

Supervisor Forbes called the meeting to order at 9:04am.  
A prayer was led by Michael Clinesmith.  
The pledge was led by Supervisor Forbes.

**Roll Call:**

Present: Michael Clinesmith, Bob Forbes, Sam Tester, Bill Gray  
Absent: John Stack

**Business:**

Discussion of Policy Manual:

Adjustments to make to the policy manual:

- Add Deputy Supervisor to page 1.
- There was discussion on the Vassar Township Public Meeting/Hearing Policy.

Meeting Recessed at 9:20am.

Meeting called to order at 9:25am.

- Clinesmith stated he would check with the attorney on the Public Records Inspectors, FOIA page.
- It was suggested to check if the “Chief Assessing Officer” title is still applicable for the Supervisor.
- Need to talk to John about the delinquent personal property tax, responsible for jeopardy assessments and collecting mobile home specific tax for Treasurer duties.
- Add “Understands the audit process” to Clerk administrative skills.
- Add “Chairman of the building committee” to Supervisor duties.
- There was concern about the word “pleasure” in appointing the deputy officers. The word “request” was suggested instead.
- For #9 Library Board Member, the board shall appoint 2, which shall serve until the expiration of their terms.
- Of #11 ambulance, the word library should be changed to ambulance, add language including an alternate and they shall serve until the expiration of their terms.
- Of #10 Park Commission, the member shall serve until the expiration of their term.
- For #9, #10, #11, there should be language stating they get paid upon receipt of the minutes, with a 90-day deadline in submitting the minutes for payment.
- For #12 Assessor, the list of duties itemized in the current assessor’s contract should be included along with adding office hours of at least 4 hours a week.
- For #13 FOIA Coordinator, this should be discussed with the attorney as well to see how much to include.
- The Parks and Recreation Committee should come up with a policy similar to the other boards to include in the policy manual.
- There was some discussion on grants and the park plan, and what needs to be done and setting a policy to do so.

**Public Comment:**

Russ Fall mentioned that the revised manual should have the date, page numbers and a table of contents.

Michael Clinesmith stated that there were some policies not in the policy manual passed as resolutions that should probably be included in the manual.

Motion by Gray, seconded by Tester to adjourn.  
Vote 4-0, MOTION CARRIED.

Meeting Adjourned at 11:15am.

Minutes prepared by Clerk Clinesmith.

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Vassar Township Clerk

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Vassar Township Supervisor