

Supervisor Foether called the meeting to order at 5:00pm.
The pledge was led by Supervisor Foether.

Roll Call:

Present: Tom Borcharding, Michael Clinesmith, Bruce Foether, Bill Gray
Excused Absence: John Stack

New Business:

Policies and Procedures:

It was mentioned that the copy of the policy manual that some members had was retyped as part of the process the Township went through in the past in working on the policy manual but wasn't finally approved. To proceed, copies were made of the newer manual so all members were working off the same copy.

The list of changes proposed:

- Add "Facebook Policy" to the Table of Contents
- On page 1, #2 Scope, add the missing language from the old policy manual to the first paragraph
- On page 2, #3 Vassar Township Public Meeting/Hearing Policy second to last bullet point on the page, cross off "to the Clerk" and add "and ask Board members if they have anything to add for the meeting packets" after "create the agenda" and replace Clerk with Supervisor in the second sentence
- On page 2, #3 last bullet of the page, add Parks and Recreation Committee to the list and add "board's" before the words "Secretary"
- On page 2, #3 remove "when possible" from the last heading
- On page 3, #3 remove the first bullet point
- On page 3, #3 the second bullet point should be rewritten that "A Trustee, Board Secretary or Township Hall Secretary will create, publish and post the notice and a copy given to the Clerk which can be e-mailed. Notices will be posted to Facebook, the sign, the window, the web page and if necessary published in the paper."
- On page 3, #3 the third bullet point replace "10 days" with "8 business days"
- On page 3, #4 Freedom of Information Act Requests, remove the extra space before the paragraph and include the first line from the old policy manual from the section: "Vassar Township will comply with the Michigan Freedom of Information Act (FOIA) Public Act 442 of 1976, MCL 15.231-15.246."
- On page 3, #5 remove the bullet and replace with 1-6 with 5 removed and 6 renumbered as 5 from the approved policy and procedure for the public inspection and copying public records from September 16, 2014. Also add the "s" to application and cross out the PO Box
- On page 4, #6A Supervisor, change "townships" to "township's" in the 8th bullet point
- On page 4 #6A heading Interpersonal Skills, add the 3 missing bullet points from the old policy manual
- On page 4 and following for #6, remove the periods from the bullet points for consistency
- On page 5, #6A heading Management Skills, capitalize "Skills" and add the missing bullet point from the old policy manual, "Possesses knowledge of personnel administration"
- On page 5, #6B Clerk, add "s" to oath in 5th bullet.
- On page 6, #6B add "Township" between "Vassar" and "Clerk" in heading
- On page 6, #6B the 3rd bullet under Township Government Operations should be corrected to "Understands the statutory duties and responsibilities of the office of the township clerk"

- On page 7, #6C Treasurer, the last bullet under the first heading, change “Committee” to “Commission”
- On page 8, #6C Treasurer, add an “s” to Skill in the first heading
- On page 9, #6D Trustee, correct the 5th bullet point under Township Government Operations with the language in the old policy manual
- On pages 9 and 10, #6D Trustee, capitalize the headings as in previous sections
- On page 10, #6D, correct the last two bullet points under Policymaking Skills with the last two bullet points in the old policy manual

There was a suggestion to put the FOIA forms into a book/binder and make available at the hall. There was mention of the Clerk Competencies under Administrative Skills of “Possesses understanding of personnel administration and human resource matters” and the need to have an employee handbook.

The Board stopped at the Zoning Administrator section. There was a request for copies of the old manual for those that did not have them.

Public Comment:

Onna Clinesmith stated that the Board was doing a great job, and becoming a good team.

Supervisor Foether declared the meeting adjourned at 6:03pm.

Minutes prepared by Clerk Clinesmith.

Vassar Township Clerk

Vassar Township Supervisor