

**OFFICIAL PROCEEDINGS  
OF  
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES  
January 27, 2025 – 6:00 p.m.  
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, January 27, 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 Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: Trustee Cash Kroll.

**AGENDA**

Moved by Supervisor Abbi Kaszubowski and supported by Clerk Michele Palevich to approve the agenda as presented with moving of the second Public Comment to before the Closed Session and the addition of New Business #12 Northeast Michigan Materials Management Authority. Voice Vote. Motion carried by unanimous voice vote.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

Consent Agenda included: Payment of Bills, Minutes – December 16, 2024 (Regular) and December 18, 2024 (Special), department reports excluding the Water & Sewer Report per Trustee Russ Rhynard's request and the following correspondence: Planning Commission Public Hearing Minutes - December 9, 2024, and Long Lake Association Letter. Moved by Treasurer Laura Ellery-Somers 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, Treasurer Laura Ellery-Somers, Trustee Russ Rhynard, Trustee Norm Poli, Trustee

Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

### **F & V OPERATIONS – WATER/SEWER REPORT**

Trustee Russ Rhynard inquired about the French Road lift station damage. Clerk Michele Palevich informed the Township Board that a claim had been filed with the Township insurance company and that some invoices have been submitted. Nathan Lytle, Operator in Charge from F & V Operations, is collecting additional invoices to be submitted for reimbursement. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to receive and file the F & V Operations Water/Sewer Report for December, 2024, as presented. Voice Vote. Motion carried by unanimous voice vote.

### **2025 RESOLUTION FOR POVERTY EXEMPTION**

The Township Board was presented with the 2025 Resolution for Poverty Exemption that was recommended by Assessor Allan Berg and Attorney Tim Gulden. Moved by Trustee Steve Lappan and supported by Treasurer Laura Ellery-Somers to approve the 2025 Poverty Guideline Resolution as presented. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Cash Kroll. 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 Russ Rhynard to approve the budget adjustments as presented. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

### **ALPENA COUNTY ROAD COMMISSION – LAKE WINYAH ROAD**

Clerk Michele Palevich advised the Township Board that the Board had approved payment of \$124,584.00 for the Lake Winyah Road project at the July 22, 2024 Board of Trustees meeting. The Township has received an invoice from the Alpena County Road Commission in the amount \$137,388.92 for the Township's third of the project that has been completed to date. There will be an additional amount due when the project is finished in the spring of 2025. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to authorize the additional payment of \$12,704.92 from GL #101-446-820.000, Highway, Streets & Bridges. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

**Trustee Cash Kroll arrived at 6:19 p.m.**

### **AT&T TOWER LEASE**

Attorney Tim Gulden informed the Township Board that a proposal from AT&T was received with three (3) options. Attorney Tim Gulden will work with Supervisor Abbi Kaszubowski to draft a response to AT&T to negotiate in the best interest of the Township.

### **WRITE-OFFS – WATER DEPARTMENT**

Treasurer Laura Ellery-Somers recommended there be a threshold of \$500.00 that can be written off/adjusted by the Township Supervisor. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to table a write-off policy to the February 24, 2025 Board of Trustees meeting, when a written policy could be reviewed. Voice Vote. Motion carried by unanimous voice vote.

### **THIRD AVE. & TAMRACK DISCUSSION**

The Board discussed the possibility of Third Ave. being extended to Tamrack Road and safety concerns. Supervisor Abbi Kaszubowski advised that the Alpena County Road Commission was in the process of submitting for a grant that would allow the road commission to fully fund the project and that a meeting was scheduled for February 18, 2025, for the City of Alpena, Charter Township of Alpena, Alpena Public Schools, Alpena County Road Commission, Michigan Department of Transportation and representatives of the local area to discuss options and concerns.

### **FACEBOOK**

Supervisor Abbi Kaszubowski recommended using Facebook as the Township's platform to interface with the community with the Supervisor and Fire Chief being administrators of the page. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan for the Supervisor to establish a Facebook page for the Township that is informational only with no comments allowed until a policy is written and approved by the Township Board. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: Trustee Norm Poli. Absent: None. Motion carried.

