

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
October 23, 2023 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, October 23, 2023 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 Steve Lappan
Trustee Cash Kroll
Trustee Russ Rhynard
Trustee Norm Poli

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 Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to approve the agenda with the addition of New Business Item 12. Fire Department – Paid-on-Call Timeclock Plus. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – September 25, 2023 (Regular), Department Reports and Correspondence: Planning Commission Minutes – September 11, 2023, Planning Commission Minutes – October 3, 2023, Federal Energy Regulatory Commission Letter, Notice of Retirement – Frank Rosinski and State of Michigan – Fire Equipment Grant Letter of Approval. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve payment of the bills, approve Board of Trustee minutes and 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

PUBLIC HEARING NORTH POINTE SHORES SPECIAL ASSESSMENT

Moved by Clerk Michele Palevich and supported by Trustee Norm Poli to open the public hearing for the North Pointe Shores Special Assessment. 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.

Attorney Tim Gulden informed that the purpose of the public hearing was to voice objections and that it must be done in writing. Clerk Michele Palevich advised that she had received one email objecting and one written letter in support of the special assessment. There was no public comment.

Moved by Trustee Russ Rhynard and supported by Trustee Steve Lappan to close the public hearing for the North Pointe Shores Special Assessment. 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.

NORTH POINTE SHORES SPECIAL ASSESSMENT

Resolution Confirming Special Assessment Roll (Special Assessment Resolution 5)

Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to adopt North Pointe Shores Special Assessment Resolution Confirming Special Assessment Roll (Special Assessment Resolution 5) 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

FIRE DEPARTMENT – COUNTY WIDE MATCHING FUND RADIO PURCHASE

Chief Mark Hansen presented an updated quote for radios and pagers that was originally approved at the September 25, 2023 Board of Trustees meeting and informed the Township Board that the matching grant from the County of Alpena has been increased to the amount of \$3,399.78. Chief Mark Hansen recommended the prior motion to be set aside and a new motion made for the purchase of one (1) mobile radio, one (1) portable radio and three (3) pagers. Moved by Trustee Cash Kroll and supported by Trustee Steve Lappan to purchase three (3) Kenwood Unication 700/800 MHz Voice Pagers, one (1) Kenwood 700/800 MHz P25 Portable Radio and one (1) Kenwood 700/800MHz P25 Mobile Radio Dash Mount Control Head Radio from Grand Traverse Mobile Communications at a total cost of \$6,799.54 of which the Township's share is \$3,399.77 to be paid from GL #205-336-850.000, Communications Equipment. 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.

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

The Township Board was presented with the audit report for the April 1, 2022 to March 31, 2023 fiscal year that was prepared by Straley, Lamp & Kraenzlein P.C. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the April 1, 2022 to March 31, 2023 Audit as presented. 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.

C2AE PROPOSAL FOR PROFESSIONAL SERVICE

Supervisor Nathan Skibbe presented the Township Board with a proposal for professional services as an expert witness for the water and sewer rate litigation case from C2AE. Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to approve the proposal for professional services 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.

BUDGET ADJUSTMENTS

The Township Board was presented with budget adjustments prepared by Clerk Michele Palevich and Supervisor Nathan Skibbe. Moved by Trustee Russ Rhynard and supported by Trustee Norm Poli 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

FIRE DEPARTMENT – FIRE INSTRUCTOR I TRAIN-THE-TRAINER

Chief Mark Hansen requested approval for Training Officer Jim Stachlewitz to attend a training conference. Moved by Clerk Michele Palevich and supported by Trustee Cash Kroll to approve Training Officer Jim Stachlewitz to attend Fire Instructor I Train-the-Trainer in the amount of \$250.00 (class) to be paid from GL #205-336-969.020, Fire/EMS Training and \$261.70 (housing) plus the cost of vehicle rental to be paid from GL #205-336-861.000, Transportation & Travel. 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 – DEAN ARBOUR FORD INVOICE

Chief Mark Hansen presented the Township Board with an invoice from Dean Arbour Ford for broken wire repairs to the 2020 Ford F150 Pickup. The Township Board was also informed that 4 new tires were put on the 2020 Ford F150 Pickup at no cost to the Township due to an accident at Dean Arbour Ford. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to approve the Dean Arbour Ford invoice in the amount of \$779.38 to be paid from GL #205-336-938.000, Vehicle Maintenance. 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.

