



ALBERT TOWNSHIP

Special Board Meeting Minutes

Albert Township Hall

December 9, 2025 @ 9:30 am

ORDER: The Special Board Meeting was called to order at 9:30 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. Also, in attendance were Zoning Administrator Jeff McDonald, Fire Chief Doug Baum, Secretary Hope Rosso, and Diane's Tax Accounting.

ABSENT: Trustee Marsha McDonald and Trustee Mark Bowser, excused.

Motion by Raffin to approve agenda, second by Righi.

1. Public Comment – None present.

2. New Business

Accounting-

Updates for new Federal and State laws were presented to the Board from Diane's Tax Accounting. Policies will need to be added to the new handbook. Tracking of PTO, vacations, and earned sick time needs further policy updates.

Discussion: An update to the handbook will be presented to the Board later this month.

Discussion: Raffin stated there needs to be a decision on how certificates will be paid to the employee. Examples of per pay, per quarter and per year were discussed.

No motions. The Board wants to review the minutes as to the motion for the certificate pay, for clarity.

Banking-

Motion by Righi, to implement positive pay via the bank account, at the cost of \$15.00 per month. Seconded by Raffin.

Righi stated it would be an added security to the bank account.

All in favor: 3 Yeas 0 Nays **Motion passed.**

3. Adjournment

Motion by Raffin, seconded by Righi to adjourn at 11:38 am.

All in favor: 3 Yeas 0 Nays **Motion passed.**

Minutes Submitted by:

Hope Rosso, Albert Township Secretary