



ALBERT TOWNSHIP

Special Board Meeting Minutes

Albert Township Hall

May 19, 2025 @ 4:00 pm

ORDER: The Special Board Meeting was called to order at 4:00 pm 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. Also, in attendance were Fire Chief Doug Baum and Zoning Administrator Jeff McDonald.

ABSENT: Trustee Mark Bowser and Secretary Hope Rosso, both excused.

1. CPA Contract.

Motion by Raffin to hire Diane's Accounting and Tax Services for the remainder of the year, until December 31st, at the amount \$1,975.00 for payroll, quarterly reports, annual reports W-2 contract presented. Second by McDonald.

All in favor: 4 Yeas 0 Nays **Motion passed.**

2. Office Hours.

Motion by Szukhent to amend the office hours Monday – Friday, 8:00 am - 1:00 pm with the exception, of during tax season, for Mr. Righi. Zoning hours will be amended to Monday to Wednesday from 8:00 am to 1:00 pm and will be on call, for Thursday. All amendments effective immediately. Second by McDonald.

Righi, clarified this does not affect any other department, such as, maintenance, the fire station, or the transfer site, this is just for office staff.

All in favor: 4 Yeas 0 Nays **Motion passed.**

3. Adjournment

Motion by Righi, seconded by Raffin to adjourn at 4:09 pm.

All in favor: 4 Yeas 0 Nays **Motion passed.**

Minutes Submitted by:

Hope Rosso, Albert Township Secretary