

**Watertown Township**  
2630 South Sandusky Rd  
Sandusky, MI 48471

**Board Regular Meeting Minutes**  
Tuesday, May 3, 2022 – 6:00 pm

The Watertown Township Board meeting was called to order by Supervisor, Scott Franzel at 6:00 pm. All present rose and recited the Pledge of Allegiance.

PRESENT: Cambridge, Coats, Dixon, Franzel, and Ross

ABSENT: Diaz

GUESTS: Susan Cole, Jason Radloff and Jeremy Radloff.

**MINUTES**

Franzel requested approval of the April 5, 2022 Regular Meeting Minutes.

Dixon requested a title be put on the document such as meeting minutes.

\*\*\* Motion by Cambridge, Supported by Coats to approve the minutes as amended. All in favor. Motion approved.

**AGENDA**

Franzel asked for additions or corrections to the agenda.

Coats requested that

- Caulking of Basement Windows be placed under New Business, item #5

Franzel requested that

- Mowing Bid under New Business, item #5 be moved to Correspondence, item # 2.
- Replacement of Furnace Condensation Pump be placed under New Business, item #6
- Lock Box be placed under New Business, item #7

\*\*\* Motion by Dixon, Supported by Cambridge to approve the Agenda as amended. All in favor. Motion approved.

**PUBLIC OFFICIALS**

Gary Heberling, District 2 Commissioner submitted a written report.

- The Drug Task Force held D.E.A. Drug Take Back. Total collection was 231 lbs.
- Interviews were held for the Sanilac County Administrator/Controller position. Top candidate will be announced at the next Board of Commissioner's meeting.
- Committee meetings regarding the Medical Care Facility continue.
- An ARPA Committee Meeting will be held to review ARPA requests submitted by the county department heads.
- Union Negotiations with court employees continue.
- Board approved a temporary person to fill the vacancy for an administrative office employee on leave for 4-5 months.
- Board approved and authorized Chairman Block to sign any necessary documents in the absence of the new County Administrator.

The Board received the written report with thanks.

**OFFICIAL GUEST**

None

## **PUBLIC COMMENT**

None

## **CORRESPONDENCE**

1. Marsh Funeral Home
  - Franzel reported that Marsh Funeral Home is requesting that the sexton be at the cemetery for the full time of a burial. Discussion was held by the Board.
2. Lawn Bid
  - The Board held discussion comparing pricing and services.

\*\*\* Motion by Coats, Supported by Cambridge to approve the Hire of Radloff Lawn Care based on the bid provided.

\*\*\* Motion by Coats, Supported by Cambridge to approve the Hire of Radloff Lawn Care to perform the initial spring cleanup at the regular lawn care cost of \$265 (mowing rate) times 2.5.

## **ROAD COMMISSION**

Franzel reported that John Harding, Sanilac Road Commission Heavy Equipment Operator introduced Ray Garrett, Sanilac Road Commission Sandusky Garage Foreman. Mr. Garrett will be working in coordination with the Watertown Township Board.

Coats requested that the Road Commission be contacted to clean up their lot. Franzel will speak to Andrew Palmer, Road Maintenance Director.

1. Townline Road
  - See Old Business, Item #3

## **SUPERVISOR/ZONING:** *Scott Franzel*

1. Blight Fine Update Approval
  - Franzel reported he contacted Township Attorney, Kyle O'Mara regarding the Blight Fine Letter. Mr. O'Mara is working on getting this completed.
2. Township Ordinance Book Inquiry
  - Franzel reported he spoke with Township Attorney, Kyle O'Mara regarding codifying the Ordinance Book. Mr. O'Mara indicated this will be a costly project and asked if the Board would like a quote before he starts. Cambridge will contact MTA (Michigan Township Association) for guidance.
3. Land Use Permits
  - Franzel reported that a special meeting was held regarding a special land use permit for Thumb Bid. The Planning Commission approved this permit request. Following the township regulations for special meetings, all fees and costs were charged to Thumb Bid.
  - Franzel accepted a residential solar panel, a sign and two (2) pole barn permits. He presented the permits to the Board for their review.
4. MTA Conference Update
  - Franzel updated the Board on the classes he took through MTA and handed out a pamphlet with future class offerings.

## **TREASURER:** *Sheila Coats*

1. Coats requested approval of the April 2022 checks number 16814 thru 16839 for a total amount of \$7,727.19

\*\*\* Motion by Dixon, Supported by Cambridge to approve the bills as presented. All in favor. Motion approved.

