



ALBERT TOWNSHIP

Regular Board Meeting Minutes

Albert Township Hall

November 18, 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, Secretary Hope Rosso, Deputy Treasurer Shannon LaPointe, Maintenance Supervisor Jamie Winkleman, Eric & Sabrin Smith, Bob McClinton, and Ted Orm from Montmorency County Road Commission.

ABSENT: Zoning Administrator Jeff McDonald, 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 requested to add Pawlak lawsuit, and holiday hours for the transfer site to agenda.

Motion made by McDonald to approve adding Pawlak lawsuit, and holiday hours for the transfer site to agenda.

Second by Raffin.

All in favor: 5 Yeas

0 Nays

Motion passed.

2. Public Comment: None.

3. Approve Minutes.

October 21, 2025

Motion by Raffin to approve minutes as presented. Second by Bowser.

All in favor: 5 Yeas

0 Nays

Motion passed.

Motion by Raffin to approve signing the release/lawsuit of vacant platted road which a portion of the Pawlak's home/garage is located on. Second by Righi.

All in favor: 5 Yeas

0 Nays

Motion passed.

Motion by Raffin to approve transfer site holiday hours as follows: Christmas Eve Day will be closed, and New Year's Eve Day hours will be adjusted to 10:00 am to 3:00 pm. Second by McDonald.

All in favor: 5 Yeas

0 Nays

Motion passed.

4. Planning Commission recommends Master Plan to be circulated for 63 days.

Motion by Righi to approve the Master Plan to be circulated for 63 days. Second by McDonald.

All in favor: 5 Yeas

0 Nays

Motion passed.

5. Project Updates:

- a. Irrigation for Albert Twp. Park – In process.
- b. Staining Pavilion ceiling – Completed.

- c. Well pump control switch for a generator – Waiting for switch, it's backordered and then will be completed.
- d. Playground equipment for Bingham Park – checking on a contractor that is working on Briley Township playground.
- e. FEMA Updates – Waiting on payment. There are a few more things that need to be completed prior to payment.
- f. Cemetery fence repair/replacement – Waiting on delivery. Arch has been delivered. Should be completed on Monday.
- g. AccuMed Billing, Inc. – is a work in progress now.
- h. MI Par Plan Grant for \$2500 – Approved – finalizing paperwork.

6. Board Discussion:

Office Building – Many topics were talked about such as: updating or bringing our current building to code. Bringing in an engineer for what all needs to be done for the current building. If a bond or millage needs to be done for a possible new building. The Township would still need access to the basement for the water. Instead of a building or updates, we should update the transfer site lot. No decisions were made just ideas put in from all board members.

7. Clerk's Report

a. Deputy Clerk-

Motion by Raffin to add Cynthia Damoth, Deputy Clerk as a signer to Nicolet accounts. Second by McDonald.

All in favor: 5 Yeas 0 Nays

Motion passed.

Motion by Raffin to approve Cynthia Damoth, Deputy Clerk to Step 1 on pay scale, to \$16.38 per hour. Second by McDonald.

All in favor: 5 Yeas 0 Nays

Motion passed.

b. Bills

Motion by Righi to approve bills as presented. Second by Bowser.

All in favor: 5 Yeas 0 Nays

Motion passed.

c. Payroll for: Oct 31st & Nov 14th

Motion by Righi to approve payroll as presented. Second by Bowser.

All in favor: 5 Yeas 0 Nays

Motion passed.

d. Election Update.

423 absentee ballots were returned. 102 voters were present on the day of the election. Election went perfect.

e. Transfer Site.

Motion by Raffin to have December 10th as a customer appreciation day, no charge at the transfer site for bagged garbage. Second by McDonald.

All in favor: 5 Yeas 0 Nays

Motion passed.

8. Treasurer's Report

Righi presented all the Township balances for the accounts to the board. Accepted as presented, received, and filed.

Discussion: An issue was raised about the limits to credit cards and what is available per month. Raffin, Righi, and Baum each have a \$3,000.00 limit per month. Rising costs have made it an issue to purchase items per month. When an item is purchased and it costs close to \$3,000.00 there is no money available until the bill is paid the following month.

Motion by Raffin to increase the total credit card limit to \$20,000.00. Second by Bowser.
All in favor: 4 Yeas 1 Nays, Righi **Motion passed.**

Motion by McDonald to allocate the \$20,000.00 for the credit card limit, Raffin gets \$5,000.00, Righi gets \$5,000.00 and Baum gets \$10,000.00. Second by Raffin.
All in favor: 5 Yeas 0 Nays **Motion passed.**

9. Staff Reports:

Zoning

Accepted as presented, received, and filed.

Fire & EMS

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

Motion by McDonald to allow Baum to purchase a range and microwave for the Fire Station. Second by Raffin.

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

Maintenance

Jamie Winkleman, Maintenance Supervisor, updated the Board on the parks and cemetery clean-up from FEMA. Winkleman stated he is getting fall clean-up done and preparing for winter. Water is being blown from sprinklers. A new shut off valve needs to be installed as the current one does not shut off all the way. Salt was purchased by the pallet this year, would like to be able to purchase in bulk next year. The loader went in for repairs that were covered under lease warrantee. Dogs in all the parks are still an issue as people are not cleaning up the waste, they leave it or put in bags on the sidewalks.

Road Commission

Ted Orm reported the Road Commission has been preparing for winter. Clearing of ditches, and beaver dams have been completed. Road Commission has purchased 250 tons of salt.

10. Board Comments

Righi stated he has received emails from Eric & Sabrin Smith about getting a dog park in Lewiston. He stated he will be looking at the insurance specifically into the liability of that for the Township.

Szukhent stated he has a couple meetings this week. Jason from GFL to resolve some issues with the transfer site and dumpsters. On Friday a Zoom meeting with leaders of the Sno Drift Rally to start planning and preparing for that event.

11. Adjournment

Motion by McDonald, seconded by Bowser to adjourn at 8:04 pm.

Minutes Submitted by:

Hope Rosso, Albert Township Secretary