

**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 Hughey 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**

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.A handwritten signature in black ink, featuring a stylized 'B' and 'L'.