

MINUTES OF THE ALBERT TOWNSHIP SPECIAL BOARD MEETING HELD JUNE 5, 2024

Supervisor Michael Szukhent called the Albert Township Special Board Meeting to order at 12:00 p.m. with Treasurer John Righi, Clerk Sandy Raffin, and Trustee Marsha McDonald. Trustee Richard Deska was excused. Financial Processor Laura Schrader and Recording Secretary Julie Marcotte were also in attendance.

Supervisor Michael Szukhent led the Pledge of Allegiance. Roll call taken.

The meeting was opened with discussion regarding the amended Albert Township schedule of wages, which is received and filed. It was noted that education incentives will be on an hourly basis throughout the year. There was much discussion regarding the equitable implementation of the "step" pay scale. Financial Processor Laura Schrader, sought clarification regarding who will be determining the step increases for Deputy positions, the Board OR the Treasurer and Clerk. It was stated that the Clerk and Treasurer will determine the step for their current Part-time Deputy. Certification incentives will be paid PER certification. The current Financial Processor holds 4 certifications, one being a Certified Notary. The Board decided that Notary duties could be assigned to another person, Sandy Raffin will confirm whether Notary is a Statutory duty of the Clerk.

Treasurer John Righi made a **motion** to adjust the Township employee salaries to Township #4 spreadsheet and that we consider Certifications and Associates Degrees with Larry at starting, Dave and Ken at Step 1, Julie and Kim at Step 2, Jamie at Step 3, and Laura at Step 5. Jeff is also at Step 5 with any education. Motion seconded by Sandy Raffin. Motion carried with 4 yea votes. Roll call vote taken.

Marsha inquired whether salaries will be retroactive. Supervisor Mike Szukhent stated that this amended pay scale was originally approved at the May 21, 2024 meeting and based upon the current pay period there would only be 4 days affected, the time and effort involved in the payroll process would not be justified.

John Righi made a **motion** to adjourn. Meeting adjourned at 1:20 p.m.

Respectfully Submitted,

Julie Marcotte
Recording Secretary