

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES
August 25, 2025 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, August 25, 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 Clerk Michele Palevich and supported by Trustee Steve Lappan to approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

Edna LeBarre commented on the blight on Lakewood Drive.

Attorney Tim Gulden explained the process to remedy blight. Trustee Norm Poli suggested better communication and forming an ad hoc committee for blight.

Ed Barrette commented on the blight on Lakewood Drive.

Dave Greka commented on the blight on Lakewood Drive.

Joe Hohle commented on the blight on Lakewood Drive.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – July 28, 2025 (Regular), department reports and the following correspondence: Planning Commission Minutes – June 9, 2025. Moved by Trustee Cash Kroll 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 Trustee Steve Lappan and supported by Supervisor Abbi Kaszubowski 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.

WATER TOWER SECURITY

Supervisor Abbi Kaszubowski presented the Township Board with an estimate for security cameras for the water towers. The Board discussed alternative options. Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to table the water tower security cameras to the September 22, 2025 Board of Trustees meeting. Voice Vote. Motion carried by unanimous voice vote.

ORDINANCE NO. 158 FIRE CODE ORDINANCE AMENDMENT

Attorney Tim Gulden presented the Township Board with the introduction of 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 the ordinance. Moved by Trustee Cash Kroll and supported by Trustee Steve Lappan to approve the introduction of Ordinance No. 158, Fire Code Ordinance Amendment as presented. Voice Vote. Motion carried by unanimous voice vote.

FOPLC – LETTER OF AGREEMENT EXTENSION

Supervisor Abbi Kaszubowski presented the Township Board with a Letter of Agreement between the Charter Township of Alpena and FOPLC (Fraternal Order of Police Labor Council) to change working hours from 8:00 a.m. to 4:30 p.m. and change unpaid lunch to 30 minutes effective September 2, 2025 through March 31, 2026. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the Letter of Agreement between the Charter Township of Alpena and FOPLC as presented with the deletion of the second line (After the Agreement expires, Article 7, Sections 1(A) and 2(A) shall be restored) in item #5. 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.

C & S CARRIERS INC.

Supervisor Abbi Kaszubowski presented the Township Board with an invoice from C & S Carriers Inc. for dust control. Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to

approve payment of the C & S Carriers Inc. invoice in the amount of \$795.00 to be paid from GL #101-265-932.000, Grounds Maintenance & Repair. 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.

2025 L-4029

Clerk Michele Palevich presented the Township Board with the 2025 L-4029 Tax Rate Request form. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve the 2025 L-4029 Tax Rate Request form 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.

1010 TECHNOLOGY CENTER, INC - QUOTE

Clerk Michele Palevich informed the Township Board that many of the Township's computers were operating on Windows 10 and would no longer be supported after October 14, 2025 and that the computers are not able to support Windows 11. A quote from 1010 Technology Inc. was presented for 5 new desktops, 5 new laptops, 7 docking stations and 10 Microsoft Office 2024 Home and Business. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the 1010 Technology Inc. quote in the amount of \$14,896.14 for desktop and laptop computers, docking stations and Microsoft Office 2024 Home and Business with labor cost not to exceed \$4,556.00. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Clerk Michele Palevich. NAYES: Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. Absent: None. Motion carried.

FIRE DEPARTMENT – R & R INVOICE

Fire Chief Tim Baker presented the Board with an invoice for door handle repairs to the 2013 Spartan/Smeal Engine (E2). Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to pay the R & R Fire Truck Repair Inc. invoice in the amount of \$752.75 from GL #205-336-938.000, Vehicle Maintenance, 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.

FIRE DEPARTMENT – OVERHEAD DOOR COMPANY PROPOSAL

Fire Chief Tim Baker presented the Board with a proposal for two (2) new garage doors for the northside fire station. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the proposal from Overhead Door Company in the amount of \$7,314.00 to be paid from GL # 205-336-931.000, Maintenance & Repair-Building. 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.

FIRE DEPARTMENT – ALPENA GLASS COMPANY INC QUOTE

Fire Chief Tim Baker informed that the glass was cracked on the front door of the southside fire station and presented a quote for repairs. Moved by Supervisor Abbi Kaszubowski and supported by Trustee Cash Kroll to approve the Alpena Glass Company Inc. quote to repair the door with new glass in

the amount of \$690.00 to be paid from GL #205-336-931.000, Maintenance & Repair-Building. 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.

PUBLIC COMMENT

None.

DISCUSSION

Trustee Norm Poli commented on the water adjustment billing reports.

Trustee Steve Lappan followed up with the Supervisor about reaching out to Target regarding grant eligibility and grant writing assistance.

Trustee Steve Lappan commented on having a policy regarding bringing pets to work.

Trustee Steve Lappan commented on the conflict-of-interest policy/form for elected officials.

Trustee Norm Poli suggested that an ad hoc committee for blight be created.

Clerk Michele Palevich advised that the Township was awarded \$10,000.00 from the Municipal Clerk's Association for an ADA compliant door.

Supervisor Abbi Kaszubowski informed that the ice storm grant from the state has not been awarded and is working on the FEMA grant.

Trustee Norm Poli inquired if there was anything new with the water litigation, Supervisor Abbi Kaszubowski informed the board that there is a status conference on September 4, 2025.

ADJOURNMENT

Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 8:02 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski