

## MINUTES OF THE ALBERT TOWNSHIP BOARD MEETING HELD APRIL 16, 2024

Board Members: Supervisor Michael Szukhent, Treasurer John Righi, Clerk Sandy Raffin, Trustee Marsha McDonald, Trustee Richard Deska was excused as well as Department Head Laura Schrader. Also in attendance were Fire Chief Doug Baum; Zoning Administrator Jeff McDonald; DDA Representative Lori Haas; Recording Secretary Julie Marcotte; 2 residents were present.

Meeting was opened at 7:00 p.m., Mike Suzkhent led the Pledge of Allegiance.

Attendance was taken.

John Righi made a **motion** to approve the agenda as presented, seconded by Sandy Raffin. Motion carried with 4 yeas votes.

Lori Haas was present as a representative for the DDA and wished to discuss Pavilion use fees. The DDA charges vendors \$10.00 for a booth at the Farmers Market. If a particular vendor has sales of less than \$100.00 their fee is waived. Additionally, early in the season there may only be 5 vendors present. Lori points out that on occasion a \$50.00 Pavilion use fee would exceed DDA proceeds. The DDA is requesting use of the Pavilion every Saturday from 9:00 a.m.-1:00 p.m., May 1<sup>st</sup>-Oct 31<sup>st</sup> 2024, and is proposing an annual flat fee. It is agreed that an arrangement would need to be established whereby if the Pavilion was reserved for a wedding, graduation, or some other event the Farmers Market would be cleared out. Mike Szukhent stated that the Township needed to check with other Townships to determine best practices and schedule a follow up meeting to include public input to develop a plan.

One other concern from a resident was directed to Ted Orm regarding **speed limit** and **no through trucks** signage that was removed from the corner of Twin Lakes Drive when repaving was completed some years ago and was never put back in place. Sandy Raffin states that she will be speaking to Todd, Supervisor – Road Commission, tomorrow and will relay that issue.

Prior to approving 3/18/2024 Meeting Minutes, Marsha McDonald had a question regarding Electronic Take-Back-Day which was addressed at that meeting. Sandy Raffin explained that Albert Township is having a clean-up day on 6/22/2024, 8:30 a.m. to 12:30 p.m. at the Transfer Site, which will permit the disposal of couches, mattresses as well as TV's and other electronics. GFL will be contracted for this project. John Righi also had a concern regarding a motion that was made during that meeting, regarding the NEMCOG grant for the Township Master Plan. John believed that there was a procedural error when Marsha McDonald amended her original motion to approve. Doug Baum provided input and believes the motion was properly completed; it was agreed to leave as is.

Marsha made a **motion** to approve the Minutes of 3/18/2024, seconded by Sandy Raffin. Motion carried with 3 yeas votes. Mike Szukhent abstained as he was not present for the 3/18/2024 meeting.

Prior to approval of the 4/4/2024 Meeting Minutes, Marsha McDonald wished to discuss the removal of the expenditure for the water shut-off valve at Zebra Creations and the limestone at the Transfer Site. Marsha is requesting that those expenditures be put back on for consideration/approval.

John Righi made a **motion** to approve the Minutes of 4/4/2024, seconded by Marsha McDonald. Motion carried with 3 yeas votes. Mike Szukhent abstained as he was not present for the 4/4/2024 meeting.

Sandy Raffin pointed out that concerning the list of bills and additions submitted for approval, there are both some additions from both March and April since it was the end of the fiscal year. Sandy Raffin made a **motion** to approve the bills in the amount of \$33,829.62 plus the additions of \$8,889.63 for April and additions of \$3,288.14 for March, totaling \$46,016.39, seconded by John Righi. Marsha McDonald did question a \$150.00 MTA bill for township education. Sandy Raffin stated that was our annual membership for MTA. Mike Szukhent stated that bill should be listed under Dues and Membership, an accounting adjustment should be made. Sandy Raffin stated that correction would be made tomorrow. Motion carried with 4 yeas votes.

Sandy Raffin made a **motion** to approve payroll from 3/19/2024-4/16/2024 in the amount of \$46,425.58, seconded by Marsha McDonald. Motion carried with 4 yeas votes.

