

Supervisor Forbes called the meeting to order at 11:00am.
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:

KerKau Tree Service Payment:

KerKau requested a partial payment to assist them due to breakdowns in the equipment.

Motion by Forbes, seconded by Gray to advance KerKau Tree Service \$7,500 for cutting trees and write him a check today.
Vote 4-0, MOTION CARRIED.

Motion by Forbes, seconded by Tester to write a check for KerKau and authorize Bill Gray to sign the check in place of John Stack.
Vote 4-0, MOTION CARRIED.

Public Comment:
None

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

Meeting recessed at 11:18am
Meeting called to order at 11:27am

Discussion of Policy Manual:

Adjustments to make to the policy manual:

- Remove collects delinquent tax and resp. for jeopardy assess. from Treasurer duties.
- Remove “the appropriate committee along with the chairperson” from Screening
- Add to the end of the first paragraph in Screening, “along with the Board of Trustees’ approval.”
- Add “and Deputy Supervisor” in Hiring Decision.

Meeting Recessed at 11:37am.
Meeting called to order at 11:43am.

- Add language to At-Will Status – “all new employees are appointed to their respective positions for insurance purposes.”
- Add language after “monthly” to Recording of Hours – “running from the first of the month to the end of the month.”
- Take out the first paragraph under Michigan Minimum Wage Law
- Replace the language in the Key Policy in the manual with the language in the Key Policy approved 2-5-2013.
- Under Conference Policy, the second paragraph change language to “all members may attend and may exchange views without violating the Open Meetings act.”
- Add under Mileage – “Mileage requests do not need to be approved in advance, but must be approved by the Board.”

- Change the first sentence under Mileage to read “may use their own vehicle or may carpool as long as there is no quorum.”
- Expenses – The second sentence reads “They must submit receipts.” Which ends the section.
- Under Planning Commission, add “when possible” after “24 hour deadline” under Chairperson and Secretary.
- Under Secretary, change the second sentence to read “The secretary will create, publish and post the notice with the clerk receiving a copy.
- Under ZBA at the end of Meetings section add “The ZBA must meet at least once a year for an organization meeting.”
- Under Board of Review Financial section add “Alternates may be compensated at the rate of a regular board member for training purposes.”
- Under BoR Members add “Up to two alternates that shall be property taxpayers of the Township.”
- The attorney needs to be contacted about how much of the Policy and Procedure for the Public Inspection and Copying of Records to include.
- The Social Security Number Privacy Policy should be included in the manual.
- The Treasurer should review 008-04 to get his view on that policy.
- Resolutions 21-2012 and 004-09 should be included in the manual.

Public Comment:

None

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

Meeting Adjourned at 1:10pm.

Minutes prepared by Clerk Clinesmith.

Vassar Township Clerk

Vassar Township Supervisor