

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 15<sup>th</sup> 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*Motion Rescinded*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*Motion Rescinded*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 1<sup>st</sup>, 2025 through February 28<sup>th</sup>, 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

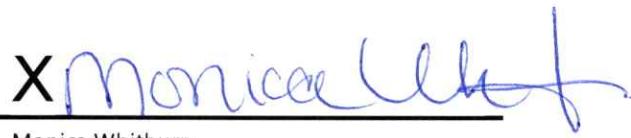
**Adjournment:**

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

(5) Ayes

(0) Nays

*Motion Carried*



Monica Whitburn  
Clerk



Bruce Foether  
Supervisor