

## MINUTES OF THE ALBERT TOWNSHIP BOARD MEETING HELD JANUARY 2, 2024

Board Members, Treasurer John Righi, Clerk Sandy Raffin, Trustee Marsha McDonald, Trustee Dick Deska, Supervisor Michael Runyan. Also in attendance were Fire Chief Doug Baum, Zoning Administrator Jeff McDonald, Road Commissioner Ted Orm, Recording Secretary Julie Marcotte, 1 resident was present.

Supervisor Michael Runyan opened the meeting at 3:00 p.m. and led the Pledge of Allegiance.

Marsha McDonald made a **motion** to add Alyssa and Julie to the agenda, seconded by Dick Deska. Motion carried with 5 yea votes.

Marsha McDonald made a **motion** to approve the regular Meeting Minutes of December 18, 2023, seconded by Dick Deska. Motion carried with 5 yea votes

Sandy Raffin made a **motion** to approve the bills in the amount of \$5,734.92 and \$6,948.39 in additions, as submitted. Marsha McDonald did open discussion regarding an item listed on page 2 under "heating," which was \$462.84 for the maintenance garage. Marsha wondered if there was a way to reduce the heating cost with additional insulation etc... It was pointed out that there currently is insulation in place, efforts to turn down ALL thermostats in both the offices and the garage on Friday afternoons will be implemented. Fire Chief Doug Baum also wanted to advise that there will be an additional \$12.00 and some cents due, for shipping, on the Dinges bill. Sandy Raffin indicated that will require a second check, so it will be on the next set of bills. After discussion, motion was carried with 5 yea votes.

Marsha McDonald made a **motion** to approve the payroll in the amount of \$23,231.25 as submitted, seconded by Sandy Raffin. Motion carried with 5 yea votes.

Road Commissioner Ted Orm gave a brief update on current projects which include ice control and brush cutting, nothing more reported.

Zoning Administrator Jeff McDonald presented both the monthly, and 2023 annual Zoning Reports, which were received and filed. Jeff also included in his reports, an accounting of his time expenditures and continuing education. Jeff McDonald also recommended that because of ongoing and changing legislation, it would be beneficial for Board Members from both Planning and Zoning to attend continuing education sessions.

Fire Chief Doug reported that there will be a portal opening in two weeks which will allow for grant money applications to be submitted by municipalities, for financial assistance with Master Planning. Albert Township is due to rewrite or amend its Master Plan in 2025. The process for updating the Master Plan is laborious and time intensive so the time to start anticipating is now. The grant is available through MSHDA who has an interest in updated Master Plans and Zoning Ordinances which would allow certain housing projects.

The cost of rewriting a Master Plan is approximately \$16,000-\$20,000 and can take 14-15 months. Most municipalities spread the cost over two years. NEMCOG does assist with both grant application submission and Master Plan proposals. Doug Baum reported that grant funds are applied for, and go very quickly. Typically, expenditures by the municipality must be made first and then reimbursement is provided. Because of the time involved in rewriting a Master Plan, this grant may differ. Status of the grant request, especially in the case of denial, would be very helpful for budgeting purposes.

Marsha McDonald made a **motion** to allow NEMCOG to prepare a proposal for writing the grant and a Master Plan proposal, seconded by John Righi. Motion carried with 5 yeas votes.

Treasurer John Righi presented the Treasurer's Report, received, and filed.

Fire Chief Doug Baum presented the Fire and Ambulance Report, received, and filed.

Doug Baum also wanted to add an update to the earlier discussion regarding Master Planning. The Public Safety chapter should probably be looked at closely as it has not been a focus in the past. If this is something that Albert Township would be interested in looking at, then more public safety questions would be included in questionnaires, sent to the residents when preparing to update the Master Plan; this could increase the proposal for the Master Plan due to increased detail.

Sandy Raffin reported that there is a building on the municipal water system that houses two businesses but only has one shutoff valve for the water. Sandy noticed a "red tag" for the electric on one of the businesses, and frozen pipes were a concern. Kevin Klein will be providing a bid for adding a second shut off valve, to be added to the next budget.

Sandy Raffin reported that she would like to include a Spring Clean Up day in the next budget. Sandy did get a preliminary quote of approximately \$4,500 for 5 trucks, this was an estimate from last summer. The Township would not be billed for trucks not used. Residents could dispose of things such as mattresses, sofas and other household items not permitted at the Transfer Site. Excluded items would be shingles, freon or tires. Sandy is already working on another tire disposal day.

Sandy Raffin presented a letter received from an attorney representing the Alsobrooks family. Glen Alsobrooks contributed \$12,500.00 to Albert Township for a Mary Alsobrooks Memorial path in Buttles Park. Due to lack of progress the family is requesting the return of the funds donated. Sandy stated she will contact the attorney tomorrow and inquire as to whether the Mays have been contacted, the Alsobrooks wished for them to complete the work. The Mays have been unresponsive to the Township in attempts to communicate on this and other projects.

Marsha McDonald addressed Alyssa having been approved as a temporary hire and Julie having been approved full time without benefits until 12/29/2023. John Righi stated Alyssa's last day would be tomorrow 01/03/2024, he did not realize approval ended 12/29/2023. It was stated that the Deputy Treasurer would be fully trained regarding deposits and Peachtree in the future.

Marsha McDonald wanted to confirm that the transition to electronic payroll did not cause additional expense. It was confirmed that it did not and the change saved time/money.

Sandy Raffin discussed the vacant lot owned by the Township and an interested buyer, D&D Renovations. Sandy mailed two letters to the Schaff's who own adjoining property, without reply. The Township attorney suggested a Quit Claim Deed, with no warranty, upon sale. Sale price has not yet been determined. No further public notification is required per Township attorney.

Clerk Sandy Raffin made a motion to adjourn at 4:15 p.m.

Respectfully,

Julie Marcotte  
Albert Township Secretary