

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES
June 23, 2025 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, June 23, 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
Trustee Russ Rhynard
Trustee Norm Poli
Trustee Cash Kroll
Trustee Steve Lappan

Absent: Treasurer Laura Ellery-Somers (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, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: Treasurer Laura Ellery-Somers.

AGENDA

Moved by Trustee Cash Kroll and supported by Trustee Steve Lappan to approve the agenda as presented. Voice Vote. Motion carried unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – May 19, 2025 (Regular), department reports and the following correspondence: Planning Commission Minutes – January 13, 2025, State of Michigan Notice Opportunity to Comment – Presque Isle Electric & Gas Co-op, Long Lake Improvement Association Spring Newsletter and Durenda Pake – Thank you. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich 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, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

EMPLOYEE COMPENSATION COMMITTEE – APPOINTMENT

Supervisor Abbi Kaszubowski recommended appointing Dr. Josh Seacrest to the Employee Compensation Committee. Moved by Supervisor Abbi Kaszubowski and supported by Trustee Cash Kroll to appoint Dr. Josh Seacrest to a 5-year term on the Employee Compensation Committee. Voice Vote. Motion carried unanimously.

ICE STORM CLEAN UP CONTRIBUTION

Supervisor Abbi Kaszubowski informed the Township Board that the County of Alpena received a grant for ice storm cleanup and is not requesting a contribution from the Township.

WINDOW QUOTATIONS

Supervisor Abbi Kaszubowski informed the Township Board that she and Clerk Michele Palevich attended a meeting with Alpena County and other municipalities regarding the State of Michigan grant to emergency shelters. Updating the windows and other updates to the civic building such as new HVAC, generators, ADA compliant restrooms and entries may be covered by the grant as the Township is an Emergency Shelter. The Township will submit the window quotes to the County as part of our grant request.

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, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

EAGLE SUPPLY – FLOOR REFINISHING QUOTATION

Clerk Michele Palevich presented a quote from Eagle Supply Co. to refinish the floors at the Southside Fire Station. Moved by Trustee Russ Rhynard and supported by Trustee Steve Lappan to approve the floor refinishing quote from Eagle Supply Co. for Southside Fire Station in the amount of \$1,200.00 to be paid from GL #101-265-827.000, Janitorial Services. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

HALL'S SERV-ALL - INVOICE

Supervisor Abbi Kaszubowski presented the Township Board with an invoice from Hall's Serv-All for septic tank pumping to prevent sewer backup during the ice storm. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the invoice from Hall's Serv-All in the amount of \$19,750.00 to be paid from GL #592-537-931.000, Maintenance on System. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

MICHIGAN TOWNSHIP ASSOCIATION

Supervisor Abbi Kaszubowski presented the Township Board with an invoice in the amount of \$7,318.00 to rejoin the Michigan Township Association (MTA). Judy Allen, Director of Government Relations, gave a presentation on the benefits of being a member. The Township Board questioned the due's structure and Ms. Allen will forward the answers to the Supervisor. Moved by Clerk Michele Palevich and supported by Trustee Norm Poli to table the Michigan Township Association to the July 28, 2025 meeting. Voice Vote. Motion carried unanimously.

UTILITY FINANCIAL SOLUTIONS LLC - INVOICE

Clerk Michele Palevich advised that Dawn Lund of Utility Financial Solutions LLC divided the Water/Sewer fund into separate funds by percentages. This was the first step to divide the fund to be able to apply for a USDA loan. The next step is to work with F & V Operation and the auditors to obtain a Capital Asset Record. Clerk Palevich is scheduling a meeting for this in July. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve the invoice from Utility Financial Solutions LLC in the amount of \$3,672.00 to be paid from GL #592-537-801.000, Professional and Contractual Services. Roll call vote was taken. AYES: Clerk Michele Palevich, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

FIRE DEPARTMENT

Fire Chief Tim Baker informed the Township Board that he would be going to the Fire Rescue International August 12 - 16, 2025 and requested approval of \$749.00 to register for the training. Moved by Trustee Russ Rhynard and supported by Clerk Michele Palevich to approve \$749.00 for the Fire Rescue International registration fee to be paid from GL # 205-336-969.020, Fire/EMS Training. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

Fire Chief Tim Baker also updated the Township Board on the department's activities and informed that he will be off from work from October 21, 2025 to November 5, 2025 on a Firefighter Training Mission to Zambia.

PUBLIC COMMENT

None.

DISCUSSION

Supervisor Abbi Kaszubowski advised that repairs to Diamond Drive would cost \$20,000.00 to \$25,000.00 and the Township is responsible for 50% of the cost.

Supervisor Abbi Kaszubowski gave kudos to firefighter Luke Meissner and the Fire Department on the great work that they did on the Greenhaven fire and she received multiple complements from the City of Alpena.

Supervisor Abbi Kaszubowski advised that there is an ongoing issue of locks being cut at the M-32 water tower and that camera options will be on the July agenda.

Supervisor Abbi Kaszubowski advised that the water/sewer fund had a better cash flow due to the new monthly water/sewer billing. The Township had the largest water consumption in the last quarter due to a leak. Clerk Michele Palevich informed that the leak has been repaired.

ADJOURNMENT

Moved by Clerk Michele Palevich and supported by Supervisor Abbi Kaszubowski to adjourn.
Voice Vote. Motion carried unanimously. The meeting was adjourned at 7:01 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski