreciation dinner was discussed for this spring. The community round table meeting was also held this month.

Mrs. Dashevich also reminded the board that there is a joint meeting with the Township Board, Township Zoning Board of Appeals, and the Township Planning Commission on February 6th at 7:30 PM.

D. TREASURER'S REPORT

Mrs. Hamill presented her financial report for 2024 in detail. Our total revenue is \$379,084, \$6,000 more than budgeted. Total Program Services is under budget for the

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year. Revenue exceeds expenses by \$132,822 and we have \$620,512 cash on hand. There is no long term debt. The total Fund Balance going into 2025 is \$560,000.

MS. FREDERICK MOVED TO ACCEPT the Treasurer's Report. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

E. NEW BUSINESS

1. Election of Officers 2025

MR. FEIGLEY MOVED TO ACCEPT the recommendation to reelect Roscoe Smith as Chairperson, Chris Hamill as Treasurer, and Micheal Zurek as Vice Chairperson and elect Taylor DeHaan as Secretary. **SUPERVISOR HAMILL SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

2. Master Plan Walkabout with Giffels Webster and Land Design Studio

Giffels Webster and Land Design Studio would like to schedule a walkabout with the HDDA in the coming months. January 29th was suggested as a potential date, and the board will await confirmation from Giffels Webster and Land Design Studios.

F. OLD BUSINESS

1. Approve Purchasing Policy

Ms. Frederick presented the updated Purchasing Agreement with the most recent updates for approval, including those suggested by the attorney. Minor changes to spelling and sentence structure were suggested. Questions regarding the wording of the exemptions section were raised.

MS. FREDERICK MOVED TO TABLE the HDDA Purchasing Policy to the March HDDA board meeting pending attorney review. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes;

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Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

2. Review and approval of Conflict of Interest now called the Code of conduct

MS. FREDERICK MOVED TO POSTPONE the approval of the HDDA Conflict of Interest Policy until the March meeting. **MR. FEIGLEY SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

G. BOARD MEMBER COMMENTS

Nothing to report.

H. COMMITTEE REPORTS

Design

1. Boardwalk Update

Mrs. Blascyk informed the board that Grant from Artisan Contracting had reached out to her and Supervisor Hamill regarding his concern that the size of helical pier needed for the load size is larger than originally estimated. The new higher load bearing helical piers will increase the overall project cost to \$643,000. She also informed the board that due to this change, the Boardwalk will also need to be re-engineered at the cost of \$12,500. Mrs. Blascyk proposed that the additional cost could be offset by planning to add the cobblestone piers at a later date and forgoing the two bump outs in the boardwalk in favor of a more simple design. By no longer doing those two things the overall project cost will be decreased by \$69,000 or more. In addition, Mrs. Blascyk informed the board that the previously discussed test pier would cost \$6,000 to install. The success of the test pier would determine the viability of the project moving forward.

SUPERVISOR HAMILL MOVED TO SPEND \$6,000 to put in a test pier. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes;

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Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

SUPERVISOR HAMILL MOVED TO REMOVE the cobblestone piers at \$24,000 and to remove the bump outs at \$45,000. **MS. DEHAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Dale Feigley - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Supervisor Hamill - yes; Chris Hamill - yes; Michael Zurek - yes; Roscoe Smith - yes. (9 yes votes).

Economic Revitalization

Ms. Frederick informed the board that the Business Roundtable is in the near future. They will discuss upcoming HDDA events with the local businesses.

Organization

Mrs. Dashevich is currently working on a volunteer appreciation event that will potentially take place on May 1st.

Promotions

Mrs. Dashevich informed the board that there will be a festivals committee meeting soon to discuss the 2025 festival season.

I. MSOC

The MSOC evaluation is February 12th, 2025 and may affect what time the board meeting takes place that same day.

J. DISTRICT DEVELOPMENT

Colasanti's Market has begun their renovations and plan to remain open during construction. There is also a vape shop going into the plaza with Iron Pride Gym and Leo's Coney Island by Milford High School.

Schwartz Deli lost their appeal and will remain unable to have indoor seating.

K. CALL TO THE PUBLIC

Nothing to report.

L. MEETING ADJOURN

The meeting was Adjourned at 7:32 pm. - TD

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APPROVED