



ALBERT TOWNSHIP

Regular Board Meeting Minutes

Albert Township Hall

December 16, 2025

ROLL CALL: Board Members: Supervisor Michael Szukhent, Clerk Sandy Raffin, Treasurer John Righi. Also, in attendance were, Secretary Hope Rosso, Deputy Treasurer Shannon LaPointe, Eric & Sabrin Smith, Bob McClinton, Tim Seguin and Yvonne Swagger from The Montmorency County Tribune.

ABSENT: Trustee Marsha McDonald, Trustee Mark Bowser, Fire Chief Doug Baum, Zoning Administrator Jeff McDonald, Maintenance Supervisor Jamie Winkleman, all 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.

Motion made by Raffin to approve agenda.

Second by Righi.

All in favor: 3 Yeas

0 Nays

Motion passed.

2. Public Comment: Eric Smith reported the clock has the wrong time and there is no light inside it at night. Smith also requested the Township get a Zoom account so Board Meetings can be viewed via Zoom. Yvonne Swagger, agreed. Raffin said she would investigate into it, and get an answer. Szukhent stated there would be a cost.

3. Approve Minutes.

a. November 18, 2025

b. December 9, 2025 Special Meeting

Motion by Righi to approve November 18th and December 9th minutes as presented.

Second by Raffin.

All in favor: 3 Yeas

0 Nays

Motion passed.

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

Szukhent stated it is out, and is viewable on the website. Recreation Plan was approved at the last Planning Commission meeting during the public hearing.

5. Project Updates:

- a. Irrigation for Albert Twp. Park – Completed will test in the spring of 2026.
- b. Well pump control switch for a generator – Waiting for switch, it is backordered and then will be completed.
- c. FEMA Updates – Waiting on payment. There are a few more things that need to be completed prior to payment.
- d. Cemetery fence repair/replacement – Waiting on fence. Arch has been delivered and installed.
- e. AccuMed Billing, Inc. – is a work in progress now.

6. Clerk's Report**a. Payroll for: Nov 28th & Dec 12th**

Motion by Raffin to approve payroll as presented. Second by Righi.
All in favor: 3 Yeas 0 Nays **Motion passed.**

b. Bills

Motion by Raffin to approve bills as presented. Second by Righi.
All in favor: 3 Yeas 0 Nays **Motion passed.**

7. Treasurer's Report

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

Discussion: Righi updated the Board on the fraudulent check that was stolen from the USPS. MSP took the complaint and filed it. In-house insurance with cover fraud, with a \$1,00.00 deductible. Added security has been added to the bank accounts.

Motion by Righi that Albert Township amends the current practice of remuneration to employees that obtain certificates and degrees to a full value single check on the first pay period in November each year. Second by Raffin.

Discussion: Raffin stated she has some work to do, to see if the employees have been paid in full, and get them paid the remaining balance.

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

Motion by Righi to create a bad debt account 101.101.964 to record the loss, and transfer the funds of \$5,489.43 to that account. Second by Raffin.

Discussion: Righi was advised of that per the Auditor.

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

8. Staff Reports:**Zoning**

Accepted as presented, received, and filed.

Fire & EMS

Accepted as presented, received, and filed.

Maintenance

None

Road Commission

None

9. Board Comments

None

10. Adjournment

Motion by Raffin, seconded by Righi to adjourn at 7:24 pm.

Minutes Submitted by:

Hope Rosso, Albert Township Secretary