

Vassar Township Board of Trustees  
Regular Meeting – March 13, 2012  
Phone: (989) 823-3541

4505 W. Saginaw Rd  
PO Box 1651  
Vassar, MI 48768

Meeting called to order at 7:06 pm by Clerk Clinesmith  
The Pledge was led by Clerk Clinesmith

**Roll Call:**

Present: John Stack, Michael Clinesmith, Chuck Stadler, Bill Gray  
Excused Absence: Bob Forbes

**Appointment of Chairperson**

Motion by Clinesmith, seconded by Stack to appoint Chuck Stadler as  
chairperson for the March 13, 2012 meeting  
Vote 4-0 MOTION CARRIED

Motion by Stadler, supported by Gray to approve the February 14, 2012 minutes  
with corrections  
Vote 4-0 MOTION CARRIED

**Treasurer's Report given by John Stack**

There was some discussion of the fire run policy on whether to take people with  
unpaid fire runs to court due to the check to the court in the payables.

Motion by Clinesmith, supported by Stadler to approve the payables with the  
addition of a check to MTA for training in the amount of \$18,702.96  
Vote 4-0 MOTION CARRIED

**Trustee's Report by Bill Gray**  
No Report, PC has not met

**Zoning Administrator's Report:** See attached

**Communications:**

Tuscola County Board of Commissioners:  
The Tuscola County Board of Commissioners has passed an Off Road Vehicle  
Ordinance, and sent the ordinance to the township to inform the township and  
citizens about it.

**Old business:**

**IRS Update:**

Several letters were received from the IRS/SSA. One about the missing 2008 W-  
2 forms, the IRS is still processing the information and they will contact the  
township again within 60 days. The township received another letter saying it

owes money to the IRS for nonpayment of employee taxes as it took one of the August payroll taxes and put it towards the fine rather than taxes. Treasurer Stack contacted the IRS and the IRS made that correction. The township also received a letter from the Social Security Administration that they received no W-2s from the year 2010. Clerk Clinesmith is working on addressing this letter.

Federal Compliance Posters:

State and Federal law have requirements about township having to post certain information. Deputy Clerk Onna Clinesmith printed up the posters the township needs to display.

W-4 and I-9 Compliance:

Bill Gray read a letter from auditor Gary Anderson that reads, "Based on my research, I conclude that the Township is required to obtain IRS Forms W-1 and I-9 from every employee to be in compliance with IRS regulations. The instruction for the I-9 form require the clerk to 'examine' at least one and frequently 2 documents for each employee from a listing of qualifying documents. There is NO requirement for the Township to copy and keep any of the documentation."

There was discussion on whether the township should keep copies of the records

Motion by Clinesmith to keep a copy of the records discussed for the I-9 form.  
Motion died for lack of support

Motion by Clinesmith, supported by Stadler to return the copies of the identification required by the I-9 form  
Vote 2-2 MOTION FAILED

Floodplain Ordinance:

~~Resolution 01-2012~~ *Vassar Township Floodplain Management Ordinance (amend 4-10-12)* was read

Resolution 01-2012 offered by Clinesmith, supported by Stadler that Vassar Township approves the floodplain management ordinance, with a number to be assigned (number 2012-1)

Roll Call: Clinesmith Yes, Stadler Yes, Stack Yes, Gray Yes  
Vote 4-0 RESOLUTION APPROVED

Resolution 02-2012 was read

Resolution 02-2012 offered by Clinesmith, supported by Stadler that the township approve the Township of Vassar-County of Tuscola Resolution and Intergovernmental Agreement to Manage Floodplain Development for the National Flood Insurance Program

Roll Call: Stack No, Clinesmith Yes, Stadler Yes, Gray No

Vote 2-2 RESOLUTION FAILED

Motion by Stack, supported by Clinesmith to Hear from the lawyer about the pros and cons of Resolution 02-2012 for the protection of Vassar Township Residents

Vote 4-0 MOTION CARRIED

**New Business:**

New Copier:

A new copier was purchased due to the old one not working.

Renumbering Township Ordinance Pages:

Motion by Gray, supported by Stadler to pay \$30 to allow Gary Howell's secretary to renumber the township ordinances

Vote 3-1 MOTION CARRIED

Board Training:

It was discussed at payables to allow Stadler and Forbes to attend the MTA training as well.

Computer Bid:

Due to problems do to the age of the township's computers, Cyberlink submitted a bid to the township for the purchase of three computers at \$659.99 each for a total of \$1,979.97. The board was interested in getting more information first before acting on the bid.

Rupprecht Garbage Reimbursement 020-023-000-5400-00

The Rupprechts have been paying garbage assessment on a property with no building. Due to some questions about the properties in question, the discussion was tabled.

Fire Run Payment Policy:

Nothing was mentioned due to the discussion had during the treasurer's report.

Board of Review Dates:

Motion by Stack, supported by Clinesmith to approve the dates for the Board of Review as March 14, 2012, 2-5pm,6-9pm and March 15, 2012, 9am-12noon, 1pm-4pm

Vote 4-0 MOTION CARRIED

Poverty Exemption Policy:

Resolution 03-2012 offered by Clinesmith, seconded by Stadler for the adoption of Federal Poverty Guidelines

Roll Call Vote: Gray Yes, Stadler Yes, Clinesmith Yes, Stack Yes,

Vote 4-0 RESOLUTION CARRIED

Resolution 04-2012 offered by Clinesmith, seconded by Gray for the adoption of Poverty Exemption Asset Test

Roll Call Vote: Clinesmith Yes, Stack Yes, Gray Yes, Stadler Yes,  
Vote 4-0 RESOLUTION CARRIED

Amend Budget:

Resolution 05-2012 offered by Stadler, seconded by Clinesmith to transfer funds \$48,921.52 from contingency to the following accounts to make the remaining budget zero: Election Supplies: \$5,244.97, Road Work Regular: \$43,676.55 to bring contingency to \$31,079.48

Roll Call Vote: Stadler Yes, Gray Yes, Stack Yes, Clinesmith Yes  
Vote 4-0 RESOLUTION CARRIED

**Public Comment:**

Onna Clinesmith mentioned that on the check register, the charge listed under deputy clerk should be under deputy treasurer. She stated that the county when collecting taxes gets \$2.50/parcel and \$.076 a page and 1% administrator fees; that the township could save \$7,000 doing its own taxes. She also mentioned that some of the older fire runs involved fatalities and she was not comfortable billing those people and making them relive that event

Motion by Stadler, supported by Clinesmith to not try to collect on fire runs or motor vehicle accidents with a fatality before 2012.

Roll Call Vote: Clinesmith Yes, Gray Yes, Stadler Yes, Stack Yes

Don Clinesmith was concerned about how the deputy supervisor would be paid.

Ben Partridge said to be careful about what was put in the public comments, and that the Planning Commission is still waiting for a question to be answered by the township board; that the board is not allowing the Planning Commission to fill out their forms.

Bruce stated that the Planning Commission is working on a new ordinance.

Motion to adjourn by Gray, seconded by Stadler

Vote 4-0 MOTION CARRIED

Meeting adjourned at 10:39pm

Minutes Prepared by Clerk Clinesmith

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Vassar Township Clerk

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Vassar Township Supervisor