

Vassar Township Board of Trustees
Regular Meeting Minutes – October 14, 2025

Call to Order: 7:00pm

Pledge of Allegiance:

Roll Call:

Cheryl Kuzma – Present
Monica Whitburn – Present
Bruce Foether – Present
John Stack – Present
Ben Partridge – Present

Approval of Agenda:

Motion by Kuzma to approve the agenda, as written, seconded by Partridge

(5) Ayes

(0) Nays

Motion Carried

Approval of Meeting Minutes:

Motion by Foether to approve the meeting minutes from the regular meeting on September 9, 2025, as written, seconded by Whitburn

(4) Ayes

(1) Nays

Motion Carried

Motion by Kuzma to approve the meeting minutes from the special meeting on September 22, 2025, as written, seconded by Whitburn

(4) Ayes

(1) Nays

Motion Carried

Reports:

Financial Report:

Check #33373 for MTA being voided
Making a new check for the amount of \$754
Total of payables with changes is \$90,040.83

Motion by Foether to accept payables, with changes, seconded by Kuzma

(5) Ayes
(0) Nays

Motion Carried

Zoning Administrator:

Marijuana Coordinator:

Motion by Whitburn to accept change in pay schedule for Zoning Administrator and Marijuana Coordinator two times per month to align with the Administrative Assistant pay schedule, seconded by Kuzma

(4) Ayes
(1) Nays

Motion Carried

Correspondence:

Business:

Tuscola County Road Commission:

Currently no funds remaining to do any additional road work.
\$100,000 that is currently in budget is accounted for

Boards:

Motion by Foether to approve Grace Proffer as Alternate ZBA Representative and Janice Zawol as ZBA Representative till October 31, 2028, seconded by Whitburn

(5) Ayes
(0) Nays

Motion Carried

Motion by Foether to change Vassar Parks and Recreation Representative Beth Ann Fall to October 31, 2027, seconded by Whitburn

(5) Ayes
(0) Nays

Motion Carried

Motion by Foether to change Vassar Library Representative Amber Hughy to October 31, 2028 and Representative Grace Proffer to October 31, 2027, seconded by Kuzma

(5) Ayes
(0) Nays

Motion Carried

Motion by Foether to approve Tom Borcharding and Janice Zawol to Parks and Recreation till October 31, 2028, seconded by Kuzma

(5) Ayes
(0) Nays

Motion Carried

Motion by Foether to approve Bob Reil to Planning Commission till October 31, 2028, seconded by Kuzma

(5) Ayes
(0) Nays

Motion Carried

Motion by Foether to accept the resignation of Orville Hartung, seconded by Whitburn

(5) Ayes
(0) Nays

Motion Carried

Administrative Assistant:

Motion by Kuzma to accept the letter, seconded by Whitburn

(4) Ayes
(1) Nays

Motion Carried

Motion by Partridge to approve Administrative Assistant and Assessor to bring their children to work, on a trial basis, pending insurance review, seconded by Kuzma

(5) Ayes

(0) Nays

Motion Carried

Motion by Partridge to allow the two fill in administrative assistants, currently Troy and Lyla, up to 4 hours per week until Administrative Assistant goes on Maternity Leave for training purposes, seconded by Whitburn

(5) Ayes

(0) Nays

Motion Carried

Further discussion and decision on compensation for Sarah Osentoski as Administrative Assistant during her maternity leave will be tabled till special meeting

Direct Deposit/Accepting Credit Cards:

Tabled till policy is created

GovPayNow:

Partridge asks for contract to be sent to attorney to review

Tabled till policy is created

Park:

Motion by Foether to approve the Detailed Expense Capital Request Form dated October 1, 2025, for Halloween Events and Trunk or Treat up to \$400, seconded by Kuzma

(5) Ayes

(0) Nays

Motion Carried

Hall:

Policies and Procedures:

Short discussion had on credit card policy

Remaining policies tabled till special meeting

Public Comment (3 Minutes):

Public Comment had from 9:50pm to 9:52pm

Adjournment:

Motion by Kuzma to adjourn the meeting at 9:52pm, seconded by Whitburn

(5) Ayes

(0) Nays

Motion Carried

Next regular meeting is November 11, 2025 at 7:00pm