- Coats reported she continues to work with the bank regarding a credit card for the township.

**CLERK'S REPORT:** *Tammy Ross*

1. Ross requested a motion to approve a monthly bill.

\*\*\* Motion by Cambridge, Supported by Dixon to approve the bill as presented. All in favor. Motion approved

2. Ross reported that she received a Worker's Compensation Audit check in the amount of \$845. The check covers a credit for the 18-19 year of \$434 and \$411 credit for the 19-20 year. She also is working to get a check replaced from 2018 for \$198.00 that was sent to prior clerks address.

Coats requested Ross contact L & A Cleaning to clean then township hall's basement. Ross will contact them and arrange the cleaning.

**CEMETERY REPORT:** *Tammy Ross*

1. Database Update  
No report

2. Cemetery Topsoil

Franzel reported the John Harding, Sexton requested a load of topsoil be delivered to the cemetery.

\*\*\* Motion by Dixon, Supported by Cambridge to approve the request as presented. All in favor. Motion approved

**SEWER REPORT:** *Bill Dixon*

- As expected, there was water infiltration from spring rains causing an increase of pump starts and stops as well as flow. On researching this, he found out it is normal for sewer systems. He also discussed the disadvantages of the sewer system agreement between the township and the City of Sandusky and the possibility of a future requirement to have a trained sewer operator to administer the waste water infrastructure.

Dixon also reported.

- He is applying for a DTE Relief Grant for trees. The maximum award is \$4,000 and there is a \$1,000 required match. The match can be in-kind donated labor.
- The Township's electronic sign was updated through July.
- In May, the desktop computer station will be ready to.

**PLANNING BOARD** *Becky Cambridge*

1. Thumb Bid – RC Race

- See Zoning, item #3.

2. The next meeting of the Planning Board will be on June 16th and they will be working on the remaining ordinances.

**WEBSITE REPORT:** *Becky Cambridge*

- Added and/or archived agendas & minutes as needed.

**TAX ASSESSOR:** *Jeannie Diaz*

No reports

**PERMITS ISSUED:**

See Zoning, item #3

**OLD BUSINESS**

1. Front Door Floor Issue Update

- Franzel reported the whole door has to be removed to fix the floor. This will include some of the siding on the outside of the building. Discussion was held.

2. Cemetery Trees Removal

- Franzel & Dixon will mark the trees that should be taken out first.

\*\*\* Motion by Cambridge, Supported by Dixon to hire Patterson Tree Service to remove 5 trees from the cemetery all in favor. Motion approved

3. Banner Road Insurance Payment

The Board discussed how this matter should be handled. Ross will follow up with the insurance company for any stipulations on when the funds can or should be used.

4. Flooring Replacement/Refinishing

Cambridge reported that everything that can be moved out of the office will be. The heavier items may have to be moved from one side of the office to another. Where needed, floor boards will be replaced. The whole floor will then be sanded, finished and stained.

5. Carpet Runners

Cambridge presented the Board with the prices for the carpet runners they selected during the April 5<sup>th</sup> meeting. The Board made their final selection - Brass Patina.

\*\*\* Motion by Cambridge, Supported by Dixon to accept the carpet bid as presented. All in favor. Motion approved

**NEW BUSINESS**

1. ARPA Money Plan

- Dixon recommends waiting until all funds are received before making final plans. Budget and related documents have been uploaded and the required reporting is up to date.

2. Summer Garage Sale

- Cambridge gave the Board an update on the July 30, 2022 Township Garage Sale Day. Discussion was held.

3. Watertown Community Day Dumpster – Franzel spoke to Jill a rep from Waste Management at the MTA Annual meeting – Waste Management may sponsor the dumpsters for the Summer Garage Sale.

4. Unclaimed Funds -- Cambridge reported that there are unclaimed township funds on the Michigan Unclaimed Property website. Ross will look into this

5. Basement Window Caulking

Coats will have Tyler Coats do the needed caulking and he will look the doors too.

6. Replacement of Furnace Condensation Pump

Franzel will order

7. Lock Box

Franzel will order

**ADJOURN**

\*\*\* Motion by Coats, Supported by Dixon to adjourn the meeting at 8:40 p.m. All in favor. Motion approved

Next Regular Board Meeting is Tuesday, June 7, 2022, 6 pm.

Respectfully submitted,

Tammy Ross, Clerk