

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
APPROVED REGULAR BOARD MEETING MINUTES OF MARCH 12th, 2025**

A. ROLL CALL

Members present: Andy West, Taylor DeHaan, Jennifer Frederick, Cassie Blascyk, Micheal Zurek, Micheal Zeolla, and Roscoe Smith

Members Absent: Dale Feigley, Supervisor Hamill, and Chris Hamill

Staff Present: None

Staff Absent: Melissa Dashevich

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

B. APPROVE MINUTES OF SPECIAL BOARD MEETING OF JANUARY 29th, 2025

MS. FREDERICK MOVED TO APPROVE the special HDDA board meeting minutes of January 29th, 2025 as presented. **MR. WEST SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zuckerberg - yes; Roscoe Smith - yes. (7 yes votes).

C. APPROVE MINUTES OF REGULAR BOARD MEETING OF FEBRUARY 12th, 2025

MS. FREDERICK MOVED TO APPROVE the regular HDDA board meeting minutes of February 12th, 2025 as presented. **MR. ZEOLLA SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zuckerberg - yes; Roscoe Smith - yes. (7 yes votes).

D. DIRECTOR'S REPORT

Mrs. Dashevich was absent.

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E. TREASURER'S REPORT

Ms. Frederick presented her financial report for January 1st to March 10th in detail. She informed the board that the audit has not been finished and updates still need to be made to the financial reports for April. She did inform the board that the HDDA had \$600,000 cash on hand. There is no long term debt, and the 2 CDs will reach maturity in April.

MS. FREDERICK MOVED TO ACCEPT the Treasurer's Report that is dated through March 31st but up to date through March 10th. **MR. ZUREK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

F. NEW BUSINESS

1. CD Discussion

Ms. Frederick sought approval to cash out the first of the HDDA's 2 CDs in order to replenish the fund balance.

MS. FREDERICK MOVED TO APPROVE cashing out the 1st CD of \$131,639 in April. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

MR. ZUREK MOVED TO APPROVE the liquidation and potential renewal of the 2nd CD in April based on available interest rates at the discretion of Ms. Frederick. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

2. Brien's Service Contract Review and Possible Approval

Mrs. Blascyk presented the proposed cost for renewal of the contract with Brien's Services to have them do monthly maintenance on the gardens and Fall clean up. The monthly charge for June through September 2025 is \$1,128 with the additional cost for fall perennial cut backs coming to \$1,321.

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MS. FREDERICK MOVED TO APPROVE the maintenance quote as presented for June through September, not to exceed \$6,000. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

3. Budget Amendment for the Highland Station Boardwalk Connectivity Project

Ms. Frederick presented the budget amendments that are necessary now that Highland Township has agreed to partner with the HDDA on the Highland Station Boardwalk Project. The Township will be supplying \$250,000 to the HDDA for the project. This will change the proposed budget for the project from \$419,000 to \$669,000.

MS. FREDERICK MOVED TO AMEND the budget as presented to budget for Highland Township's participation in the Highland Station Boardwalk Project and to budget for the remainder of the project. **MRS. BLASCYK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a roll call vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

G. OLD BUSINESS

1. Request to Table Purchasing Policy to the April Board Meeting

Due to this topic having already been tabled at the previous meeting it was determined that until the board voted to take it off the table it would remain and a vote was not necessary.

2. Request to Postpone Conflict of Interest/Code of Conduct to April Board Meeting

MR. ZEOLLA MOVED TO TABLE the HDDA Code of Conduct Policy to the April HDDA board meeting pending attorney review. **MS. FREDERICK SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

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H. BOARD MEMBER COMMENTS

Nothing to report.

I. COMMITTEE REPORTS

Design

i. Boardwalk Update

Mrs. Blascyk informed the board that Artisan Contracting installed and leveled the helical piers 2 weeks ago and the project is moving along. The design committee has decided on rough sawn posts made of white oak and the concrete portions will have a wood texture. All of the paneling will also have a black metal mesh with black handrails and decorative hardware. They are expecting it to be in production at the end of april, first part of May. There is also talk of potentially adding a sign toward the roadway created by a local welder.

Mr. West also spoke about the public's misconception about who is putting the boardwalk in and suggested the HDDA make an effort to communicate to the community that this is a HDDA and Township project. The Board brainstormed the wording for a banner that could be put out by the construction site announcing the new boardwalk.

Economic Revitalization

ii. Business Roundtable/Mixer

A number of board members will be attending the Business Roundtable on March 19th and local businesses have been invited. The event has also been advertised on social media.

iii. Burger Battle Update

The Burger Batter has been a success for its first year with multiple highland restaurants being ranked highly and feedback from the community has been positive. The board hopes that this first year will have laid solid ground work for years to come.

Organization

iv. Volunteer Appreciation Event (Discuss dates)

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MRS. BLASCYK MOVED TO TABLE the Volunteer Appreciation Event discussion until April. **MS. DEHAAN SUPPORTED THE MOTION**, and the **MOTION CARRIED** with a unanimous voice vote: Andy West - yes; Taylor DeHaan - yes; Cassie Blascyk- yes; Jennifer Frederick - yes; Michael Zurek - yes; Michael Zeolla - yes; Roscoe Smith - yes. (7 yes votes).

Promotions

v. Concerts Schedule

Mrs. Blascyk informed the board that all of the bands have been selected for the concert series and the band has been booked for the fireworks festival.

Mrs. Blascyk also informed the board that a large sponsorship came in from Feldman Automotive for the farmers market and all three large highland events for \$10,000.

J. MSOC

The Main Street Summit March 20th, 2025 however there is a conflicting meeting that will affect attendance.

K. DISTRICT DEVELOPMENT

Cottage Inn Pizza is due to open soon by Milford High School, Revelation Wellness has grown in the year they have been open and have had to relocate to the South end of the Devoted Dental Plaza, a larger space. They have also changed their name to Micahealing Aesthetics and Wellness and the owner has inquired about the signage and the rental subsidy grants. Mr. Smith also spoke highly of the Credit Union's renovations, saying they have turned out great and that it is a wonderful addition to the community. The Dunkin Donuts and Jimmy Johns have submitted new site plans.

L. CALL TO THE PUBLIC

Nothing to report.

M. MEETING ADJOURN

The meeting was Adjourned at 7:23 pm. - TD