

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the October 21, 2015 Regular Board Meeting**

APPROVED

Members Present: Roscoe Smith, Cassie Blascyk, Supervisor Hamill, Mike Maher, Dale Feigley, Mike Zurek, John Hirzel

Absent: Jim Stevenson
Matt Barnes

Staff Present: Melissa Dashevich, Director
Karen Beardsley, Recording Secretary

Visitors: none

Mr. Smith called the meeting to order at 6:28 PM.

Approve Regular Board Meeting Minutes of September 16, 2015

MR. FEIGLEY MOVED TO APPROVE the Regular Board Meeting minutes of September 16, 2015 as presented. SUPERVISOR HAMILL SUPPORTED and THE MOTION CARRIED with a unanimous voice vote (7 yes votes).

Director's Report

Mrs. Dashevich reviewed her report, and is attached for board member review. Much discussion took place regarding the upcoming Festival of Trees. Mrs. Dashevich also recapped some of the conversations from the wrap-up meeting of the Highland Heritage Preservation Society.

Treasurer's Report

Mr. Hirzel stated that we are at 85% of budgeted revenue with just 75% of the year past, and we are only at 45% of budgeted expenses, so he is very comfortable with these numbers. With the help of Supervisor Hamill, HDDA rent on the Station House has been reversed. The 2016 projected budget was reviewed line by line. Supervisor Hamill offered to enter agreed upon budget numbers from the HDDA directly into his budget amounts on his computer, and that would eliminate the need for Mrs. Dashevich to submit to the township by tomorrow, noon. After much discussion, adjustments and reassignments were made to the budget; the finalized budget will be submitted to the township; a copy will be given to Mrs. Dashevich.

OLD BUSINESS

Concrete Spalling Update

Concrete manufacturer stated that the mix used was the same formula used on Nowak & Fraus projects in the past, so they are not assuming full liability. They will, however, offer cement product, and Audia Construction will offer labor; Supervisor Hamill will determine areas that

need to be replaced, or curbing that could be added in order to leverage some restitution for the faulty concrete.

Landscaping Update

Mrs. Blascyk shared that the landscaping order will not be able to be filled this year; an order of this size for native plants is not something our local nurseries keep on hand. A deposit will be given to the chosen nursery to begin the plants, and have all plantings ready for May 2016.

Mr. Feigley inquired about the 'property swap' proposed for the old middle school property. Supervisor Hamill said that he is working on the township's RFP submittal, and felt that this step was taken for transparency. He also stated that if the property is sold commercially, the original bond issue attached to the property would have to be paid in full by HVS; however, if the property changes hands with a government body, HVS could continue to make payments as they are now. Supervisor Hamill also stated that the township is looking for the original deed to the property, which was originally owned by Highland Township, and they are hoping that the original paperwork would state that if the property was not being used for a school, ownership would revert back to the township.

2016 Meeting Dates

MR. MAHER MOVED TO APPROVE the HDDA meeting dates for 2016. MR. FEIGLEY SUPPORTED and e THE MOTION CARRIED with a unanimous voice vote (7 yes votes).

CALL TO THE PUBLIC

Mr. Smith asked to move Mrs. Dashevich's hours back up to 37-1/2 hours (she was asked to decrease hours to lower the HDDA costs in prior years). He also stated that she has not had a raise since her employment began. He also proposes that a salary increase for her be considered; he shared a list of what other community HDDA Executive Directors earn. After some discussion, **SUPERVISOR HAMILL MOVED TO APPROVE Mrs. Dashevich's salary amount of \$40,000 per year, with an average of 37.5 hours per week, which will include two weeks paid vacation. No other benefits are provided. Mr. Smith can continue to review her time sheets on a weekly basis. MR. MAHER SUPPORTED and THE MOTION CARRIED with a roll call vote: Blascyk-yes; Zurek-yes; Hirzel-yes; Hamill-yes; Maher-yes; Feigley-yes; Smith-yes.**

Mr. Smith adjourned the meeting at 8:22 p.m.

Respectfully submitted,

A. Roscoe Smith

ARS/kb