

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
January 12, 2021 –11:00 a.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, January 12, 2021 at 11:00 a.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 Norm Poli
Trustee Russ Rhynard

Absent: None

Others present: Attorney Tim Gulden

Supervisor Nathan Skibbe called the meeting to order at 11:00 a.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 Norm Poli and supported by Treasurer Laura Ellery-Somers to approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

PAYMENT OF BILLS

Moved by Trustee Cash Kroll and supported by Trustee Steve Lappan 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
December 28, 2020 (Regular) & January 6, 2021 (Special)

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

CORRESPONDENCE

Correspondence included: Alpena County Road Commission Minutes - December 1, 2020, Alpena County Road Commission Minutes - December 30, 2020 and Alpena County Road Commission County Road Report - November 23, 2020 to December 27, 2020. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to receive and file correspondence. Voice Vote. Motion carried by unanimous voice vote.

ADOPTION OF PROPOSED ORDINANCE NO. 143
(Amendment of Township Zoning Ordinance)

Moved by Trustee Russ Rhynard and supported by Trustee Steve Lappan to adopt Proposed Ordinance No. 143, Amendment to Township Zoning Ordinance. 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.

ADOPTION OF PROPOSED ORDINANCE NO. 144
(Amendment of Sanitary Sewer and Water Ordinance)

Moved by Trustee Cash Kroll and supported by Clerk Michele Palevich to adopt Ordinance No. 144, which amends the Charter Township of Alpena Sanitary Sewer and Water Ordinance. 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.

FRANK'S KEY AND LOCK SHOP ESTIMATE - LOCKBOX

Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the expenditure of \$1,200.00 to be divided equally between the general and water funds to Frank's Key and Lock Shop, Inc. to remove existing drop box and safe and install new drop box, safe and lock. 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.

PROPOSED TOWNSHIP BOARD RESOLUTION
ACCESSIBILITY OF ASSESSOR'S OFFICE TO TAXPAYERS

Moved by Trustee Russ Rhynard and supported by Trustee Norm Poli to approve the Resolution to Establish a Policy Regarding the Accessibility of the Township Assessor's Office to Township Taxpayers 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.

PARCEL # 011-005-000-097-00 3443 LAY ROAD – DELINQUENT WATER

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll that the Township Board waive the \$801.04 off of the 2020 winter tax bill and \$762.88 off the water/sewer account #3020912. 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. Motion carried unanimously.

FIRE DEPARTMENT – JOB DESCRIPTIONS

Moved by Trustee Russ Rhynard and supported by Clerk Michele Palevich to approve the recommended job descriptions by the Fire Ad hoc Committee for Fire Chief/EMT, Captain/EMT, Lieutenant/EMT, Training Officer and Health and Safety Officer as presented with the following changes: Fire Chief/EMT - III. Section 15 “Authorize the release of information to the press pertinent to Emergency Response.” and Training Officer –III. Section 10 “May recruit and complete the pre-employment process and recommends to the Township Board of Trustees candidates for the position of Firefighters.” 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. Motion carried unanimously.

FIRE DEPARTMENT – REPLACEMENT OF JOB DESCRIPTIONS

Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard that the newly approved Fire Department job descriptions replace existing job descriptions of February, 2016. 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. Motion carried unanimously.

FIRE DEPARTMENT – STAFFING RECOMMENDATION/UPDATE

Chief Dave Robbins advised the Township Board that of the three candidates contacted, one has withdrawn interest and the other two have not responded to telephone calls. Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to allow Chief Dave Robbins to reach out to the remaining two candidates and to continue recruitment process. 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. Motion carried unanimously.

Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to accept Christopher Wilson’s offer to temporarily cover 24 hour shifts when available. 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. Motion carried unanimously.

J.R. HENRY CONSULTING

Trustee Steve Lappan advised the Township Board that there is insufficient data due to lack of record keeping for J.R. Henry to complete an analysis of the Non-Emergency Transfers. Moved by Trustee Steve Lappan and supported by Trustee Cash Kroll to suspend consulting services by J.R. Henry Consulting. 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. Motion carried unanimously.

SPECIAL BUDGET MEETING

Moved by Trustee Russ Rhynard and supported by Trustee Steve Lappan to have a special meeting on January 19, 2021 for the 2021/2022 budget. 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. Motion carried unanimously.

PUBLIC COMMENT

Beverly Banks reminded the Township Board that there is a 7 second delay on the YouTube live streaming.

Chief Bill Forbush gave an update on the Northside Fire Department.

DISCUSSION

Clerk Michele Palevich commented on watching the Planning Commission via YouTube and that the new microphones worked well.

ADJOURNMENT

Moved by Trustee Norm Poli and supported by Trustee Cash Kroll to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 12:40 p.m.

Clerk Michele Palevich

Supervisor Nathan Skibbe