

Vassar Township Board of Trustees
Regular Meeting – March 10, 2026

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 Kuzma to approve the agenda, with adding “Computers Being Destroyed” after “Dumpsters”, seconded by Whitburn

(5) Ayes
(0) Nays

Motion Carried

Approval of Meeting Minutes:

Motion by Partridge to approve the regular meeting minutes from February 10, 2026, with two corrections: changing “Motion by Foether” to “Motion by Partridge” on the approval of the agenda motion and changing “January 15, 2026” to “January 13, 2026” of the approval of meeting minutes motion, 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

Zoning Administrator Report:

Marijuana Coordinator Report:

Resignation letter read

Motion by Foether, to accept the resignation of Rachel Rabideau as the Marijuana Coordinator seconded by Whitburn

(5) Ayes

(0) Nays

Motion Carried

Will post opening and have all applications back by April 6th at 5:00PM

Will ask Rachel to interview all applicants

All Other Reports:

Business:

Printer:

Signed contract for 30-day trial, currently waiting for response and timeline moving forward

Insurance:

Received two quotes for insurance

Board requesting Insurance Rep to come to April's meeting for questions/concerns

Budget Amendment:

Motion by Foether to adopt Resolution 03-2026, 2025-2026 Budget Amendment, seconded by Kuzma

Roll Call Vote:

Kuzma – Yes

Whitburn – Yes

Foether – Yes

Stack – Yes

Partridge - Yes

(5) Ayes

(0) Nays

Motion Carried

Sarah Cell Phone:

Tabled till budget renewal

Park:

Recommend to send the pricing to Parks and Rec for discussion

Motion by Partridge to send the three, possibly four, playground inspection agreements to both Planning Commission and Parks and Rec simultaneously, seconded by Kuzma

(5) Ayes

(0) Nays

Motion Carried

Policies and Procedures:

Motion by Foether to approve the Sexual Abuse and Misconduct Prevention Policy, as written, seconded by Kuzma

(5) Ayes

(0) Nays

Motion Carried

Motion by Foether to approve the Key Policy, seconded by Whitburn

(5) Ayes

(0) Nays

Motion Carried

Motion by Foether to approve the Travel Policy, seconded by Whitburn

(5) Ayes

(0) Nays

Motion Carried

Continued conversation starting with Sealed Bids Policy to be discussed at next month's meeting

Dumpsters:

After M15 Yard Sale and Mothers Day

Board looking for individuals/scrapers to oversee dumpster drop off

Computers Being Destroyed:

Motion by Whitburn to have all laptops and towers destroyed up to 10 units (\$300), seconded by Kuzma

(3) Ayes

(2) Nays

Motion Carried

Additional Business Not Listed:

Motion by Foether to approve Lyla Fabbro to Zoning Board of Appeals, term ending October 31, 2026, seconded by Kuzma

(5) Ayes

(0) Nays

Motion Carried

Motion by Foether to approve Cheryl Kuzma to Zoning Board of Appeals, term ending October 31, 2026, seconded by Whitburn

(5) Ayes

(0) Nays

Motion Carried

Public Comment (3 Minutes):

Public Comment begins at 8:52pm and ends at 8:55pm

Adjournment:

Motion by Kuzma to adjourn the meeting at 8:55pm, seconded by Whitburn

(5) Ayes

(0) Nays

Motion Carried

X

Clerk

X

Supervisor

DRAFT

RESOLUTION: Amendment of 2025-2026 Budget

WHEREAS, the uniform Budgeting and Accounting Act, Act 2 of 1968 prescribes that the state treasurer prescribe minimum auditing procedures and standards,

And **WHEREAS**, the Michigan Department of Treasury Uniform Budget Manual of 2001 in Section 17 and 18 requires amending the budget when a deviation such as expenditures exceeding the budget occurs,

And **WHEREAS**, the township has noticed such a deviation in its budget,

NOW, THEREFORE, BE IT RESOLVED that the Vassar Township Board of Trustees adjust its budget in the following way:

Under Expenses:

Add \$1,500.00	to TWP Board Supplies	bringing it to \$5,000.00
Add \$2,150.00	to Township Record Archivin	bringing it to \$2,150.00
Add \$3,000.00	to TWP Bord- Dues	bringing it to \$6,000.00
Add \$1,000.00	to Twp Board- Notices	bringing it to \$2,000.00
Add \$500.00	to Professional Service Audit	bringing it to \$7,500.00
Add \$250.00	to Assessor- phone	bringing it to \$250.00
Add \$500.00	to Clerk-Supplies	bringing it to \$1,500.00
Add \$3,500.00	to Twp Hall & Property-Supply	bringing it to \$4,000.00
Add \$18,500.00	to Twp Hall & Prop- Repair & M	bringing it to \$28,500.00
Add \$2,000.00	to Ambulance- Service Contra	bringing it to \$ 42,000.00
Add \$510.00	to Refunds-Miscellaneous/BO	bringing it to \$1,010.00
Subtract \$92,410.00	from CONTINGENCY,	bringing it to \$64,494.78

The foregoing resolution was offered by Board Member Foether and supported by Board Member Kuzma.

Upon roll call vote, the following voted **“Aye” (5): Kuzma, Whitburn, Foether, Stack , Partridge**

“Nay” 0:

“Absent” 0:

The Supervisor declared the resolution adopted.



 Vassar Township Clerk

CERTIFICATE

I, Monica Whitburn, the duly elected Clerk of Vassar Township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on March 10, 2026, at which meeting a quorum was present, by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.



Vassar Township Clerk