

**OFFICIAL PROCEEDINGS  
OF  
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES  
OCTOBER 28, 2019 – 6:00 p.m.  
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, October 28, 2019 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 Norm Poli  
Trustee Steve Lappan  
Trustee Matt Dunckel

Absent: Trustee Cash Kroll (Excused)

Others present: Attorney Tim Gulden

Supervisor Skibbe called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL**

Roll call was called; the following board members were present: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Matt Dunckel and Supervisor Nathan Skibbe. Absent: Trustee Cash Kroll

**AGENDA**

Moved by Clerk Michele Palevich and supported by Trustee Matt Dunckel to approve the agenda as presented with the following additions: Old Business – D. Engine from Pottersville and E. Budget Adjustments and New Business – 4. Fire Department – R & R Trucking Invoice and 5. Fire Department – Jaws Purchase. Voice Vote. Motion carried by unanimous voice vote.

**PUBLIC COMMENT**

Gary Partyka, 105 Channel Rd #1, Alpena, MI praised Building Official Kirk Malcomson for the fine job he is doing on blight properties and he is much appreciated.

**PAYMENT OF BILLS**

Moved by Trustee Matt Dunckel and supported by Clerk Michele Palevich to approve the payment of bills as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

## **MINUTES**

**October 8, 2019**

Moved by Trustee Matt Dunckel and supported by Treasurer Laura Ellery-Somers to approve the meeting minutes as presented with the following corrections: add megahertz after 800 under Supervisor's Report. Voice Vote. Motion carried by unanimous voice vote.

### **CORRESPONDENCE**

Correspondence included: Friends of Thunder Bay National Marine Sanctuary Letter and Department of Agriculture – Brian and Tiffany Orban Letter. Moved by Trustee Matt Dunckel and supported by Trustee Steve Lappan to receive and file the correspondence. Voice Vote. Motion carried by unanimous voice vote.

### **RESOLUTION – ADOPTION OF INVESTMENT AND DEPOSITORY POLICY**

Motion was made by Trustee Norm Poli and supported by Clerk Michele Palevich to adopt the Resolution Regarding Adoption of Investment and Depository Policy as presented. Roll call vote was taken. AYES: Trustee Matt Dunckel, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: Trustee Steve Lappan. Absent: Trustee Cash Kroll. Motion carried.

### **RESOLUTION – ADOPTION OF PURCHASING POLICY**

Motion was made by Trustee Matt Dunckel and supported by Trustee Norm Poli to adopt the Resolution Regarding Adoption of Purchasing Policy as presented. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Matt Dunckel and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

### **UPDATED RESOLUTION FOR ACH AND ELECTRONIC TRANSACTIONS POLICY**

Motion was made by Trustee Steve Lappan and supported by Trustee Norm Poli to adopt the Updated Resolution for ACH and Electronic Transactions Policy as presented. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Matt Dunckel, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

### **ENGINE FROM POTTERSVILLE**

Interim Chief Dave Robbins advised that the engine in Pottersville was no longer available for purchase.

### **BUDGET ADJUSTMENTS**

Supervisor Nathan Skibbe advised that he would have the adjustments ready to present to the Board at the November 12, 2019 Board of Trustee's meeting.

## **2020 POVERTY EXEMPTION POLICY & GUIDELINES**

Motion made by Trustee Steve Lappan and supported by Trustee Matt Dunckel to accept the 2020 Poverty Exemption Policy & Guidelines as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

## **VOLUNTARY DONATION OF PAID TIME OFF (PTO)**

Clerk Michele Palevich advised the Board of Trustees that several employee's have inquired about being able to donate Paid Time Off (PTO) to another employee who is experiencing hardship due to their own family member's illness/accident. Paul Postal from the Fraternal Order of Policy Labor Council drafted a Letter of Understanding. Motion was made by Trustee Steve Lappan and supported by Trustee Matt Dunckel to have the Personnel Committee review and make a recommendation to the Board. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

## **LIST OF FIXED ASSETS**

Clerk Michele Palevich presented the Board with a List of Fixed Assets for Disposal. Supervisor Nathan Skibbe advised he had not been able to have a mechanic look at the items and would like to table the item until the November 12, 2019 meeting. Moved by Trustee Matt Dunckel and supported by Trustee Steve Lappan to table the List of Fixed Assets until the November 12, 2019 Board of Trustees Meeting. Voice Vote. Motion carried by unanimous voice vote.

## **R & R FIRE TRUCK REPAIR INVOICE**

Interim Chief Dave Robbins advised the 2014 Smeal Fire Engine (Engine 2) was in need of repairs for the discharge valves at cost of \$2104.88. Moved by Trustee Matt Dunckel and supported by Trustee Steve Lappan to approve payment of \$2104.88 to R & R Fire Truck Repair, Inc. for repairs on the 2014 Smeal Fire Engine. Roll call vote was taken. AYES: Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

## **PUBLIC SAFETY BUDGET ADJUSTMENT #1**

Interim Chief Dave Robbins requested the following budget adjustment: Transfer \$1900.00 from Computer Hardware (205-336-728.000) to Fire Operational Supplies (205-336-731.101). Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to adjust the Public Safety budget by moving \$1900.00 from Computer Hardware (205-336-728.000) to Fire Operational Supplies (205-336-731.101). Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

## **PUBLIC SAFETY BUDGET ADJUSTMENT #2**

Interim Chief Dave Robbins requested the following budget adjustment: Transfer \$600.00 from Equipment (205-336-956.000) to Fire Operational Supplies (205-336-731.101). Moved by Trustee Steve

Lappan and supported by Trustee Norm Poli to adjust the Public Safety budget by moving \$600.00 from Equipment (205-336-956.000) to Fire Operational Supplies (205-336-731.101). Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

#### **JAWS PURCHASE**

Interim Chief Dave Robbins advised that the Paw Paw Fire Department was selling 2 sets of jaws at a price of \$2500.00 each and that he has inspected the equipment. Interim Chief Dave Robbins requested approval to purchase one set of jaws at a cost of \$2500.00 to be paid from Fire Operational Supplies (205-336-731.010). Motion was made by Trustee Steve Lappan and supported by Trustee Matt Dunckel to purchase 1 set of jaws from the Paw Paw Fire Department to be paid from line item Fire Operational Supplies (205-336-731.010). Roll call vote was taken. AYES: Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

#### **PUBLIC COMMENT**

Russ Rhynard, 315 Par Dr., Alpena, MI questioned if the Updated Resolution for ACH and Electronic Transactions Policy would change how he made payments to the Township and commented on the definitions of shall and may.

#### **DISCUSSION**

Trustee Norm Poli asked about the status of the water permits and the new jail. Supervisor Nathan Skibbe advised that the subcontractor had paid the fee for an 8-inch tap.

Clerk Michele Palevich discussed needing a position of HR Coordinator. Motion was made by Trustee Steve Lappan and supported by Trustee Norm Poli to have the Personnel Committee review the position of HR Coordinator. Trustee Matt Dunckel reminded the Board that motions cannot be made during discussion. Trustee Steve Lappan withdrew his motion and was supported by Trustee Norm Poli. Clerk Michele Palevich advised that she will put the HR Coordinator on the agenda for the November 12, 2019 Board of Trustees meeting.

Treasurer Laura Ellery-Somers requested that the Policy and Procedures Committee clarify the Travel Reimbursement policy and the minutes from the Fire Committee meeting be included in the agenda.

#### **ADJOURNMENT**

Moved by Trustee Matt Dunckel and supported by Trustee Steve Lappan to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 7:12 p.m.

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Clerk Michele Palevich

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Supervisor Nathan Skibbe