



ALBERT TOWNSHIP

Special Board Meeting Minutes

Albert Township Hall

April 30, 2025 @ 8:30 am

ORDER: The Special Board Meeting was called to order at 8:30 am by Supervisor Szukhent.

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

ROLL CALL: Board Members: Supervisor Mike Szukhent, Clerk Sandy Raffin, Treasurer John Righi, Trustee Marsha McDonald, Trustee Mark Bowser. Also, in attendance were Secretary Hope Rosso, Financial Processor Laura Schrader.

ABSENT: None.

1. Agenda.

Szukhent gave an amended agenda to include questions and answers, and an overview of what this meeting is about. Also included for the Board was the handbook, and a copy of Rosso and Schrader's time cards.

Motion by McDonald, seconded by Righi to approve amended agenda.

Vote: 5 Yeas 0 Nays **Motion passed.**

2. Public Comment.

Szukhent opened public comment. No one present.

3. Over time when office is closed – Who?

Over time approval?

Holiday Pay – Who and What?

Remote work hours?

Discussion: Szukhent stated, clarification needs to be made. This meeting is not to judge but to get clarity. Fire Chief's conversation prior to meeting with Szukhent, had questions about multiple employee handbooks. Easter Sunday and Good Friday are in question. Szukhent noted there are handbooks for the Fire Department and another for the Township. Day prior to meeting Szukhent spent the morning with Jamie Winkleman, Maintenance Supervisor. He had questions about the employee handbook that affects them and not the office. Szukhent mentioned the different departments. When the office is closed who gets paid overtime? Employee handbook on page 5 under work schedules talks about that, but there is ambiguity. Questions about office being closed? How does that affect those employees? We have been hit with the perfect storm, no one planned for this. How to handle going forward? How do we handle when the office is closed and not due to snow? How does that affect the office or other departments?

McDonald stated her interpretation, in the past when there was snow day the office was paid their normal hours.

Righi stated we do not close just because it snowed.

Szukhent stated we need to figure out payroll as it is due today.

McDonald stated employees get paid if they were scheduled to work, if we were closed. Szukhent restated the interpretation of, if your day was scheduled and closed due to unforeseen circumstances employees get paid the regularly hourly rate at the their regular hours. Schrader corrected with reading from the handbook, page 7 paragraph 4. Clarity was given that the Transfer Site is not part of Maintenance. The office is not the whole Township. If the Transfer Site closes it does not affect the office.

Bowser stated if the office is closed it does not affect the other departments. Why would they get paid 1.5 times their pay?

Szukhent asked how did the ice storm affect all the departments? Do Jamie and Dave get paid time and a half for the storm?

McDonald stated they get paid time and a half Monday thru Wednesday.

Raffin stated she opened the office on Thursday. Schrader stated that was not clear.

Raffin read from Jamie's time card. 4/29 he worked 9 hours; 4/30 he worked 6 hours. Monday, Tuesday and Wednesday worked 8 hours each.

Szukhent asked Schrader, in 2024 Memorial Day week the office was closed for carpet cleaning. Jamie called Szukhent demanding he get paid time and half for the office being closed. Schrader said he did get paid, and right after that the employee handbook was changed. Copy of the revisions were given to every employee and they signed the page on the back, acknowledging they received it.

Raffin, stated we are paying Jamie and Dave time and half on Monday, Tuesday, Wednesday time and a half. Jamie also wrote time and a half? Dave did not.

Szukhent stated the Maintenance Department and Transfer Site were given another copy by Rosso. They were put in their mail boxes.

McDonald stated we would be doing a disservice if we do not pay them.

All talk about different departments and what are the expectations of employees.

Raffin stated she feels that Jamie and Dave should get time and a half for those 3 days.

Motion by McDonald, seconded by Raffin for the Transfer Site time cards as presented, with no additional changes for Larry and Kim.

Vote: 5 Yeas 0 Nays **Motion passed.**

Motion by McDonald, seconded by Raffin to pay Dave and Jamie time and a half for Monday, Tuesday, Wednesday, with a change to their time cards payroll of 4-18.

Vote: 5 Yeas 0 Nays **Motion passed.**

Bowser stated this handbook needs to be updated and more clarity. Szukhent asked are they getting this because of the storm or because the office is closed? McDonald said it is because the office was closed.

Clarification by Szukhent. They are getting paid time and half for the days they worked while the office was closed. Raffin and McDonald said yes because Thursday and Friday when the office was open, they got their regular pay. Szukhent asked when and how much they will get paid? Raffin stated it will be in this week's check.

