

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES
March 24, 2025 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, March 24, 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 Russ Rhynard
Trustee Norm Poli
Trustee Cash Kroll

Absent: Trustee Steve Lappan (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, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: Trustee Steve Lappan.

AGENDA

Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – February 24, 2025 (Regular), department reports and the following correspondence: Alpena County Road Commission – Match Memo. Moved by Trustees Russ Rhynard 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 Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

**INTRODUCTION OF PROPOSED ORDINANCE NO. 156
(Sanitary Sewer and Water Ordinance Amendment)**

Attorney Tim Gulden presented the Township Board with Ordinance No. 156, Sanitary Sewer and Water Ordinance Amendment, to provide monthly, rather than quarterly, water and sewage billings. Moved by Trustee Russ Rhynard and supported by Trustee Cash Kroll to approve Ordinance No. 156, Sanitary Sewer and Water Ordinance Amendment, as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

BUILDING CODE UPDATES

Building Official Kevin Pauly requested the Township Board approve updated building codes. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve Michigan 2021 Building Codes and 2021 Rehabilitation Codes to be effective April 9, 2025, and 2021 Commercial Michigan Energy Code to be effective April 22, 2025. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

**RESOLUTION TO SANITARY SEWER AND WATER ORDINANCE
SCHEDULE OF RATES & CHARGES**

Supervisor Abbi Kaszubowski presented the Township Board with a resolution to update water and sewer rates and meter fees. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the updated schedule of rates and charges effective April 1, 2025. Roll call vote was taken. AYES: Trustee Russ Rhynard, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: Trustee Norm Poli. Absent: Trustee Steve Lappan. Motion carried.

WEBSITE UPDATE

Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to table the website discussion to the end of the meeting to see if the audio issues are fixed to hear from any of the vendors present via zoom. Voice Vote. Motion carried by unanimous voice vote.

ALPENA COUNTY ROAD COMMISSION – 2025 DUST CONTROL AGREEMENT

The Township Board was presented with an agreement from Alpena County Road Commission for dust control. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the Alpena County Road Commission Road Agreement for 2025 Dust Control Program in the amount of \$34,650.00 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 Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

POLICY & PROCEDURES – SICK TIME POLICY

Clerk Michele Palevich informed the Township Board that the Earned Sick Time Act went into effect on February 21, 2025, and recommended adopting the policy written by the labor attorneys. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the Sick Time Policy as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

RESOLUTION REGARDING CONVEYANCE OF REMAINING PORTION OF THUNDER BAY ISLAND TO THE CHARTER TOWNSHIP OF ALPENA

Supervisor Abbi Kaszubowski informed the Township Board that the Bureau of Land Management was requiring the resolution be adopted. Moved by Trustee Norm Poli and supported by Trustee Cash Kroll to approve the Resolution Regarding Conveyance of Remaining Portion of the Thunder Bay Island to the Charter Township of Alpena as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

BUDGET ADJUSTMENTS

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

TREASURER'S OFFICE STAFFING

Treasurer Laura Ellery-Somers informed the board of a future staffing shortage in the Treasurer's Office. Moved by Clerk Michele Palevich and supported by Supervisor Abbi Kaszubowski to approve the part time hiring of former administrative assistant Kelly Kujawa to assist with the staffing shortage for 7 weeks. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

PLANNING COMMISSION APPOINTMENTS

Trustee Norm Poli advised that he wished to resign as the liaison to the Planning Commission and Clerk Michele Palevich advised she would take the position. Supervisor Abbi Kaszubowski informed that board that she would like to reappoint Larry Dehring and Delynn Pauly to the Planning Commission. Moved by Trustee Cash Kroll and supported by Trustee Russ Rhynard to accept Trustee Norm Poli's resignation from the Planning Commission, to appoint Clerk Michele Palevich as liaison from the Board of Trustees for a 3-year term and to reappoint Larry Dehring to a 1-year term and Delynn Pauly to a 3-year term to the Planning Commission effective April 1, 2025. Voice Vote. Motion carried by unanimous voice vote.

EMPLOYEE COMPENSATION COMMITTEE APPOINTMENT

Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to table the Employee Compensation Committee appointment to the next Board of Trustees meeting on April 28, 2025. Roll call vote was taken. Voice Vote. Motion carried by unanimous voice vote.

BOARD OF REVIEW ALTERNATE APPOINTMENT

Supervisor Abbi Kaszubowski announced the appointment of Emily Roussin as an alternate for the Board of Review. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to accept the appointment of Emily Roussin as an alternate to the Board of Review for a 2-year term ending December 31, 2026. Voice Vote. Motion carried by unanimous voice vote.

IAFF #1859 LETTER OF AGREEMENT

Trustee Cash Kroll presented the Township Board with a Letter of Agreement from the IAFF #1859. Moved by Trustee Cash Kroll and supported by Clerk Michele Palevich to accept the Letter of Agreement as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

FIRE DEPARTMENT – FIREFIGHTER TRAINING PROGRAM

Fire Chief Tim Baker presented the Township Board with the Firefighter Task Book to be used as a training tool.

FIRE DEPARTMENT – FIRST RESPONDER WEEK PROCLAMATION

Fire Chief Tim Baker presented the Township Board with a Certificate of Proclamation to proclaim March 24 - March 28, 2025 First Responder Wellness Week. Moved by Trustee Russ Rhynard and supported by Treasurer Laura Ellery-Somers to accept the Proclamation as presented. Voice Vote. Motion carried by unanimous voice vote.

FIRE DEPARTMENT – LEXIPOL TRAINING RENEWAL

Fire Chief Tim Baker presented the Township Board with an annual subscription for Lexipol, an online learning platform for Fire Department staff. Moved by Trustee Russ Rhynard and supported by Trustee Cash Kroll to approve the Lexipol subscription in the amount of \$1,745.76 to be paid from GL #205-336-801.000, Professional and Contractual Services. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

WEBSITE UPDATE

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Russ Rhynard to table the website discussion to the next Board of Trustees Meeting April 28, 2025 due to audio technical difficulties. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

DISCUSSION

Treasurer Laura Ellery-Somers commented on the quality and detail of the Fire Department report.

ADJOURNMENT

Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 6:52 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski