



ALBERT TOWNSHIP

Regular Board Meeting Minutes

Albert Township Hall

May 13, 2025

ROLL CALL: Board Members: Supervisor Michael Szukhent, Clerk Sandy Raffin, Treasurer John Righi, Trustee Marsha McDonald, Trustee Mark Bowser. Also, in attendance were Fire Chief Doug Baum, Zoning Administrator Jeff McDonald, Financial Processor Laura Schrader.

ABSENT: Secretary Hope Rosso, excused.

ORDER: The regular board meeting was called to order at 7:00 pm by Szukhent.

THE PLEDGE OF ALLEGIANCE to the flag was led by Szukhent.

1. Agenda.

Szukhent to amend agenda to add employee termination under item #12.

Motion made by McDonald to approve agenda as amended. Second by Bowser.

All in favor: 5 Yeas 0 Nays **Motion passed.**

2. Public Comment: Szukhent opened public comment. (Limit 3 minutes)

Bob from the Moose, wanted to thank the Fire Chief for helping get an AED. Thanks to the Board that a maintenance guy came out to check on us.

Szukhent closed public comment.

3. Approve Minutes.

Regular Meeting April 15, 2025

Special Meeting April 30, 2025

Motion by McDonald to approve minutes for April 15, 2025 as presented, second by Righi.

All in favor: 4 Yeas 0 Nays (Szukhent, abstain from voting was not here)

Motion passed.

Motion by Bowser to approve minutes for April 30, 2025 as presented, second by Raffin.

All in favor: 5 Yeas 0 Nays **Motion passed.**

4. Consent Agenda - Approval of the following.

a) Approval of LACC Events on Township Property.

b) DDA Clock Location.

c) Waiver of Liability.

Motion by Righi to approve consent agenda items as presented, second by Raffin.

All in favor: 5 Yeas 0 Nays **Motion passed.**

5. Land Use Lease Agreement.

Motion by McDonald to approve lease agreement with PIE&G for use of 5 acres north of the cemetery for \$2,500 per month, second by Bowser.

All in favor: 5 Yeas 0 Nays **Motion passed.**

6. Amend Maintenance Assistant Job Description

Motion by McDonald to delete (i.) under the specific responsibility of the Maintenance Assistant Second by Raffin.

All in favor: 5 Yeas 0 Nays **Motion passed.**

Motion by Raffin move Dave in up a step on his next pay period. Second by McDonald.

All in favor: 5 Yeas 0 Nays **Motion passed.**

7. Unused Grave Site buy back.

Motion by Bowser to purchase grave sites back at \$100.00 per grave, the \$100 per grave will come off the bill for the services coming up in June. Second by Righi.

All in favor: 5 Yeas 0 Nays **Motion passed.**

8. Approve List of Bills.

Motion by Righi, to approve list of bills as presented. The payroll as presented. And approve the list of additions for the period of May 11, 2025 to May 11, 2025. Second by McDonald

All in favor: 5 Yeas 0 Nays **Motion passed.**

9. Treasurer's Report.

Motion by Raffin to accepted as presented, received, and filed. Second by McDonald.

NTH Construction check has been written. And there needs to be Board approval when it is over \$500.00

Motion by Raffin to approve NTH bill of \$1,000.00 from the ice storm. Second by Bowser.

10. Clerk's Report.

Motion by Raffin to approve payment for the fire department bills that are behind.

Second by McDonald.

All in favor: 5 Yeas 0 Nays **Motion passed.**

Righi and Casey have been trying to get reports to reconcile and that is an issue.

Chief Baum is looking into a new vendor.

Dan gave a quote for \$300.00 for lights above the doors. The well pump control switch for a generator is \$4,200.00 Raffin tabled the quote.

11. Staff Reports:**a) Zoning**

Jeff McDonald, Zoning Administrator, information is in the packets.

Accepted as presented, received, and filed.

b) Fire & EMS

Doug Baum, Fire Chief, gave hard copy of report to the Board.

- Meeting with Mark Brown to finalize with new engine.
- New ambulance just got back and has new graphics.

- Radios are not supported anymore, they are outdated. New quote will be coming.
- Camera system is needed for the new ambulance. Will be around \$13,000.00 and will be included in next year's budget.
- County will be hiring a full time Emergency Manager. Friday is a meeting about recovery from the ice storm.

Accepted as presented, received, and filed.

McDonald made a motion to pay the activation fee for the 5 radios at \$250.00 per radio, as presented in the report. Second Righi.

All in favor: 5 Yeas 0 Nays **Motion passed.**

c) Maintenance

Righi informed the Board Jamie has requested we get quotes for a lift rental, and tree service companies. This is for the trees on Township properties that were damaged during the ice storm.

Motion by Szukhent to approve \$250.00 per day, at 5 days max for preapproval for a lift rental. Second by Bowser.

All in favor: 5 Yeas 0 Nays **Motion passed.**

d) Road Commission

Szukhent reported that brining will be starting in the Township. Painting the lines will be done also.

12. Board Comments / Employee Termination

Szukhent opened Board Comments - None.

Termination.

Szukhent informed the Board the Maintenance Dept had hired Caleb Yahey for seasonal and has now been terminated as of April 28, 2025.

Raffin informed the Board she would like to release Laura Schrader as her Deputy.

Motion by Szukhent to dismiss Laura Schrader as the Financial Processor. Second by McDonald.

Schrader requested the Board go to a close session, with Chief Baum and her husband to stay and be present.

Closed Regular Meeting Session to go into Closed Session at 7:54 pm per Schrader request.

Re-Open Regular Meeting after Closed Session at 8:09 pm

Continue - Szukhent motion to dismiss Laura Schrader as the Financial Processor. Second by McDonald.

Roll Call: Yea - McDonald, Raffin, Szukhent, Bowser. No- Righi **Motion passed.**

13. Adjournment

Motion by Raffin, to adjourn at 8:10 pm.

Minutes Submitted by:

Hope Rosso, Albert Township Secretary