Mike Szukhent discussed the Pavilion Use Contract which will require some additional data collection for completion. A meeting, where the public will be invited to attend, will be scheduled. Recognizing time considerations are in play, Mike stated his goal is to have that completed this week, once he figures out everyone's schedule the next 3 days.

Sandy Raffin stated that she must have Millage Proposals to the County Clerk by Tuesday, April 23, 2024. John Righi reported that he spoke with the County Clerk this week regarding Headlee. The County is going to be placing a request on the August Primary to approve Headlee Rollback back to whatever they are entitled to. John states that is the only other Millage request that he is aware of and wonders how many millage requests are allowed. John also expressed concern over voter saturation and a sentiment of "I'm just not going to vote for any of them." Marsha referenced the letter from our Township attorney and the three different approaches outlined for ballot placement.

It was decided that good PR and communication with the residents would go a long way in gaining support. Marsha McDonald made a **motion** that we go with option #3, that Brian put in his e-mail, which would put the Park/Rec., Cemetery Millage as well as the General Operating Millage on in August and put our Road Renewal Millage in November, seconded by Sandy Raffin. Mike Szukhent asked if our operating was 1 mill and if that was our cap? John Righi stated, "our Constitutional Millage, yes." Mike asked how far below that cap we are right now? John Righi stated that right now we are at 0.66 mill. Mike Szukhent believed that if we do not exceed that 1 mill cap, we do not have to put this on the ballot. John Righi read his correspondence with Brian, our Township attorney, who stated that our 1 mill fixed allocation is established by the County Tax Allocation Board OR through a Millage provided by the County voters. If there is a desire to reset the fixed allocation back to 1 mill, then only the County has the authority, through a new County Millage Proposal OR going back to the Tax Allocation Board. Our County Clerk who has been in place for over 20 years does not remember there ever being a Tax Allocation Board. Without that Board it was the County Commissioners who set the rates. If the Township desires to offset the Headlee Rollback, on the 1 mill fixed allocation then the Township can seek an extra millage of 0.3375. This Township extra voting millage would need to obtain Township voter approval. In addition, this millage would also be subject to the Headlee Rollback in future years. Brian did say we have an alternative, since it is the County that set the 1 mill, it would take the County to reestablish 1 mill. The Township could go before the County Commissioners and make that pitch, which maybe a stronger request if all the Townships and the

Village of Hillman went before the County together. According to newspaper reporting, the County does have a proposal for Headlee Rollback on the August ballot but that would be strictly for the County Operating Budget, not the Townships, who will not get any of that. Motion on the table was carried with 4 yea votes. Laura will take the Ballot Proposals to the County Clerk on Tuesday, including the November one, it will be kept on file.

The Zoning fee schedule has been updated to include residential wind/solar. Marsha McDonald made a **motion** to accept the zoning schedule effective 4/16/2024 and posted in its proper locations, seconded by John Righi. Motion carried with 4 yea votes.

Sandy Raffin presented a list of permit applications for Road Closures that the Chamber of Commerce has submitted for various events. The Fire Department is also notified of permit requests/authorizations. The sponsors of events are responsible for notifying local business. No action is required by the Board.

#### Department Head Reports:

- a) Ted Orm reported that at the next Road Commission Meeting, which will be a week from Thursday, there will be a man coming in from Huron Pines to talk about storm water run off and water gardens, and try reduce the amount of water that flows to our lagoons. There will be a resurfacing project on 612 in Lewiston, starting at Fish Lab Road E. to 487.
- b) Doug Baum presented the Chiefs Report which has been received and filed. Doug also presented a letter from a resident who was transported by EMS to the E.R. The patient was ultimately discharged and the Ambulance just so happened to making another transport at the time the first patient was discharged. As a result of requests from Medical Staff, EMS did transport patient back to Lewiston, as he did not have transportation home. Through a series of events and billing procedures, patient received a bill and Doug is seeking approval from the Board to write that off. Sandy Raffin made a **motion** that we write off the \$256.47 for the return ride for a patient back to Lewiston, seconded by Marsha McDonald. Motion carried with 4 yea votes.

