

**Vassar Township Board of Trustees
Special Meeting – May 27, 2026**

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:

Zoning Administrator:

Motion by Whitburn to adopt Resolution 07-2026, Resolution to Allow the Zoning Administrator to Contact Attorney, with adding “the Board does have the legal right to revoke the privilege of accessing the attorney and it would revert back to requiring two Township Board Member signatures to contact the Township attorney” after the last paragraph, seconded by Kuzma

Roll Call Vote:

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

(5) Ayes

(0) Nays

Motion Carried

Policies and Procedures:

Sealed Bid Policy: 4 changes made

Township Board Compensation Policy: Removed

Mail Retrieval and Handling Policy: Added as #15

Credit Card Use Policy:

Insufficient Check Policy: 1 change made

Investment Policy: No changes made

Cash Box Policy: 3 changes made

Accepting Credit Card Payments Policy: Sarah to write and present at next regular board meeting

Online Tax Payments: Sarah to write and present at next regular board meeting

Sarah to make all changes and present final draft to Board at next meeting

Public Comment (3 Minutes):

Public Comment begins at 6:30pm and ends at 6:50pm

Adjournment:

Motion by Partridge to adjourn the meeting at 6:50pm, seconded by Kuzma

(5) Ayes

(0) Nays

Motion Carried

X

Clerk

X

Supervisor

DRAFT