

Vassar Township Planning Commission

Regular Meeting December 11, 2025

**Call to Order:** 7:00pm

Pledge of Allegiance

**Roll Call:**

Sam Tester – Present

Todd Aymer – Present

Devin Foether (Chair) – Present

Gloria Coffey – Present

Bob Reil (Co-Chair) – Present

Ben Partridge – Present

**Approval of Minutes:**

**Motion** by Ben to approve the November 13, 2025 meeting minutes, with spelling correction of Devin's name, seconded by Todd.

(6) Ayes

(0) Nays

Motion Carried

**Liaison Reports:**

**Receive and set public hearing:**

**Motion** by Devin to set the public hearings for WLJ Ventures, Vassar 664 LLC, Alien Tek Farms LLC renewals, Ace Cannabis application and New Age Horticulture renewals for special land use permits to be held at the January 8<sup>th</sup> meeting that begins at 7pm, seconded by Bob.

(6) Ayes

(0) Nays

Motion Carried

**Discussion on Policies From November Meeting:**

**Petty Cash Policy:**

No changes

**Cash Box Policy:**

No changes

**Event Coordination Policy:**

Change Rescheduling Authority section to read as: The Event Coordinator or their designated Event Manager shall have the sole authority with coordination with township official and or staff, vendors and public safety personnel to reschedule Township or Parks & Recreation sponsored events when circumstances warrant.

**Motion** by Devin to send the Parks and Rec petty cash policy, cash box policy and event coordination policy (with change) to the Board of Trustee for review as guidelines to policy development already being undertaken by the Board of Trustee, seconded by Gloria.

(6) Ayes

(0) Nays

motion carried

**Discussion and action on Parks & Rec requests:**

**Motion** by Devin to recommend approval by the Board of Trustees for the spend of up to \$230.00 for food and additional insurance for the February 21, 2026 Trivia Fundraiser Night, seconded by Sam.

(6) Ayes

(0) Nays

motion carried

**Public Comment:**

**Motion** by Devin to adjourn Meeting, seconded by Sam.

(6) Ayes

(0) Nays

Motion Carried

Meeting Adjourned at 8:13 pm

X Gloria Coffey  
secretary