

Vassar Township Board of Trustees  
Regular Meeting – April 10, 2012  
Phone: (989) 823-3541

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

Meeting called to order at 7:05 pm by Supervisor Forbes  
The Pledge was led by Supervisor Forbes

Roll Call:

Present: Bill Gray, Chuck Stadler, Bob Forbes, Michael Clinesmith, John Stack  
Absent: None

Motion by Forbes, supported by Clinesmith, to approve the March 13, 2012 minutes with 1 correction.

Vote 5-0 MOTION CARRIED

Motion by Forbes, supported by Gray to approve the March 22, 2012 minutes with the possibility of changing the resolution number if necessary.

Vote 5-0 MOTION CARRIED

Motion by Clinesmith, supported by Forbes, to give the clerk and treasurer the authority to pay the AT&T, Thumb Electric, and Consumer Energy bills when they come due to be approved at the next meeting.

Vote 5-0 MOTION CARRIED

Treasurer's Report given by John Stack

Motion by Forbes, supported by Stadler to approve the payables in the amount of \$18,108.11

Vote 5-0 MOTION CARRIED

Trustee's Report by Bill Gray

No Report, PC has not met

Zoning Administrator's Report: See attached

**Communications:**

Vassar City Newsletter:

The Vassar City manager sent the township board a newsletter detailing some events going on in the city

Tuscola County Planning Commission:

The Tuscola County Planning Commission is preparing to review and/or amend its existing General Development plan

Juniata Planning Commission:

The Juniata Planning Commission is preparing to review and/or amend its existing master plan

Tuscola Recycle:

Tuscola Recycle approved the township's request for tire pickup

Motion by Forbes, supported by Stadler to approve the Tuscola Recycle Tire Pickup date as May 7, 2012 from 8am until filled

Vote 5-0 MOTION APPROVED

DEQ Notice of Gravel Pit Mining

The DEQ sent notice of communication and pit application of the gravel pit on Saginaw Road by the Washburn Road intersection by Saginaw Asphalt.

DEQ Notice of Vassar Bridge Project

The DEQ sent notice of plans of roadwork on the Vassar City bridge on M-15

**Old business:**

IRS Update:

The township has received letters from the IRS and Social Security Administration. The IRS has rescinded its fine against the township for failure to file 2008 tax forms. The 2010 tax forms sent to the SSA are currently in processing. A 941X Q4 2011 form is to be sent to the IRS to make corrections on an improperly entered payroll check

W-4 and I-9 Compliance:

Clinesmith stated the need to be complaint with federal law in having these forms completed. In communicating with attorney Howell, he suggested creating a form confirming the identification has been viewed. *(Amend 5-8-12) Clinesmith said he would return the copies of identification upon signature of form of receipt.*

Computer Bid:

The township computers are running slow, particularly the supervisor/assessor computer and there were concerns about the ability of upgrades and the computers to be able to handle current software.

Motion by Forbes, supported by Clinesmith to purchase three computers from Cyberlink after reconfirming the bid with a limit of \$2,500 with labor and transfer of files

Vote 5-0 MOTION CARRIED

Maps:

There was concerns about the township map missing roads. Bruce Foether was to check with assessor Debby Valentine on the progress of her map training and ability to update the maps.

Garbage Reimbursement ID# 020-023-000-5400-00

It was noted that the property in question was 5700, not 5400. Curtis Pennell stated no home was on the property.

Motion by Forbes, supported by Clinesmith to reimburse Brad Rupprecht on parcel# 020-023-000-5700-00 for garbage pickup for the years of 2010 and 2011.  
Vote 5-0 MOTION CARRIED

**New Business:**

Amend Budget:

Resolution 08-2012 offered by Clinesmith supported by Forbes to create a line item of deputy supervisor wages with budgeted amount of \$200 transferred from contingency to bring contingency to \$30,878.48 in the 2011-2012 budget.

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

Vote 4-1 RESOLUTION CARRIED

Meeting recessed at 8:25pm.

