

Watertown Township
2630 South Sandusky Rd
Sandusky, MI 48471

Board Regular Meeting Minutes
Tuesday, July 26, 2022 – 5:30 p.m. Public Accuracy

The Watertown Township meeting for Public Accuracy testing began at 5:30 pm and was conducted by Clerk Ross and Deputy Clerk/Co-Chair Election Inspector Cole. The Accuracy Test was completed by 5:55 pm and it was determined that all the equipment was working properly. The documents were signed by the Township Election Commission: Clerk Ross, Deputy Clerk Cole, Treasurer Coats and Trustee Cambridge. All ballots and signed testing document were placed in the ballot container and sealed by Clerk Ross.

Tammy Ross, Clerk noted for the record that the State Primary Election will be held on Tuesday, August 2, 2020. The Public Accuracy Testing will take place on Tuesday, July 26, 2022 at 5:30 p.m. before the regular Board Meeting. Notice of the Public Accuracy Meeting will be published in the Tribune – Recorder.

The Regular Board meeting started immediately.

The Watertown Township Board meeting was called to order by Supervisor Franzel. All present rose and recited the Pledge of Allegiance.

The following inspectors are presented to the Board.

Susan Cole, Co-Chair
Dawn Grabitz, Co-Chair
Cheryl Heberling, Co-Chair
Rosanne Kopaz
Heidi Fetting
Diane Mushenski
Carol Mitchell

Sheryl Hooper
Nicole Markel
Taylor Forster
Kortney Ball
Maxine Kubik
Marilyn Loding
Tammy Ross

*** Motion by Dixon, Supported by Coats to approve the hire of the above stated election inspectors for the State Primary Election on Tuesday, August 2, 2022. All in favor. Motion carried.

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

ABSENT: None

GUESTS: Susan Cole and Jason Radloff

MINUTES

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

Dixon requested changes –

- Under New Business, Item Number 1, remove the word pad and make the word meter plural.
- Under New Business, Item Number 4, remove the word Dixon and replace with the word Cambridge.
- Under Permits Issued, Items numbers 1, 2, & 3, for clarification addresses should be included.
 - o Item Number 1 – Pole Barn Addition is at 1650 Fetting Road
 - o Item Number 2 – Pole Barn is at 940 W. Cooper
 - o Item Number 3 – Covered Porch is at 525 E. Marlette

*** Motion by Dixon, Supported by Cambridge to approve the minutes as amended. All in favor. Motion carried.

AGENDA

Dixon requested –

- MDOT – Transportation Agreement be added under Correspondence, Item Number 1

Franzel requested –

- Doug Sweet Meeting, August 3, 2022 be added under Correspondence, Item Number 2

Cambridge requested –

- Cleaning Company Discussion be added under New Business #6

*** Motion by Dixon, Supported by Cambridge to approve the agenda as amended. All in favor. Motion carried.

PUBLIC OFFICIALS.

None

PUBLIC COMMENTS

None

CORRESPONDENCE

1. MDOT – Transportation Agreement

- Dixon reported that M-19 is scheduled to be reconstructed from the traffic light in downtown Sandusky to Miller Road. Engineer in Charge, Brett Schlager along with TSC Utilities Engineer, Thomas Anderson are in the first of three stages to be completed. Dixon recommends that the Township gets in contact with them to see if there are any infrastructure expenses that the Township may incur during the project or if there are any upgrades that should be made during the project.

2. Doug Sweet Meeting, August 3, 2022

- Franzel reported that he has been asked to attend the Public Road Commission Meeting on August 3, 2022 at 8:30 regarding the Townline Road Project.

ROAD COMMISSION

No Report

SUPERVISOR/ZONING: *Scott Franzel*

1. Spicer Group Consultation for Master Plan

- Franzel reported that he received a digital copy of the Master Plan and sent it out to the Board and Planning Commission. The Spicer Group has offered their assistance if needed. Franzel recommends using their assistance as needed. Discussion was held.

