

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES
SEPTEMBER 22, 2025 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, September 22, 2025, at 6:00 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Supervisor Abbi Kaszubowski
Clerk Michele Palevich
Treasurer Laura Ellery-Somers
Trustee Steve Lappan
Trustee Norm Poli
Trustee Cash Kroll

Absent: Trustee Russ Rhynard (Excused)

Others present: Attorney Tim Gulden

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

ROLL CALL

Roll call was taken. The following board members were present: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. Absent: Trustee Russ Rhynard.

AGENDA

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the agenda as presented with the additions of New Business items 18. Matt Tessmer Proposal – Concrete Slabs, 19. Alpena County Road Commission – Road Projects Invoice and 20. Winter Tax Bill Inserts. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

Gary Partyka commented on Blight and the Outside Employment Disclosure form.

Jean Braden introduced herself as the new president of the Thunder Bay Island Preservation Society.

PRESENTATION – CAM CAVITT FIRE DEPARTMENT SPECIAL TRIBUTE

Supervisor Abbi Kaszubowski presented the members of the Fire Department with special tribute certificates from Michigan State Representative Cam Cavitt.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – August 25, 2025 (Regular), department reports and the following correspondence: F&V Operations Annual Contract Compensation Adjustment Letter 2025-2026, Planning Commission Minutes – August 11, 2025, Allan and Linda Shea Letter, Susan Oliver Chrzan Letter, Northeast Michigan Materials Management Authority Minutes – July 17, 2025, Habitat for Humanity Dinner Invitation, Thunder Bay Island Resignation Letters and Charter Township of Alpena Fire Department Open House. Moved by Trustee Steve Lappan and supported by Trustee Cash Kroll to approve payment of the bills, to approve minutes and to receive and file department reports and correspondence as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

WATER TOWER SECURITY

Supervisor Abbi Kaszubowski updated the Township Board on estimates for water tower security and is still researching options. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to table the Water Tower Security until the October 27, 2025 Board of Trustees meeting. Voice Vote. Motion carried by unanimous voice vote.

FIRE DEPARTMENT – INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS TENTATIVE AGREEMENT

Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan for Supervisor Abbi Kaszubowski to recuse herself from voting on the International Association of Fire Fighters (IAFF) Local 1859 tentative agreement. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

Attorney Helen Mills reviewed the tentative agreement with the International Association of Fire Fighters (IAFF) Local 1859. Personnel Committee members, Trustee Cash Kroll and Clerk Michele Palevich, recommended approval of the agreement. Moved by Clerk Michele Palevich and supported by Trustee Cash Kroll to ratify the International Association of Fire Fighters (IAFF) Local 1859 3-year Tentative Agreement effective January 1, 2025 to December 31, 2027 as presented. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Trustee Cash Kroll. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

BUDGET ADJUSTMENTS

The Township Board was presented with budget adjustments prepared by Clerk Michele Palevich. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the budget adjustments as presented. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

ORDINANCE NO. 158 FIRE CODE ORDINANCE AMENDMENT

Attorney Tim Gulden presented the Township Board with Ordinance No. 158, Fire Code Ordinance Amendment, to adopt the National Fire Protection Association's Fire Code (NFPA 1) and any future editions of such Code, and in order to promote the public health, safety and general welfare of

persons and property in the Township. Chief Tim Baker recommended adoption of the ordinance. Moved by Trustee Steve Lappan and supported by Treasurer Laura Ellery-Somers to approve the adoption of Ordinance No. 158, Fire Code Ordinance Amendment as presented. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

MAMC ADA GRANT - DOOR

Clerk Michele Palevich presented the Township Board with proposals from Alpena Glass Company Inc. and from Frank's Key & Lock Shop for a new ADA approved door for the south side entry at the township civic building. The Township was awarded a reimbursement grant in the amount of \$10,000.00 from the Michigan Association of Municipal Clerks (MAMC). Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the proposals from Alpena Glass Company Inc. in the amount of \$8,885.00 and Frank's Key & Lock Shop in the amount of \$6,312.46 to be paid from GL #101-265-971.000, Capital Outlay. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

BLIGHT AD HOC COMMITTEE

The Township Board discussed forming an ad hoc committee regarding blight. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to form a committee to address blight consisting of Supervisor Abbi Kaszubowski, Trustee Norm Poli and Trustee Russ Rhynard. Voice Vote. Motion carried by unanimous voice vote.

CAPITAL IMPROVEMENT PLAN COMMITTEE

The Township Board discussed forming a Capital Improvement Plan (CIP) committee. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to form a CIP committee consisting of Supervisor Abbi Kaszubowski, Clerk Michele Palevich, Planning Commission Chairperson Tom Hilberg, Planning Commission Member Roxann Brown and the option of adding community members. Voice Vote. Motion carried by unanimous voice vote.