### **DIVISION OF PLATTED LOT**

Attorney Tim Gulden informed that the division of platted lot concerns a real estate transaction between Bryan DeCare and Carl Ball and a request to adjust the boundary line between two adjacent platted lots. A Michigan statute provides that property owners must obtain the local municipality's approval for doing this. Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to approve the division and boundary line adjustment of lot 16 of Diamond Point Assessor's Plat (parcel number 018-103-000-016-00), pursuant to MCL 560.263 in accordance with D.R. MacNeill & Associates survey number 33-318-000-484706 dated January 10, 2006. 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.

### **FIRE DEPARTMENT – 2025 VOLUNTEER FIRE CAPACITY GRANT AWARD**

Fire Chief Tim Baker advised that the Township has been awarded the 2025 Volunteer Fire Capacity Grant, which is a match grant from the State of Michigan DNR in the amount of \$4,999.00. The grant would be used for SCBA masks. Moved by Trustee Russ Rhynard and supported by Treasurer Laura Ellery-Somers to accept the grant award and to budget the expenditure for the 2025/2026 fiscal year from GL #205-336-974.000, Equipment. 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.

## **FIRE DEPARTMENT – SAFER GRANT**

Fire Chief Tim Baker requested approval to apply for a Staffing for Adequate Fire and Emergency Response (SAFER) grant to cover the wages and benefits for three (3) full-time fire fighters for 36 months and one (1) Recruitment and Retention Officer for 12-48 months. Moved by Trustee Cash Kroll and supported by Clerk Michele Palevich to approve applying for the SAFER grant. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: Trustee Norm Poli. Absent: None. Motion carried.

## **WATER DEPARTMENT – R&R TRUCK REPAIR ESTIMATE**

F & V Operations presented the Township Board with an estimate from R&R Fire Truck Repair Inc. to disassemble and inspect the sewer jetter that needs repair. Moved by Clerk Michele Palevich and supported by Trustee Cash Kroll to table the R&R Fire Truck Repair Inc. estimate until after the closed session. Voice Vote. Motion carried by unanimous voice vote.

## **NORTHEAST MICHIGAN MATERIALS MANAGEMENT AUTHORITY**

Trustee Russ Rynard informed the Board he would like to step down from the Northeast Michigan Materials Management Authority but would become an alternate. Supervisor Abbi Kaszubowski will replace Trustee Russ Rhynard on the NMMMA.

## **PUBLIC COMMENT**

Gary Goren commented on the proposed Third Ave. and Tamrack extension.

Richard Magda commented on the proposed Third Ave. and Tamrack extension.

Michelle Smith commented on the proposed Third Ave. and Tamrack extension.

## **CLOSED SESSION – WATER & SEWER LITIGATION**

Attorney/Client Privilege – Water Litigation

Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to enter closed session pursuant to MCL 15.268(1)(e) and MCL 15.268(1)(h) to discuss pending litigation in City of Alpena v Township of Alpena, Case No 24-2721-CK, with legal counsel and consider a confidential written legal opinion. 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.

**The Board entered closed session at 7:37 p.m.**

**The Board exited closed session at 9:04 p.m.**

## **WATER DEPARTMENT – R&R TRUCK REPAIR ESTIMATE**

The Township Board once more reviewed the estimate from R&R Fire Truck Repair, Inc. to disassemble and inspect the sewer jetter and discussed other options for the sewer jetter. Moved by Trustee Russ Rhynard and supported by Trustee Cash Kroll to look at cost and purchase terms for an installment purchase payment plan for a used sewer jetter. Roll call vote was taken. AYES: Trustee Russ Rhynard. NAYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. Absent: None. Motion failed.

Moved by Clerk Michele Palevich and supported by Trustee Norm Poli to approve the estimate as presented from R&R Fire Truck Repair Inc. in the amount of \$2,400.00 to be paid from GL #592-537-931.010, Maintenance on Equipment, to explore the cost and payment terms for an installment purchase payment plan for a newer jetter and a budget adjustment of \$61.00 decrease from GL #592-537-801.000, Professional & Contractual Services and an increase of \$61.00 GL #592-537-931.010 Maintenance on Equipment. 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: Trustee Russ Rhynard. Absent: None. Motion carried.

## **DISCUSSION**

Trustee Norm Poli commented that the Township is welcome at local MTA meetings.

## **ADJOURNMENT**

Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 9:18 p.m.

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Clerk Michele P. Palevich

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Supervisor Abbi Kaszubowski