

Vassar Township Board of Trustees
Special Meeting – October 28, 2025

Call to Order: 5:00pm

Roll Call:

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

Approval of the Agenda:

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

(5) Ayes

(0) Nays

Motion Carried

Business:

Administrative Assistant:

Okayed by insurance company to allow children to be in workplace. Insurance advised to have those individuals sign a hold harmless agreement as well as any volunteers we have working in the hall or park

Motion by Foether to have people sign hold harmless agreement, seconded by Kuzma

(5) Ayes

(0) Nays

Motion Carried

Motion by Whitburn to pay 50% of Sarah's salary up to \$3,200.00 for her maternity leave, to be paid twice monthly on the 15th and last day of the month, seconded by Kuzma

Roll Call Vote:

Kuzma – Yes
Whitburn – Yes
Foether – Yes

Stack – Yes

Partridge - Yes

(5) Ayes

(0) Nays

Motion Carried

Direct Deposit:

Motion by Whitburn to allow for direct deposit for the employees who choose to enroll in that program, seconded by Partridge

(5) Ayes

(0) Nays

Motion Carried

Motion by Foether to approve pay by ACH for all invoices that are owed before the months payables, seconded by Kuzma

Motion Rescinded

Motion by Foether to pay ACH for our normal monthly bills, seconded by Kuzma

Motion Rescinded

Motion by Whitburn that all payables that are due before first regular meeting are able to be paid ACH when it is a reoccurring monthly bill. Other vendor invoices will be eligible for ACH upon approval by the Board excluding Contractors, seconded by Kuzma

(5) Ayes

(0) Nays

Motion Carried

Accepting Credit Cards:

Tabled till next regular meeting

GovPayNow:

Motion by Whitburn to allow the Vassar Township residents to use AllPaid to pay their Winter tax bill online from December 1st, 2025 through February 28th, 2026 and to use this service each and every winter tax season going forward, seconded by Foether

(5) Ayes
(0) Nays

Motion Carried

Policies and Procedures:

Motion by Foether to approve the Vassar Township Fee Schedule, the hall rental policy and pavilion rental policy, with changes, to go into effect January 1, 2026, seconded by Kuzma

(5) Ayes
(0) Nays

Motion Carried

Motion by Foether to approve Holidays Observed Policy, Public Meetings and Hearings Policy, FOIA Requests Policy, Public Inspection and Copying of Records Policy, Social Security Number Privacy Policy, Terms of Public WIFI Use and Privacy Policy Notice, Website Policy and Facebook Policy, seconded by Kuzma

(5) Ayes
(0) Nays

Motion Carried

Sound at Hall:

Motion by Whitburn to accept the shopping cart that contains black out curtains, quantity 9, and curtain rods, quantity 9, for the subtotal of \$459.84, seconded by Foether

(5) Ayes
(0) Nays

Motion Carried

Motion by Foether to approve the 48x48 wall circle logo graphic from Larson Graphic for \$304, estimate number 12958, seconded by Kuzma

(3) Ayes
(2) Nays

Motion Carried

Camera/Audio quote tabled till next meeting

Public Comment (3 Minutes):

Public Comment begins at 7:34pm and ends at 7:41pm

Adjournment:

Motion by Partridge to adjourn the meeting at 7:41pm, seconded by Kuzma

(5) Ayes

(0) Nays

Motion Carried

X

Monica Whitburn

Monica Whitburn
Clerk

X

Bruce Foether

Bruce Foether
Supervisor