Meeting called to order at 8:27pm

Resolution 09-2012 offered by Clinesmith supported by Forbes to transfer \$5,236.00 from contingency to the following accounts bringing contingency to \$25,642.48

Add \$400 to TWP BOARD-SUPPLIES, bringing it to \$2,000

Add \$400 to TWP BOARD-NOTICES, bringing it to \$1,100

Add \$50 to ELECTIONS-MILEAGE, bringing it to \$200

Add \$300 to ELECTIONS-REPAIR & MAINT, bringing it to \$550

Add \$200 to PROFESSIONAL SERVICE AUDIT, bringing it to \$5,700

Add \$800 to CLERK-SUPPLIES, bringing it to \$1,200

Add \$500 to CLERK-MILEAGE, bringing it to \$740

Add \$56 to CLERK-PO BOX RENTAL, bringing it to \$56

Add \$130 to DEPUTY CLERK-MILEAGE, bringing it to \$130

Add \$200 to BOARD OF REVIEW-NOTICES, bringing it to \$400

Add \$500 to TREASURER-SUPPLIES, bringing it to \$2,000

Add \$200 to DRAINS-AT-LARGE, bringing it to \$400

Add \$1,000 to REFUNDS-MISCELLANEOUS, bringing it to \$2,000

Add \$500 to REFUNDS-PROPERTY TAX, bringing it to \$500

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

Vote 5-0 RESOLUTION CARRIED

Payroll Training:

Motion by Forbes, supported by Stadler to send Clerk Clinesmith to Payroll Training

Vote 5-0 MOTION CARRIED

Letter concerning Garbage Refund Policy:

Clinesmith suggested the township publish the change in policy on refunding garbage refunds. Forbes read resolution 017-05 and a later motion by Webbs which Attorney Howell said was not done properly.

Date for Budget Workshop:

Motion by Forbes, supported by Stadler to set the date and time of the budget workshops as May 16, 2012 at 11am, May 21, 2012 at 11am, and May 24, 2012 at 7:00pm

Vote 4-1 MOTION CARRIED

Parks & Recreation Master Plan:

Clinesmith mentioned he had obtained a copy of a Vassar Township Parks & Recreation Master Plan by former Planning Commission member Datz

Motion by Clinesmith, supported by Forbes to have the Planning Commission discuss a Vassar Township Parks and Recreation Plan

Vote 5-0 MOTION CARRIED

Mark Palmreuter Farmland Preservation Program

Mark Palmreuter sent an application using PA 116 which gives a rebate on certain taxes to keep his land agricultural. The township needs to act on this within 45 of the application being submitted. Additionally a letter was received from the Tuscola Conservation District recommending the land be preserved for farmland.

Motion by Forbes, supported by Gray to accept and approve the PA 116 application from Mark Palmreuter, parcel #020-023-000-4000-00

Vote 5-0 MOTION CARRIED\_

Recycle Old Election Equipment to get rid of clutter:

The township has old electronic equipment in the hall taking up space. Clinesmith suggested taking an inventory of the equipment before recycling it.

Motion by Forbes to recycle the old electronic equipment. Motion died for lack of support

Send old tax rolls to historic society:

Forbes to talk to John Engels to see if the historical society wants the old tax rolls.

**Public Comment:**

Bruce Foether said the trash has not been emptied twice a week and wants it checked out. He also said it was time to put out bids for roadside cutting.

Motion by Forbes, supported by Stadler to put a notice in the paper asking for bids for roadside cutting. Bids are to be due by May 5<sup>th</sup>.

Vote 5-0 MOTION CARRIED

Don Clinesmith said that the township doesn't have to wait to May to create its budget. He said that with the Parks and Recreation plan, the Cass River is important, and he read an article about a five county septic tank code being discussed.

Bob Forbes read a letter from FEMA that said that Vassar Township was complete and compliant in the Floodplain Insurance Program.

Onna Clinesmith said there were money in the budget to improve the township hall, and as the clerk needs to keep track of the township records, how does the board feel about improving the township hall.

Bob Forbes gave permission to the deputy clerk to get prices for renovations to the hall.

James Wickings complained about a fire run bill he received for a fire run from three years ago, and stated he was not paying it. Forbes was going to check with insurance company to explain the situation.

Motion to adjourn by Gray, seconded by Forbes.

Vote 5-0 MOTION CARRIED

Meeting adjourned at 9:56pm

Minutes Prepared by Clerk Clinesmith

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Vassar Township Clerk

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Vassar Township Supervisor