Szukhent asked if the Fire Department is separate from what we are doing? Correct.

Raffin and McDonald, have questions on Rosso time card as presented, question is on Thursday hours. Szukhent clarify Monday and Tuesday for regular pay for days of office closed 5 hours per day. Wednesday in question is working from home, all the Facebook posts added from the time the storm hit going forward. Raffin did question Rosso that after the time card was turned in. Raffin now questions Thursday and Friday. Thursday Rosso brought in her personal laptop, used her hotspot, due to no phones and no internet. McDonald asked why did you put the office was closed? Rosso said we were closed, and I was called in. Office did not have phone, internet, or water. Questions were raised if the office was technically open, due to no phone, internet, or water. Questions were asked when the office officially opened. Righi said he thought the office was closed even when Rosso was here. Time cards were confirmed with Righi prior to be turned over to Raffin. Rosso said she did not add in much more that are not on the time card. Such as mileage for meetings, or the hour-long conversations with Board Members, or the text messages that were flying at all times of the day and night. Raffin stated Rosso wrote down what she thought was correct. Righi clarified Rosso went to EOC meetings, Rosso replied that Szukhent told her to. Raffin stated Saturday is time and a half and Sunday is double time. McDonald went through Rosso time card and said she should be paid 5 hours on Monday, 5 hours on Tuesday, 10.5 hours on Wednesday, 5 hours on Thursday, 8 hours on Friday. Righi asked Raffin was the office open or closed, on Thursday or Friday, he understood it was closed. Raffin viewed it was open. Questions were raised why she gets paid time and a half on Saturday, and double time on Sunday for EOC Meetings. McDonald said if Rosso gets paid then Maintenance should get paid for the office being closed. Schrader asked why Maintenance put lines on their time cards also, because they thought the office was closed too. McDonald and Raffin said Jamie only put "Ice" with time and half with a question mark, under Monday, Tuesday, and Wednesday.

Bowser questioned why Schrader was working on Monday and Tuesday of the storm. Schrader answered that payroll was not going through at the office, and met with Greg to get the computers up and running. Szukhent called in Schrader to push it through. Schrader went to the Fire Station and used another employee's hot spot for internet to submit payroll. Szukhent and Raffin confirmed what Schrader said, there was no computers, internet, or phone at the office to complete payroll. McDonald stated if payroll could not go out then we should have written checks. Raffin stated she was the only person in the office for a signature.

Righi stated instead of running them down, accept the time sheets as presented, pay date of 4/18.

McDonald stated the Board needs to pay Maintenance and Transfer Site more money. Righi stated this is reimbursable. McDonald stated this is the honesty here. Righi stated that our employees are very honest. McDonald stated maybe she used the wrong words.

Righi made a motion to honor the time cards for Hope for the time of 4/18 and Laura for the same time-period. And settle with Maintenance and Transfer Site.
No second.

Motion by McDonald, seconded by Raffin to pay Jamie, Dave and Larry the days they worked will get time and a half for 3/31 to 4/4 payroll will be corrected.
Vote: 5 Yeas 0 Nays **Motion passed.**

Szukhent clarification for payroll ending pay period 4/4 will get reimbursement per half hour for Jamie, Dave and Larry. Raffin will add it to pay date of 4/2.

Easter Holiday pay is in question. Who gets paid. Handbook does state part time employees get Easter Holiday pay. Fire Department has their own handbook.

Motion by Righi, second by Szukhent to table holiday pay, who and what and remote work hours on agenda until next board meeting and need to make modification to the hand book.
Vote: 5 Yeas 0 Nays **Motion passed.**

4. Board Comment.

Righi stated it is a stroke of genius to add the amendment dates for the hand book. McDonald wants to update the handbook. Righi stated we need to amend the handbook, and will take a few meetings going forward. Bowser will not be at the next meeting. Righi will not be at the next meeting. Szukhent will not be at the next meeting either. Bowser asked what is going on with the cameras for the office. Ice storm has stalled things at the office. Righi said Jamie has asked for a lift to rent to clean up the hangers that are in the trees.

Szukhent, Raffin, Bowser, Righi, McDonald agree 5/13 at 7 pm works for them. Rosso said she will not be available that night.

Motion by McDonald, second by Raffin to move the regular Board Meeting from 5/20 to 5/13 at 7 pm.

Discussion: Will have full Board on 5/13, however no recording secretary.

5. Adjournment

Motion by McDonald, seconded by Raffin to adjourn at 10:48 am.
Vote: 5 Yeas 0 Nays **Motion passed.**

Minutes Submitted by:

Hope Rosso, Albert Township Secretary