

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
September 27, 2021 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, September 27, 2021 at 6:00 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Supervisor Nathan Skibbe
Clerk Michele Palevich
Treasurer Laura Ellery-Somers
Trustee Cash Kroll
Trustee Russ Rhynard
Trustee Norm Poli
Trustee Steve Lappan

Absent: None

Others present: Attorney Tim Gulden

Supervisor Nathan Skibbe 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 Nathan Skibbe. Absent: None.

AGENDA

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

PUBLIC COMMENT

None.

PAYMENT OF BILLS

Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to approve the payment of bills 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

MINUTES

September 14, 2021 (Regular)

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to approve the meeting minutes as presented. Voice Vote. Motion carried by unanimous voice vote.

CORRESPONDENCE

None.

LETTER OF AGREEMENT – INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

Moved by Clerk Michele Palevich and supported by Trustee Cash to approve extending the Letter of Agreement with the International Association of Fire Fighters (IAFF) Local 1859 expiring on September 30, 2021 for an additional 3 months, to expire on December 31, 2021, regarding staffing shortage 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

FIRE DEPARTMENT UPDATE

Supervisor Nathan Skibbe informed the Township Board that Chief Mark Hansen had reviewed applications for a Fire Fighter/EMT or MFR and that Chief Mark Hansen had met twice with Mike Gambos of the Par Plan regarding implementing standard operating procedures and standard operating guidelines. Trustee Steve Lappan stated that the Standard Operating Procedures and Standard Operating Guidelines need to be implemented as soon as possible. Trustee Norm Poli inquired on a plan for the fire department. Trustee Russ Rhynard commented on selling ambulances, need for a budget and a millage. Clerk Michele Palevich informed the Township Board that fire fighter/MFR **James Bolanowski** will begin full time effective October 4, 2021

MAC CONSULTING SERVICE LLC

Mac McClelland of Mac Consulting Service LLC addressed the Township Board regarding consulting for the Brownfield Redevelopment Authority and EGLE grants for the Aldi development. Moved by Trustee Cash Kroll and supported by Clerk Michele Palevich to retain Mac Consulting Services LLC at a cost of \$120.00 per hour and at the IRS mileage rate for technical review and administrative services for Brownfield Redevelopment Authority projects. 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

STRALEY, LAMP & KRAENZLEIN P.C. – AUDIT REPORT

Chelsea McConnell, CPA of Straley, Lamp & Kraenzlein P.C., presented the Township Board with the audit report for the April 1, 2020 to March 31, 2021 fiscal year. Ms. McConnell reviewed the Communication with Those Charged with Governance letter, the Matters for Managements Consideration letter, which had no changes from the prior audit, and the 2020/21 audit. Supervisor Nathan Skibbe commented on the finding regarding Capital Assets Records and informed the Township Board that he and Trustee Steve Lappan worked with F & V Operations Engineering to expand the Township's contract of service for a capital asset plan, which is now a stipulation of EGLE for water suppliers. The process has begun. Supervisor Nathan Skibbe is hopeful that this will not be a finding on the next audit report. Treasurer Laura Ellery-Somers questioned Ms. McConnell regarding the necessity of having 3 trustees sign a form stating that they have reviewed and approved the payment of bills. Chelsea McConnell advised it is not a necessity as long as the Township Board has voted on the approval of the payment of bills and it is reflected in the minutes.

BUDGET ADJUSTMENT

Moved by Trustee Steve Lappan and supported by Trustee Cash Kroll to approve a budget adjustment moving \$30,000.00 from GL #592-100-726.000 Legal to GL #592-100-754.000 Maintenance of System. 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

F & V OPERATIONS – MAINTENANCE ALLOWANCE REPORT

Catherine Winn of F & V Operations presented the Township Board with the Alpena Township Maintenance Cap Spending 2020-2021. There is a balance due in the amount of \$151,550.65 due to F & V Operations. Moved by Clerk Michele Palevich and supported by Trustee Cash Kroll to approve the payment to F & V Operations in the amount of \$151,550.65 for the maintenance cost overage to be paid from GL #592-100-754.000. 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

DISPOSAL OF FIXED ASSETS – TURNOUT GEAR

The Township Board was presented with a Disposal of Fixed Assets List for turnout gear from former fighter fighters Bruce Honeycutt and Ken Piper. Moved by Trustee Steve Lappan and supported by Treasurer Laura Ellery-Somers to approve the disposal of Bruce Honeycutt and Ken Piper's turnout gear. 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

KEVIN PAULY – BUILDING OFFICIAL CONTRACT

Moved by Trustee Norm Poli and supported by Trustee Russ Rhynard to approve the Contract for Building Official Services for Kevin Pauly in the amount of \$3,000.00 per month with the following corrections: 7. Change Clerk to Supervisor, b. Remove 171e and in ADDITIONAL TERMS Paragraph 4 change SI to \$1,000,000.00, IL to It and grammatical errors. 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

1010 TECHNOLOGY – ENCRYPTED EMAIL QUOTE

Clerk Michele Palevich presented the Township Board with a quote from 1010 Technology for encrypted email service. Moved by Trustee Steve Lappan and supported by Trustee Cash Kroll to approve the quote for encrypted email for the Clerk and Deputy Clerk from 1010 Technology Center, Inc. not to exceed \$669.00. 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

TIMECLOCK PLUS

Clerk Michele Palevich presented the Township Board with a quote from TimeClock Plus software which is an online timeclock, scheduler and manages time off requests. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the quote from TimeClock Plus in the amount of \$1,523.20 for implementation and 1 year of licenses for up to 17 employees. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: Trustee Cash Kroll and Trustee Steve Lappan. Absent: None. Motion carried.

FORTINET FIREWALL QUOTE

Supervisor Nathan Skibbe presented the Township Board with a quote for Yeo & Yeo to renew the firewall. Treasurer Laura Ellery-Somers inquired about a discount if renewed for 5 years and Supervisor Nathan Skibbe will inquire about a discount for the renewal in 2022. Moved by Treasurer Laura Ellery-Somers and supported by Supervisor Skibbe to approve the quote from Yeo & Yeo for the renewal of the Fortinet FortiCare 24x7 Unified Threat Protection Bundle for 1 year at a cost of \$1,299.00. 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

C & S CARRIERS INC. INVOICE

The Township Board was presented with an invoice for C & S Carrier for dust control. Treasurer Laura Ellery-Somers stated that the cost for dust control at the M-32 fire station should be split between the Township, the City of Alpena and State similar to the DTE bill. Supervisor Nathan Skibbe stated he would send a letter to the City of Alpena and Michigan DNR Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the invoice from C & S Carrier for dust control located at the Piper Road water tower and the fire station on M-32 for a total amount of \$1,177.50 with the amount of \$537.50 to be paid from GL #592-100-756.000 and the amount of \$640.00 to be paid from GL#205-336-931.000. 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

CIP COMMITTEE

Supervisor Nathan Skibbe suggested forming a Capital Improvement Plan Committee. Trustee Russ Rhynard and Trustee Norm Poli volunteered for the committee. Trustee Cash Kroll suggested that Clerk Michele Palevich also be a member. Supervisor Nathan Skibbe will be an ex officio member. The Committee will present the Township Board with ideas for a Capital Improvement Plan.

PUBLIC COMMENT

None.

DISCUSSION

None.

ADJOURNMENT

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Norm Poli to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 7:57 p.m.

Clerk Michele Palevich

Supervisor Nathan Skibbe