

Vassar Township Board of Trustees  
Special Meeting – September 16, 2014  
Phone (989) 823-3541

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

Supervisor Forbes called the meeting to order at 10:02am.  
The pledge was led by Supervisor Forbes.

Roll Call:

Present: John Stack, Bob Forbes (left at 12:02pm), Michael Clinesmith, Sam Tester, Bill Gray

**Unfinished Business:**

Road Work:

Gravel is to be brought in for Nottingham Drive, bids have not yet been received for the two sections of Oak Road approved at the September 9, 2014 meeting.

Policy and Procedure for Public Inspection and Copying for Public Records:

There was some discussion about the two samples of the policy.

Motion by Forbes, seconded by Tester to approve the policy written by the assessor.  
Secondary motion by Clinesmith, seconded by Stack to insert the language “to the township official or authorized individual responsible for said public records or” between the words “submitted” and “to” in section 2) of the policy written by the assessor.

Vote 5-0, SECONDARY MOTION CARRIED.

Motion by Forbes, seconded by Tester as amended to approve the policy written by the assessor inserting the language “to the township official or authorized individual responsible for said public records or” between the words “submitted” and “to” in section 2) of the policy written by the assessor.

Vote 5-0, MOTION CARRIED.

Policy Manual:

The board reviewed the policy manual. There was a bit of discussion over the Township's Public Meeting and Hearing Policy and better preparation for meetings.

Motion by Forbes that the township contact all the people sending the Township bills, that their bills need to be submitted by a certain date. Motion withdrawn upon discussion that the clerk could contact the people necessary without a motion.

There was also discussion about the FOIA cost inconsistency in the policy manual, discrepancies with the Library, Parks, and Ambulance appointments, and the Township's hiring policy.

Forbes left at 12:02pm to get to a doctor's appointment.

Public Comment:

Onna Clinesmith requested that the pages of the policy manual be numbered. John Stack asked if she wanted it with an index as well. He stated he would love to have it in PDF format.

Motion by Gray, seconded by Tester to adjourn.

Vote 4-0, with Forbes absent.

Meeting adjourned at 12:05pm.

Minutes prepared by Clerk Clinesmith.

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Vassar Township Clerk

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Vassar Township Supervisor