FIRE DEPARTMENT – MACQUEEN EMERGENCY INVOICE SCBA FLOW TESTING

Chief Mark Hansen presented the Township Board with an invoice from MacQueen Emergency for SCBA Flow Testing. Supervisor Nathan Skibbe requested Chief Hansen advise the Township Board when there is a sole provider of a service or product as an explanation as to why there is only 1 quote. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve payment of the MacQueen Emergency invoice for SCBA Flow Testing Services in the amount of \$897.00 to be paid from GL #205-336-801.000, Professional & Contractual Services. 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.

FIRE DEPARTMENT – MICHIGAN MUTUAL AID BOX ALARM SYSTEMS ASSOCIATION (MABAS) AGREEMENT

Supervisor Nathan Skibbe presented an Amended Michigan Mutual Aid Box Alarm System Association Agreement (MABAS) and recommended approval. Moved by Supervisor Nathan Skibbe and supported by Treasurer Laura Ellery-Somers to approve the Amended Michigan Mutual Aid Box Alarm System Association (MABAS) Agreement as presented. 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.

FIRE DEPARTMENT – OUTSIDE EMPLOYMENT

The Township Board was presented with Outside Employment Declarations for Jim Stachlewitz and Ed Hoskinson. Moved by Trustee Russ Rhynard and supported by Trustee Steve Lappan to approve the Outside Employment Declarations for Jim Stachlewitz and Ed Hoskinson 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.

FIRE DEPARTMENT – MUTUAL AID AGREEMENT ALPENA COMBAT READINESS TRAINING CENTER (CRTC)

Supervisor Nathan Skibbe presented a Mutual Aid Agreement between Alpena Combat Readiness Training Center (CRTC) and Alpena Township Fire Department. Moved by Clerk Michele Palevich and supported by Trustee Cash Kroll to approve the Mutual Aid Agreement between Alpena Combat Readiness Training Center (CRTC) and Alpena Township Fire Department 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

FIRE DEPARTMENT – MACQUEEN EMERGENCY QUOTE FOR SCBA MSA G1 FACE MASKS

Chief Mark Hansen presented the Township Board with a quote for MSA G1 Face Masks. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the purchase of six (6) MSA G1 Face Masks from MacQueen Emergency in the amount of \$3,675.00 to be paid 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 Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

FIRE DEPARTMENT – MACQUEEN EMERGENCY QUOTE FOR SPECTACLE KITS

Chief Mark Hansen informed the Township Board that a grant from Pilot Company in the amount of \$1,000.00 was received and suggested purchasing spectacle kits for SCBA's. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to purchase six (6) MSA G1 Spectacle kits from MacQueen Emergency in the amount of \$1,135.00 to be paid from GL #205-336-974.000, Equipment. 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.

FIRE DEPARTMENT – TIMECLOCK PLUS

Clerk Michele Palevich informed the Township Board that during a discussion with the auditors, it became apparent that the Township does not have adequate checks and balances regarding tracking of Paid-on-Call's time and suggested the purchase of additional Timeclock Plus licenses at a cost of \$67.66 per license. Timeclock Plus can be installed as an app on smart phones. The Fire Committee will meet to discuss call quota requirement for Paid-on-Call members of the department. Moved by Trustee Russ Rhynard and supported by Clerk Michele Palevich to purchase up to fifteen (15) additional licenses not to exceed \$1,014.90 to be paid from GL #101-215-801.000, Professional and Contractual Services. 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.

CLOSED SESSION

Attorney/Client Privilege – Water Litigation

Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to enter closed session in order to consult with the Township attorney regarding trial strategy in the water and sewer rate litigation pending before the Alpena County Circuit Court pursuant to MCL 15.268(1)(e). 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.

The Board entered closed session at 7:08 p.m.

The Board left closed session at 8:46 p.m.

PUBLIC COMMENT

None.

DISCUSSION

Trustee Norm Poli commented on the repairs for the 2020 Ford F150 Pickup.

Trustee Steve Lappan commented on the Misery Bay Nature Preserve and its maps.

Trustee Russ Rhynard commented on the status of the Fire Department's tanker, when and where the Board of Trustee meetings are uploaded and the retirement of the electrical inspector.

ADJOURNMENT

Moved by Trustee Steve Lappan and supported by Treasurer Laura Ellery-Somers to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 8:55 p.m.

Clerk Michele P. Palevich

Supervisor Nathan Skibbe