TREASURER'S REPORT: *Sheila Coats*

Coats requested approval of the July 2022 checks number 16900 thru 16928 for a total amount of \$35,905.59

*** Motion by Cambridge, Supported by Dixon to approve the July 2022 checks as presented. All in favor. Motion carried.

1. ARPA Money Plan

- Coats reported that the 2nd ARPA Grant Fund Check was received. Total grant allotment is \$130,572.98.

2. Township Credit Card

- Coats reported that the Tax ID Letter has been received. Discussion was held on the best option between a debit card and a credit card.

*** Motion by Franzel, Supported by Dixon to authorize Coats to open a new bank account at Exchange State Bank and get the credit/debit card with it. All in favor. Motion carried.

Coats reported that the auditors have released the financial statements from the audit. The auditor will come in and present the statements if the Board wishes them to. Franzel suggested Board Members call the auditor if there are any questions.

CLERK'S REPORT: *Tammy Ross*

Ross requested a motion to approve the monthly bills.

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

Ross met with Insurance Representative Johnathan and he is recommending the township purchase a zoning/permit tracking program. A filing/indexing system such as this will help with getting approval for the additional liability insurance the Board is requesting.

*** Motion by Dixon, Supported by Cambridge that, moving forward, the township seek out insurance coverage quotes. All in favor. Motion carried.

CEMETERY REPORT: *Tammy Ross*

Per Cemetery Sexton, John Harding there have been no burials this month.

Ross reported that she spoke to Pontem and the Township should be able to hook into their database.

1. Database Update
 - No Report

SEWER REPORT: *Bill Dixon*

- The lift station was vacuumed out and they sucked the prime out of the pump again, causing three alarms to sound. Franzel and Dixon corrected it. The condition of the lift station, as well as the dehumidifier, is good with the exception of one check valve. Dixon is working on getting someone in to repair the check valve.
- Updated the Board on the Pine Tree Lane Raw Sewage issue.
- Will be reading meters end of August.

PLANNING BOARD *Becky Cambridge*

- Next meeting is September 15, 2022

WEBSITE REPORT: *Becky Cambridge*

- Added and archived approved and proposed minutes
- Added Road Commission Public Meeting, August 3, 2022 to notices.
- She will update the Zoning Board of Appeals Members
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TAX ASSESSOR: *Jeannie Diaz*

July Board of Appeals was held and no changes were made.

PERMITS ISSUED:

No Permits Issued

OLD BUSINESS

1. New Carpet Runner
 - Franzel reported that Cambridge will get this project up and running when the front door project is completed, Discussion was held on vinyl flooring for the entryway and bathrooms.

*** Motion by Dixon, Supported by Cambridge to approve the installation of commercial grade vinyl flooring in the entry hall and bathrooms. All in favor. Motion carried.

NEW BUSINESS

1. ARPA Money Plan
 - Dixon discussed using part of the funds for remote water meters and installation.
2. Summer Yard Sale
 - Cambridge updated the Board on the Summer Yard Sale plans. Discussion was held.
3. Village Hall Vinyl Flooring
 - See Old Business, Item Number 1.
4. Sheila Coats – Recycling Discussion
 - Discussion was held on Township wide trash & recycling services. Franzel will request Waste Management send a representative to a township meeting.
5. Election Costs Reimbursement
 - Discussion was held on election cost reimbursement. Ross said there is a federal reimbursement, but she will look into the possibility of a state reimbursement
6. Cleaning Company Discussion
 - Discussion was held on the cleaning company duties. Cambridge will contact the company.

ADJOURN

***Coats made the motion to adjourn the meeting at 7:20 p.m. Franzel supported. All in favor. Motion carried

Next Regular Board Meeting is Tuesday, September 6, 2022, 6 p.m.

Respectfully submitted,

Tammy Ross, Clerk