

**MINUTES OF THE ALBERT TOWNSHIP SPECIAL BOARD
MEETING HELD AUGUST 8, 2023**

Supervisor Michael Runyan called the Albert Township Special Board meeting to order at 2:00 p.m., with Trustee Dick Deska, and Clerk Sandy Raffin. Recording Secretary Julie Marcotte was present.

Supervisor Michael Runyan led the Pledge of Allegiance

Discussion was held regarding salary request of \$18,000/annually, being made by Jeff McDonald, if he were to be rehired as Zoning Administrator. Office hours would be Tuesdays and Wednesday from 8:00 a.m-3:00 p.m., Thursday by appointment. Jeff would also include his cell phone number on his business cards for additional availability. It was agreed that Jeff would not be maintaining a time card but will provide necessary paperwork for overall time keeping, like what Fire Chief Doug Baum submits. Jeff will provide notification for all time off.

Jeff McDonald proposed authorization for RRC training which is upcoming and available on-line. A total of 6 hours of training is completed at one's own pace with an additional 90-minute session. This would be re-addressed after hiring.

Trustee Dick Deska **moved** that Jeff McDonald be re-hired as Zoning Administrator at \$18,000 annually and would be considered part time. Mike Runyan added to the motion, there will be no time card. Supervisor Mike Runyan seconded the motion. Clerk Sandy Raffin raised concerns that the salary of \$18,000 exceeds the budgeted amount of \$17,500. Motion was carried with 2 yea and 1 nay vote. Jeffs first day of will be 8/11/2023.

Clerk Sandy Raffin **moved** to return the Zoning Officer title back to Zoning Administrator, seconded by Trustee Dick Deska. Motion carried with 3 yea votes.

Clerk Sandy Raffin **moved** to adjourn at 2:40 p.m..

Meeting adjourned.

Respectfully,

Julie Marcotte
Secretary