

Vassar Township Board of Trustees  
Regular Meeting – November 12, 2025

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

**Roll Call:**

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

**Approval of the Agenda:**

***Motion*** by Partridge to approve the agenda, as amended, moving “Hall – Cameras” to first under “Business”, seconded by Kuzma

(5) Ayes  
(0) Nays

*Motion Carried*

**Approval of Meeting Minutes:**

***Motion*** by Kuzma to approve the meeting minutes from the regular meeting on October 14, 2025, with one correction, “*Motion by Kuzma to accept the resignation letter of recording secretary, seconded by Whitburn*” seconded by Whitburn

(4) Ayes  
(1) Nays

*Motion Carried*

***Motion*** by Foether to approve the meeting minutes from the special meeting on October 28, 2025, as written, seconded by Kuzma

(5) Ayes  
(0) Nays

*Motion Carried*

**Reports:**

**Financial Report:**



**Motion** by Foether to pay the payables, seconded by Kuzma

(5) Ayes

(0) Nays

*Motion Carried*

**Motion** by Stack to rescind the motion to pay 50% of Sarah's salary up to \$3,200.00 and make a new motion to pay 100% to Sarah salary up to \$3,200.00 payment to be made by the 30<sup>th</sup> of November, seconded by Whitburn

(4) Ayes

(1) Nays

*Motion Carried*

**Motion** by Stack that anybody that is not on the tax roll for garbage fee can make a one-time payment by the first of the new year, by check only, in the amount of garbage fee for that tax year for garbage pick-up, seconded by Foether

(5) Ayes

(0) Nays

*Motion Carried*

Zoning Administrator Report:

Presented compliance order for dwelling on Saginaw Road; ZA questions if board wants to pursue next steps to have someone come out and clean the area

Board asks ZA to speak with attorney on what next steps are in the form of procedure

**Motion** by Stack to allow ZA to reach out to attorney in regard to procedural steps for blight clean up following court order/judgement, seconded by Kuzma

(5) Ayes

(0) Nays

*Motion Carried*

Marijuana Coordinator Report:

All Other Reports:

**Business:**

Hall – Camera – Hall Dates to be Closed in December:



**Motion** by Foether to approve quote 251023 from Thumb Audio Video, with the two additions that we have discussed, for a grand total of \$5,540.53, and to pay \$3,000.00 upfront, to be paid tomorrow, seconded by Whitburn

Roll Call Vote:

Partridge – Yes  
Stack – Yes  
Foether – Yes  
Whitburn – Yes  
Kuzma - Yes

(5) Ayes

(0) Nays

*Motion Carried*

**Boards:**

**Motion** by Foether to accept Jason DeFranko to Zoning Board of Appeals until October 31, 2029, seconded by Kuzma

*Motion Rescinded*

Board requests Jason DeFranko to come to next regular meeting

**Accepting Credit Cards:**

**Motion** by Whitburn to enact Resolution 08-2025, for the acceptance of Payments by Financial Transaction Devices, and that fees will be determined on the fee schedule and will be charged to the user, seconded by Kuzma

(4) Ayes

(1) Nays

*Motion Carried*

**Motion** by Whitburn to proceed with Square Free and purchase the terminal for \$299.00 outright, versus paying the monthly installments with financing, seconded by Partridge

(4) Ayes

(1) Nays

*Motion Carried*

**Park:**



Parks and Rec Chair Daryse Foether in attendance  
Discussion had regarding Halloween Event and Rentals

**Motion** by Foether to close the hall from December 22, 2025 to January 4, 2026, seconded by Whitburn

(5) Ayes  
(0) Nays

*Motion Carried*

**Motion** by Whitburn to add Cheryl Kuzma and John Stack to cover the administrative assistant position on Sarah's maternity leave, at no cost to the township, seconded by Kuzma

(5) Ayes  
(0) Nays

*Motion Carried*

**Motion** by Whitburn that we do a Christmas open house on Friday, December 12<sup>th</sup> from 5pm to 8pm, to include items within presentation, with a spend up to \$400.00. Whitburn will be the point of contact for this event, seconded by Kuzma

(5) Ayes  
(0) Nays

*Motion Carried*

Policies and Procedures:

Township Vehicle Policy: VIII – add “assessor can choose the passenger of their own choosing for security purposes”

**Motion** by Foether to add 3.5% to the fee schedule in regards to payment via credit cards, seconded by Kuzma

(3) Ayes  
(2) Nays

*Motion Carried*

**Public Comment (3 Minutes):**

Public Comment begins at 9:30pm and ends at 9:32pm

**Adjournment:**



**Motion** by Kuzma to adjourn the meeting at 9:32pm, seconded by Whitburn

(5) Ayes

(0) Nays

*Motion Carried*

X



Clerk

X



Supervisor

