

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
SEPTEMBER 24, 2018 – 6:00 p.m.
MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, September 24, 2018 at 6:00 p.m. at the Alpena Township Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Supervisor Nathan Skibbe
Treasurer Laura L. Ellery-Somers
Clerk Michele P. Palevich
Trustee Cash Kroll
Trustee Norm Poli
Trustee Matt Dunckel

Vacant Trustee Seat

Others present: Attorney Tim Gulden

Supervisor Skibbe called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL

Roll was called; the following board members were present: Supervisor Nathan Skibbe, Treasurer Laura L. Ellery-Somers, Clerk Michele P. Palevich, Trustee Cash Kroll, Trustee Norm Poli, and Trustee Matt Dunckel (Vacant Trustee seat).

AGENDA

Moved by Trustee Dunckel and supported by Trustee Poli to approve the agenda as presented with the addition of the Treasurer requesting that the DPW Director consider Scott Stoppa for the Assistant DPW Director position and to correct August 27, 2018 minutes that the work place Flu Shot Program will be held at the Township, not at Rite Aid. The sign/logo and trustee appointment will be tabled to the October meeting. Motion carried by unanimous voice vote.

PUBLIC COMMENT

Gary Parteka, of Channel Road #1, suggested that the Board invest in microphones so the audience can hear the board conversations better. He also suggested that a community forum be scheduled of what transpired between the Township and the City regarding lawsuit/water rates.

Neil Roland, of 980 Golf Course Road, agreed with Gary Parteka's comments as stated above and suggested a simple canvas of the community of what the Township should do with regards to the lawsuit.

Scot McKenzie, of Werth Road, stated concerns over how the Township will be distributing the provisional funds held in escrow back to residents.

Marie Twite, of Truckey Road, thanked the Board for their efforts regarding the lawsuit.

MINUTES
August 27 & September 7, 2018

Moved by Trustee Dunckel and supported by Trustee Poli to approve the minutes August 27 (with correction as stated above) & September 7, 2018 as presented. Motion carried by unanimous voice vote.

PAYMENT OF BILLS

Moved by Trustee Kroll and supported by Trustee Dunckel to approve the payment of bills as presented. Motion carried by unanimous voice vote.

PRESENTATION

Alpena County Road Commission/Special Assessments

Larry Orcutt, Alpena County Road Commission Manager, presented information on three upcoming Special Assessments, which include Burk Manor, Pohl Road, and Elden Drive. These potential projects will take place in the Spring upon the Township's approval during 2019/2020 budget.

CORRESPONDENCE

Moved by Trustee Dunckel and supported by Trustee Poli to approve the Charter Township of Alpena Zoning Board of Appeals – Minutes August 21, 2018 as presented. Motion carried by unanimous voice vote.

ADOPT ORDINANCE No. 134

AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF ALPENA ZONING ORDINANCE

Moved by Trustee Dunckel and supported by Trustee Poli to adopt Ordinance No. 134 to amend The Charter Township of Alpena Zoning Ordinance as presented. Roll call vote was taken: AYES: Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Skibbe. NAYS: None. Motion carried.

FIREWALL QUOTE – 1 YEAR RENEWAL

Moved by Treasurer Ellery-Somers and supported by Trustee Kroll to approve the Firewall Quote from Yeo & Yeo Computer Consulting in the amount of \$1,299.00 with funds to be divided between all departments. Roll call vote was taken: AYES: Supervisor Nathan Skibbe, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli and Trustee Matt Dunckel. Motion carried.

DORMA CYLINDERS

Frank's Key and Lock Shop submitted a quote to re-key the Township building in the amount of \$1,179.00. After discussion it was Moved by Trustee Dunckel and supported by Trustee Kroll to research electronic key pad and other options and to bring it back to the October meeting. Roll call vote was taken: AYES: Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYS: None. Motion carried.

PUBLIC SAFETY FUND – MONTHLY APPROPRIATION

Treasurer Ellery-Somers, requested to transfer two of the monthly appropriations from the General Fund into the Public Safety Fund in the amount of \$19, 883.83 x 2 months = \$39,767.66. (November's appropriation was transferred 09/07/18 and December's appropriation was transferred 09/10/18). This was necessary as the monthly expenses were more than revenues. Moved by Trustee Dunckel and supported by Trustee Kroll. Roll call vote was taken: AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYS: None. Motion carried.

DEPUTY CLERK POSITION

Clerk Palevich, requested that Deputy Clerk Malcomson remain as a full-time employee. Moved by Trustee Dunckel and supported by Treasurer Ellery-Somers to retain Deputy Clerk Malcomson as full time. Roll call vote was taken: AYES: Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYS: None. Motion carried.

MTA WORKSHOPS

Trustee Poli informed the board of upcoming MTA workshops, which include MTA On The Road to be held October 23 in Alpena and MTA Township Finances to be held November 28 and MTA Township Land Use on November 29 in Mt. Pleasant.

Moved by Trustee Dunckel and supported by Treasurer Ellery-Somers to approve attending the MTA On the Road Workshop to the Clerk, Treasurer and Trustee Poli. Roll call vote was taken: AYES: Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYS: None. Motion carried.

Moved by Trustee Dunckel and supported by Trustee Kroll to approve attending the MTA Township Finances and Land Use to any board members that wish to attend. Trustee Poli noted that he is interested in attending. Roll call vote was taken: AYES: Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYS: None. Motion carried.

MTA WORKSHOP

Treasurer Ellery-Somers, informed the board that she will be attending a MTA workshop entitled, Treasurer's Guide to Tax Collection on November 14, 2018 in Gaylord. Moved by Trustee Dunckel and supported by Trustee Kroll to approve the request from the Treasurer to attend a MTA workshop. Roll call vote was taken: AYES: Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYS: None. Motion carried.

QUOTES FOR TABLETS

1010 Technology Center submitted a quote for (3) Pro LTE Tablets with keyboards in the amount of \$1,528.11 x 3 = \$4,584.33. (two tablets for the Assessing Office and one tablet for Building Official). Funds were previously approved for the Building Official for this type of an expense, therefore, the board approved the purchase of two tablets for the Assessing Office with of with funds out of line item # 101-209-728.000 Computer (hardware) \$1,000.00 and line item # 101-209-802.000 \$1,984.35 Data

Processing (software) and line item # 101-209-727.000 Copies \$71.87 for a total of \$2,984.35. Moved by Trustee Dunckel and supported by Trustee Poli to approve the action item above. Roll call vote was taken: AYES: Supervisor Nathan Skibbe, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Trustee Norm Poli. NAYS: None. Motion carried.

AUDIT

Jim Kraenzlein, from Straley, Lamp & Kraenzlein CPA firm, explained corrections to Note 11 in the audit report. Moved by Trustee Dunckel and supported by Trustee Kroll to approve the corrections to the audit report in note 11 as presented. Roll call vote was taken: AYES: Supervisor Nathan Skibbe, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Trustee Norm Poli. NAYS: None. Motion carried.

BUILDING DEPARTMENT REPORT

Kirk Malcomson, Building Official gave a report on inspections and permits from his department.

DPW DEPARTMENT REQUEST

DPW Director, Nate Thomson, requested from the board to waive penalties for a water/sewer customer and to also set up a payment plan. Moved by Trustee Dunckel and supported by Trustee Kroll to approve the request from the DPW Director to waive penalties for a water/sewer customer and to also set up a payment plan. Roll call vote was taken: AYES: Supervisor Nathan Skibbe, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Trustee Norm Poli. NAYS: None. Motion carried.

DPW DEPARTMENT TRAINING

DPW Director, Nate Thomson requested training for his department. Moved by Trustee Kroll and supported by Trustee Dunckel to approve the request for training in his department. (These expenses to be charged to line item 592-100-860.000). Roll call vote was taken: AYES: Supervisor Nathan Skibbe, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Trustee Norm Poli. NAYS: None. Motion carried.

PUBLIC SAFETY FUND TRAVEL & TRANSPORTATION GL#

Treasurer Ellery-Somers requesting that a travel and transportation general ledger # to be set up in the Public Safety Fund. Motion carried by unanimous voice vote.

PUBLIC SAFETY TRAINING

Chief Robbins requested that Lt. Tom Tolen and Paid on Call Amanda Tolen attend an UP-EMS Conference Registration in the U.P. October 12-14, 2018. Moved by Trustee Dunckel and supported by Trustee Poli to approve the conference in the amount of \$240.00 each = \$480.00 plus mileage and room expense. Roll call vote was taken: AYES: Supervisor Nathan Skibbe, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Trustee Norm Poli. NAYS: None. Motion carried.

DISCUSSION

Treasurer Laura Ellery-Somers asked that the board consider an increase of pay in the amount of \$500 monthly to DPW Interim Director Scott Stoppa as he brings a wealth of knowledge of the water/sewer infrastructure to assist the new DPW Director Nate Thomson learn the system. DPW Director Thomson stated that he will be discussing this and other items at the next Personnel Committee meeting.

CLOSED SESSION

Moved by Trustee Poli and supported by Trustee Duckel to go into closed session. The board went into closed session at 7:02 p.m.

OPEN SESSION

Moved by Trustee Poli and supported by Trustee Dunckel to go into open session. The board went back into open session at 7:58 p.m.

RESOLUTION IMPLEMENTING AND APPEALING JUDGMENT, IN PART

Supervisor Skibbe read the said resolution implementing and appealing judgment, in part as presented. (See attached) Moved by Trustee Dunckel and supported by Trustee Poli to adopt the resolution implementing and appealing judgment, in part as presented. Roll call vote was taken: AYES: Supervisor Nathan Skibbe, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Trustee Norm Poli. NAYS: None. Motion carried.

PUBLIC COMMENT

Marie Twite, of Truckey Road, suggested that township residents should have their own water/sewer and also requested more clarity on agenda items.


Cathy Nevins, of Ferncliff, stated that she dropped a letter off at the township for the township officials requesting an area for composting for township citizens and wanted to make sure they received it as she hasn't heard anything back yet.

ADJOURNMENT

Moved by Trustee Norm Poli and Supported by Trustee Cash Kroll to adjourn. Motion carried. Meeting adjourned at 8:03 p.m.



Clerk Michele Palevich



Supervisor Nathan Skibbe

DM/MP