Doug Baum, presented some insight and background into the "step increase" process at the Fire Department. The Fire Department does not do an annual review but instead a constant and ongoing review. Doug is seeking approval from the Board, to move the specified employees from the current step to the recommended step. Marsha McDonald made a motion to approve the recommended steps for the individuals listed in the Chief's Report dated 3/18-4/16/2024 and effective 4/27/2024 seconded by John Righi. Mike Szukhent asked if recipients A-H, will be provided letters personally, to be included in their personnel files. Doug replied that he could do it either way and Mike requested that they be individual; in the event they needed to be pulled out of a file for any reason all other names would not be included. Marsha added to her **motion** that each personnel file receive a letter stating their step. Motion carried with 4 yea votes. John Righi asked what was the effective date of Brock's resignation? Doug stated he would get that. John Righi made a **motion** that we accept the resignation of Brock Baum as Assistant Fire Chief and promote Al Lemcool from Captain to Assistant Fire Chief. Mike requested clarification that Brock only resigned as Assistant Fire Chief but did not resign from the Department. Sandy seconded; motion carried with 4 yea votes. Doug also reported that they have a new Full-Time position which was posted in house and they had 3 candidates and interviews. Glen Garwood was ultimately selected for that position and he will be moved to step 5 of the

step process. John Righi made a **motion** to hire Glen Garwood as Full Time Paramedic, step 5 of the pay scale, plus Fire Fighter and Lieutenant pay. Seconded by Sandy Raffin, carried with 5 yeah votes. Doug also wanted to provide input to earlier discussion regarding Park use. Doug suggested that the Board may want to consider formally approving request and ensuring that the organizer has liability insurance.

- c) Zoning Administrator Report submitted and received for filing. Sandy Raffin asked if Jeff had mailed letters to homeowners who have violations, regarding Tire and Clean Up day. Jeff indicated that he will mail letters closer to event dates.

Marsha McDonald reported that the first Master Plan report must be done by April 30<sup>th</sup> 2024 and confirmed that we have not yet received any money yet. Doug, on behalf of NEMCOG, stated that he could provide a link but that basically at this point we can just go in and report “no activity.” Moving forward NEMCOG will provide the Township with progress reports through the project and the progress reports will provide the information to be entered into the system.

Sandy Raffin reported that we need to coordinate with Gilchrist for a shut-off valve. Now that we have the new backhoe we can dig the trench. Sandy would like approval to make a motion for Zebra, for the shut-off valve in the amount of \$2,000. There is an outstanding water bill that the Township will be unable to collect on as it is unknown who is using the water. John Righi made a **motion** to approve capital outlay of \$2,000 for the shut-off valve necessary at Zebra Creations, seconded by Marsha. Motion carried with 4 yea votes. Marsha wanted to revisit the limestone expenditure for the Transfer Site. Marsha made a **motion** that we purchase the limestone; according to the capital outlay of \$500.00, seconded by Sandy. John would prefer gravel, motion carried with 3 yea and 1 nay vote.

Sandy reported that new playground equipment was delivered today. There were several funerals this week, maintenance will begin on the playground equipment next week. Sandy also reported carpet cleaning is scheduled in the office on May 24<sup>th</sup> with Servpro. Sandy also reported that the VA will be providing flags for veteran’s graves which was a savings to the Township of \$500.00 and Jamie was able to obtain a metal, Craftsman container that was being discarded at the Transfer Site that will hold our gas cans which and result in a \$500.00 savings vs. purchasing new. Sandy reported that the street lights for PIE&G increased by \$116.00, which was not budgeted for. Sandy requested signage for the Public Beach indicating NO CAMPING. John made a motion for \$70.00-\$75.00 for signage, seconded by Sandy. Motion carried with 3 yea and 1 nay vote.

John Righi wanted to point out that on the list of investments the only change is we were carrying \$200,000 and some for the road fund and whatever big project we have next. John took \$160,000 from the road fund and put it into a CD for the road fund which will earn 5.15%.

Meeting Adjourned at 8:30 p.m.

Respectfully,  
Julie Marcotte  
Recording Secretary