

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

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

Absent: None

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, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: None.

**AGENDA**

Moved by Trustee Russ Rhynard and supported by Trustee Steve Lappan to approve the agenda as presented with the addition of New Business 11. Fire Department – Winder Police Equipment Invoice and 12. Board of Review Appointments. Voice Vote. Motion carried by unanimous voice vote.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

Consent Agenda included: Payment of Bills, Minutes – January 16, 2025 (Special), January 23, 2025 (Special), January 27, 2025 (Regular), February 4, 2025 (Special), February 11, 2025 (Special) and February 18, 2025 (Special), department reports (less the Supervisor's report) and the following correspondence: Federal Energy Regulatory Commission Letter. Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard 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, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. 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 Kroll to approve the budget adjustments as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

### **RESOLUTION TO CHANGE PRECINCT BOUNDERIES**

Clerk Michele Palevich presented the Township Board with a resolution to change the boundaries of Precinct #4 and Precinct #5. The change would combine both precincts into Precinct #4. Moved by Trustee Russ Rhynard and supported by Treasurer Laura Ellery-Somers to approve the Resolution to Change Precinct Boundaries as presented. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

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

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

### **POLICY & PROCEDURES – PAID-ON-CALL PAY POLICY**

Treasurer Laura Ellery-Somers, Chairperson of Policies & Procedures and Chief Tim Baker presented the Township Board with a pay policy for Paid-on-Call and recommended approval. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the Paid-on-Call Pay Policy as presented. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

### **POLICY & PROCEDURES – UTILITIES PAYMENT POLICY**

Treasurer Laura Ellery-Somers, Chairperson of Policies & Procedures, presented a utilities payment policy to the Township Board and recommended approval. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the Utilities Payment Policy as presented with the correction on item 1F changing quarterly to monthly billing cycle. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

## **POLICY & PROCEDURES – ANTI-DISCRIMINATION AND HARASSMENT POLICY**

Treasurer Laura Ellery-Somers, Chairperson of Policies & Procedures presented an Anti-Discrimination and Harassment Policy and recommended approval. Clerk Michele Palevich informed that the Township's labor attorneys had recommended and wrote the policy. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to approve the Anti-Discrimination and Harassment 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, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

## **TREASURER – CABINET QUOTES**

Treasurer Laura Ellery-Somers presented quotes for cabinets under the bullet resistant glass in the Treasurer's office and recommended the Aspen Haus quote. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Russ Rhynard to approve the proposal from Aspen Haus for cabinets and installation in the amount of \$3,829.49 to be paid from GL #101-265-930.010, Building and Improvements. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

## **TREASURER – ROOM DIVIDER QUOTES**

Treasurer Laura Ellery-Somers requested approval to purchase a mobile room divider. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the purchase of an At Work Mobile Room Divider from National Business Furniture in the amount of \$699.00 to be paid from GL #101-253-975.000, Equipment & Furniture. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

## **NETWORK LINES**

Treasurer Laura Ellery-Somers presented quotes from 1010 Technology Center, Inc. and Omega Electric & Sign Company Inc. to provide labor and material to install network lines. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the quotes from 1010 Technology Center, Inc. and Omega Electric & Sign Company Inc. as presented, not to exceed \$8,840.00 to be paid from GL #101-265-971.000, Capital Outlay. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Trustee Cash Kroll. NAYES: Trustee Steve Lappan and Supervisor Abbi Kaszubowski. Absent: None. Motion carried.

## **FIRE DEPARTMENT – GRANT WRITING TRAINING**

Fire Chief Tim Baker informed the Township Board of a grant writing class he is in support of Fire Fighter Jim Stachlewitz attending. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve Fire Fighter Jim Stachlewitz to attend a grant writing class at Delta College not to exceed a total cost of \$1,088.00 for the class, lodging, meals and mileage. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

## **FIRE DEPARTMENT – WINDER POLICE EQUIPMENT INC.**

Fire Chief Tim Baker requested approval for payment of a light bar for the brush truck. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to authorize payment of a 52” Whelen LED Light Bar in the amount of \$1,467.00 to be paid from GL #205-336-974.000, Equipment. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: Trustee Norm Poli. Absent: None. Motion carried.

## **BOARD OF REVIEW APPOINTMENTS**

Supervisor Abbi Kaszubowski recommended the reappointment of Board of Review members Kathy Muszynski and Steve Dean and new appointment of Chad Esch to a 2-year term to the Board of Review. Moved by Clerk Michele Palevich and Supported by Trustee Russ Rynard to reappoint Kathy Muszynski and Steve Dean and to newly appoint Chad Esch to a term ending December 31, 2026, on the Board of Review. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

## **PUBLIC COMMENT**

None.

## **DISCUSSION**

None.

## **ADJOURNMENT**

Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 6:51 p.m.

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Clerk Michele P. Palevich

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Supervisor Abbi Kaszubowski