POLICY AND PROCEDURES RECOMMENDATIONS

EXPENDITURE AUTHORIZATION – SPENDING LIMIT

Treasurer Laura Ellery-Somers, Policy and Procedures Chairperson, advised that the committee recommended increasing the spending limit to \$1,500.00. Moved by Trustee Cash Kroll and supported by Trustee Steve Lappan to increase department heads spending limit to \$1,500.00 as presented. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

CONFLICT OF INTEREST AND ETHICS POLICY REVISION

Treasurer Laura Ellery-Somers advised that the committee recommended approval of the Conflict of Interest and Ethics Policy revision as presented in accordance with the MCL 15.321 through 15.328 Contracts of Public Servants with Public Entities. Moved by Supervisor Abbi Kaszubowski and

supported by Treasurer Laura Ellery-Somers to approve the Conflict of Interest and Ethics Policy as presented. Voice Vote. Motion carried by unanimous voice vote.

DISCLOSURE OF OUTSIDE EMPLOYMENT FORM

Treasurer Laura Ellery-Somers informed the Township Board the committee recommended approval of the Outside Employment Disclosure Form with changes. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the Outside Employment Form to be completed upon hire and annually during the open enrollment period as presented with the removal of “If yes, indicate approximate monthly compensation,” and “Do you receive retirement or other benefits from this employer? If yes, please specify.” Voice Vote. Motion carried by unanimous voice vote.

OFFICE PET POLICY

Treasurer Laura Ellery-Somers presented two pet policies to the Township Board and advised that Supervisor Abbi Kaszubowski and Trustee Russ Rhynard did not recommend an Office Pet Policy and Treasurer Laura Ellery-Somers recommended adopting the Par Plan Emotional Support Animals vs Service Animals in the workplace. Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to adopt a policy allowing service and emotional support animals if prescribed by a licensed health care provider. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Norm Poli and Trustee Steve Lappan. NAYES: Clerk Michele Palevich, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. Absent: Trustee Russ Rhynard. Motion failed.

WATER/SEWER DEPARTMENT – PAST DUE NOTICES

The Township Board discussed a minimum amount due when sending past due notices. Any past due balance not paid is included on the next bill. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to not send past due notices if the amount owed is \$5.00 or under and to include the past due amount on the next billing. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

TREASURER – PAYMENT DROP BOX

Treasurer Laura Ellery-Somers presented the Township Board with estimates to fix, wrap and re-letter the payment drop box. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve the estimate from Harborside Tint in the amount of \$950.00 to wrap and re-letter the drop box and from Mid-West Innovators, Inc. in the amount of \$677.00 to fix the drop box for a total of \$1,627.00 to be paid from GL #101-253-975.000, Equipment & Furniture. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

FIRE DEPARTMENT – R & R INVOICE

Chief Tim Baker presented the Board with an invoice for service on the 2013 Spartan Engine (E2). Moved by Clerk Michele Palevich and supported by Supervisor Abbi Kaszubowski to pay the R & R Fire Truck Repair Inc. invoice in the amount of \$1,554.81 to be paid from GL #205-336-938.000, Vehicle Maintenance, as presented. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

FIRE DEPARTMENT – NATIONAL HOSE TESTING SPECIALTIES, INC.

Chief Tim Baker presented the Board with an invoice for the 2025 fire hose testing. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to pay the National Hose Testing Specialties, Inc invoice in the amount of \$4,068.00 from GL #205-336-801.000, Professional and Contractual Services, as presented. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

FIRE DEPARTMENT – MILLAGE PROPOSAL (AUGUST PRIMARY 2026)

Chief Tim Baker made a recommendation for a proposal to remove the current 1.4953 millage for fire protection and replace it with a new 3.475 millage for fire protection for four (4) years to be on the ballot in August, 2026. Township Attorney Tim Gulden will begin working on a resolution for the Board to review at a future meeting.

FIRE DEPARTMENT – EMT SCHOOL

Chief Tim Baker requested approval to send up to four (4) fire fighters to EMT school. Moved by Clerk Michele Palevich and supported by Trustee Cash Kroll to approve up to \$6,600.00 (\$1,650.00 per student) for four (4) fire fighters to attend the EMT school at The Alpena City Fire Department to be paid from GL #205-336-969.020, Fire/EMS Training. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

FIRE DEPARTMENT – TRAINING REQUEST

Chief Tim Baker requested approval for training for Lt. Stephens, Fire Fighter Hoskinson, Fire Fighter/Training Officer Stachlewitz and Chief Baker. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve training as presented and lodging up to \$200.00 per night for Chief Baker in the amount of \$690.00 for training to be paid from GL #205-336-969.020, Fire/EMS Training, and up to \$1,486.00 for lodging and mileage to be paid from GL #205-336-861.000, Transportation and Travel, as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

FIRE DEPARTMENT – MAPLE RIDGE TOWNSHIP AGREEMENT

The Township Board was presented with a 2025 Service Agreement from Maple Ridge Township to provide emergency services to the Maple Ridge Township area known as Thunder Bay Village for \$3,500.00 for the 2025/2026 fiscal year. Chief Tim Baker advised that the cost of service for this area was greater than the amount in the agreement. Moved by Trustee Steve Lappan and supported by Trustee Cash Kroll to table the Maple Ridge Township Agreement to the October 27, 2025 Board of Trustees meeting until cost of doing business is determined. Voice Vote. Motion carried by unanimous voice vote.

FIRE DEPARTMENT – MSA FLOW TEST AGREEMENT

Fire Chief Tim Baker presented a three (3) year service agreement for flow testing and recommended approval to lock in the price. Moved by Trustee Cash Kroll and supported by Clerk

Michele Palevich to approve the three (3) year service agreement with MacQueen at an annual cost of \$70.00/SCBA, \$10.00/facepiece, \$45.00 for shop supplies and \$90.00 travel fee for 2026, 2027 and 2028 to be paid from GL #205-336-801.000, Professional & Contractual Services. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

HURON PINES AGREEMENT (COASTAL MANAGEMENT GRANT)

Supervisor Abbi Kaszubowski advised the Township Board of a service agreement from Huron Pines Resource Conservation and Development, Inc. Attorney Tim Gulden had reviewed the agreement. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the Shoring Up Our Coastal Resilience/Master Plan Project with Huron Pines Resource Conservation and Development Inc. in the amount of \$2,500.00. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

CONCRETE SLABS

Supervisor Abbi Kaszubowski presented the Township Board with a proposal from Matt Tessmer in the amount of \$6,700.00 and advised that the cost would be split equally between the Township and Northeast Michigan Materials Management Authority (NMMMA). Amrize is donating the cement. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the proposal with Matt Tessmer for the labor of a 26'x64'x6" concrete dumpster pad in the amount of \$3,350.00 to be paid from GL #101-265-971.000, Capital Outlay. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

Supervisor Abbi Kaszubowski informed the Township Board that she had received a proposal from Matt Tessmer in the amount of \$3,500.00 for the labor for an apron in front of the north garage door where the pumper truck is stored and that the cement is being donated by Amrize. Moved by Trustee Cash Kroll and supported by Clerk Michele Palevich to approve the proposal from Matt Tessmer for the labor for an apron in the amount of \$3,500.00 to be paid from GL #101-265-971.000, Capital Outlay. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

ALPENA CONTY ROAD COMMISSION

The Township Board was presented with an invoice from the Alpena County Road Commission for the emergency culvert replacement on Diamond Point Road and the final portion for the Lake Winyah Road project. Moved by Trustee Steve Lappan and supported by Treasurer Laura Ellery-Somers to approve payment of the Alpena County Road Commission invoice for the amount of \$13,268.41 to be paid from GL #101-446-820.000, Highway, Streets and Bridges. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

INSERT IN TAX BILLS

Treasurer Laura Ellery-Somers advised the Township Board that if the Township Board would like to include an insert with the winter tax bills it needed to be to the Alpena County Equalization Department by November 6, 2025. Moved by Laura Ellery-Somers and supported by Clerk Michele Palevich to not include an insert with the winter tax bills. Voice Vote. Motion carried by unanimous voice vote.

CLOSED SESSION – WATER & SEWER LITIGATION

Attorney/Client Privilege – Water Litigation

Moved by Supervisor Abbi Kaszubowski and supported by Clerk Michele Palevich to enter closed session under MCL 15.268(1)(e) to consult with counsel about pending litigation in case number 24-2721-CK, the City of Alpena vs the Charter Township of Alpena. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Russ Rhynard. Motion carried unanimously.

The Board entered closed session at 8:04 p.m.

The Board exited closed session at 8:19 p.m.

PUBLIC COMMENT

None.

DISCUSSION

Treasurer Laura Ellery-Somers requested that the Supervisor follow up with Omega Electric regarding the lights on M-32.

Trustee Steve Lappan followed up the status of the Supervisor scheduling a meeting with Target and Chief Tim Baker regarding grant opportunities.

Trustee Norm Poli requested an update on Thunder Bay Island and the status of the blight on Bernice Lane and Lakewood Dr.

ADJOURNMENT

Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 8:24 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski