

## MINUTES OF THE ALBERT TOWNSHIP SPECIAL BOARD MEETING HELD FEBRUARY 27, 2024

Supervisor Michael Szukhent called the Albert Township Special Board Meeting to order at 9:00 a.m. with Clerk Sandy Raffin, Treasurer John Righi, Trustee Marsha McDonald.

Mike Szukhent led the Pledge of Allegiance.

Meeting called to order at 9:00 a.m.

Mike Szukhent submitted a Proposal for Budget-Wages, received, and filed. Marsha McDonald made a **motion** to approve a 3% COLA increase for all employees and subsequently develop and implement a "step" program for reviews and additional wage increases. Motion seconded by John Righi; motion carried with 4 yea votes.

Marsha McDonald made a **motion** to develop step increases for Township employees based on merit for job descriptions outside of the Fire Department, seconded by Sandy Raffin. Motion carried with 4 yea votes.

Marsha McDonald made a **motion** to perform Annual Reviews by May 31, 2024 for 2024 merit increase, based on the Townships new step program. Subsequent reviews shall be completed by December 31 of each year and applied to the following fiscal year budget on 04/01. Motion seconded by Sandy Raffin; motion carried with 4 yea votes.

It was discussed that there will be a Closed Session added to the 05/21/2024 Regular Board Meeting to plan and discuss each employee to determine step level. Township Supervisor will give determining evaluation interview.

John Righi made a **motion** to adjourn, seconded by Sandy Raffin.

Meeting adjourned at 10:00 a.m.

Meeting notes taken by Clerk, Sandy Raffin and Minutes transcribed from notes.

Respectfully,

Julie Marcotte  
Township Secretary