



# ALBERT TOWNSHIP

## Special Board Meeting Minutes

Albert Township Hall

January 2, 2026 @ 9:00 am

**ORDER:** The Special Board Meeting was called to order at 9:00 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. Also, in attendance were Zoning Administrator Jeff McDonald, Fire Chief Doug Baum, Secretary Hope Rosso, Maintenance Supervisor Jamie Winkelman, and Assistant Maintenance Supervisor Dave Vantubergen. Vanessa G. Nelson from Expert Human Resources via Zoom.

**ABSENT:** Trustee Mark Bowser, excused.

Motion by McDonald to approve agenda, second by Raffin.

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

### 1. Public Comment – None present.

### 2. New Business Handbook-

Updates for new Employee Handbook. Nelson held discussions with the Board, reviewed up to section 4. More review needs to be completed as a Board, as time was running out for Zoom. Board will meet before the next regular meeting.

#### **Certificates-**

Raffin stated she will keep the per pay for certificates going forward.

#### **Fraudulent Email-**

Raffin stated her office received an email for an employee to change their banking. The email was forwarded to the payroll company on December 3rd. The employee has not changed their banking and has not received their pay for the whole month of December. After investigating the email was a fraud.

Motion by Raffin to pay employee missing pay in the amount \$1,813.04 for the month of December. Second by Righi.

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

### 3. Adjournment

Motion by Raffin to adjourn at 11:00 am.

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

Minutes Submitted by: