

MINUTES OF THE ALBERT TOWNSHIP SPECIAL BOARD MEETING HELD JULY 12, 2023

Supervisor Michael Runyan called the Albert Township Special Board Meeting to order at 1:30 p.m. with Supervisor Michael Runyan, Clerk Sandy Raffin, Trustee Dick Deska, Trustee Marsha McDonald, and Treasurer John Righi. Secretary Julie Marcotte was present to record the meeting.

Supervisor Michael Runyan led the Pledge of Allegiance.

Trustee Marsha McDonald **motioned to** accept the resignation of Kayla Steil, EMT with Albert Township Fire Department, seconded by Clerk Sandy Raffin. Motion carried with 5 yea votes.

Trustee Dick Deska **motioned** that the resignation of Zoning Administrator be held in abeyance. Trustee Dick Deska would like to know how much money we have invested in Jeff McDonald for certification. Dick questioned if we hire and train employees just so they can move on? Trustee Marsha McDonald seconded the motion. There was further discussion regarding the previous closed meeting held on April 17 2023, requested by Zoning Administrator Jeff McDonald, which was determined to be held out of order and never revisited. Discussion also centered around Jeffs desire for salaried vs. hourly status and Jeffs dissatisfaction with his role and knowledge being compared to other Township roles. Motion failed with 2 yea votes and 3 nay votes. Resignation accepted.

Supervisor Michael Runyan questioned the Zoning Officer job description and how it differs from the current Zoning Administrator job description. There was some debate regarding the subtle changes in language along with including familiarity with the BS&A software as a job requirement. Clerk Sandy Raffin presented an interim Zoning Administrator candidate who could begin in our office on Thursday July 13, 2023. Trustee Dick Deska questioned whether there would be a time limit placed on the length of time the Zoning position could be filled with an interim employee. It was stated the there is no time limit for an interim employee.

Treasurer John Righi **motioned** that the Zoning Officer job description be tabled until the next meeting to allow time for contemplation, seconded by Trustee Dick Deska. Motion carried with 5 yea votes.

Clerk Sandy Raffin **motioned** that Dave Guest be brought in as temporary Zoning Officer at a rate of \$18.00/hour, to include a time card and mileage sheet. Dave will remain as interim status until such time as the position is filled with a permanent candidate. Motion seconded by Treasurer John Righi. Motion carried with 4 yea and 1 nay vote.

There was some conversation regarding the necessity of holding a City Planner designation prior to obtaining Zoning Administrator Certification. Ultimately it was determined that the answer to that question was uncertain.

Treasurer John Righi motioned to adjourn meeting at 2:10 p.m., seconded by Clerk Sandy Raffin. Meeting adjourned.

Respectfully,

Julie Marcotte
Secretary