

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

**Board Meeting Minute**

**Tuesday, January 6, 2026 – 6:03 p.m.**

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**CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL**

Supervisor Dick Henderson called the meeting to order at 6:03 p.m. The Pledge of Allegiance was recited, and roll call was taken.

**PRESENT:** Coats, Hacker, Henderson, Radloff, Ross

**ABSENT:** None

**STAFF:** Cole, Diaz, Kenny

**GUESTS:** Pat Krumenaker, Matt Cole, Jeff Renaudin, Rick Pangburn, Dave Faber, Al Stoutenburg, Gary Heberling, Lyne Stauffer, Bill Parrish, Steve Scribner

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**ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS**

Henderson requested approval of the Tuesday, December 2, 2025 Regular Meeting minutes.

*Motion by Hacker, supported by Radloff, to approve the Tuesday, December 2, 2025 Regular Meeting minutes as presented. All in favor. Motion carried.*

Henderson requested approval of the Tuesday, December 23, 2025 Special Meeting minutes and requested correction of the meeting date from December 22, 2025, to December 23, 2025.

*Motion by Radloff, supported by Hacker, to approve the December 23, 2025 Special Meeting minutes as amended. All in favor. Motion carried.*

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**ADDITIONS OR CORRECTIONS TO THE AGENDA**

Henderson requested additions or corrections to the agenda and requested that Poverty Guidelines be added under New Business.

*Motion by Hacker, supported by Radloff, to approve the agenda as presented. All in favor. Motion carried.*

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**CORRESPONDENCE**

- None

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## PUBLIC OFFICIALS

**District 3 Commissioner Gary Heberling** provided a Commissioner's update, which included the following:

- A reorganization meeting was held; no board-level positions changed.
- Approval of replacement cameras and software for the Sheriff's Department.
- Approval of computer workstations and software for the Technology Group.
- Approval to place the 0.5 Drug Task Force millage on the November 2026 ballot.
- Approval of the sale of a 2017 Ford F-150 from the Animal Control Shelter.
- Appointment of Lisa Kenny to the Brownfield Redevelopment Authority Committee.
- Appointment of Scott Kenny to the Recycling Committee.
- Discussion of the State Recycling Mandate; all Sanilac County residents will be invited to a meeting on February 9, 2026.
- Commissioner Heberling reported he would attend a Parks & Recreation meeting later that evening to discuss the purchase of two zero-turn lawnmowers for Evergreen and Forester Parks and the appointment of a new Evergreen Park manager.

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## TREASURER'S REPORT

### **Approval of Checks Issued**

Coats requested Board approval for monthly payments totaling \$44,032.61, covering check numbers 18184 through 18222.

Henderson noted that, per the Michigan Township Association (MTA), the Treasurer's report should be accepted and filed for audit rather than approved by the Board; however, Board members may ask questions.

The Treasurer's Report was accepted as presented.

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## CLERK'S REPORT

### **Approval of Current Claims**

Ross requested approval of current claims.

*Motion by Radloff, supported by Henderson, to approve the current claims as presented. All in favor. Motion carried.*

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## CEMETERY REPORT

Ross presented the monthly Cemetery Report and reported no burials for December 2025.

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## ZONING REPORT

Hacker presented the monthly Zoning Report and reported:

- No permits were issued.

- Research is underway to update the Schedule of Fees. This item will be addressed at the next Regular Board Meeting.

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## WEBSITE REPORT

Ross reported on behalf of Website Administrator Becky Cambridge for December 2025:

- Posting of proposed and approved meeting minutes as required.
- Posting notice of the December 23, 2025 Special Board Meeting.
- Updating contact information as needed.
- Archiving agendas and minutes as necessary.

Henderson reported that Ms. Cambridge confirmed the website is now ADA compliant, which is required by 2027.

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## TAX ASSESSOR REPORT

Diaz reported that she would address the Federal Poverty Guidelines under New Business.

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## SEWER REPORT

### **Sewer Rate Increase / Public Hearing**

Henderson reported that the Township is considering a sewer rate increase due to rising maintenance costs and rates charged by the City of Sandusky exceeding current township rates. The sewer account was reviewed and discussion followed.

Notices of the public hearing will be mailed within one week, and a legal notice will be published in the newspaper next week. The public hearing will be held at 5:30 p.m. prior to the February 3, 2026 Regular Board Meeting.

*Motion by Hacker, supported by Radloff, to proceed with the sewer rate increase process and approve the required mailings. All in favor. Motion carried.*

### **Pad to Read Meter**

Henderson reported that purchasing a tablet to read meters is not feasible due to cost. The software must instead be installed on the Treasurer's computer as originally planned. Coats reported that a test upload has been completed and results are pending.

### **Treasurer Remote Meter Reading / BS&A / Beacon Integration**

This item remains in progress.

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## NEW BUSINESS

### **Audit**

Henderson reported that a conference call with an auditor is scheduled for January 18, 2026, to discuss moving forward with a forensic audit. Discussion was held.

*Motion by Radloff, supported by Hacker, to proceed with a forensic audit. All in favor. Motion carried.*

**Foster Swift – Legal Consultation**

Henderson reported that he, Hacker, and Scott Kenny participated in a conference call with Foster Swift attorney Mike Homier. Based on the discussion, it was recommended that the Township consider legal action against the Treasurer for alleged breach of financial duties, malfeasance, and negligence. Hacker outlined concerns with current financial practices and goals moving forward. Discussion was held.

**Possible Nepotism Policy**

Henderson reported that the Township has historically allowed spouses to serve as deputies. Due to potential conflicts of interest and coverage concerns, it was recommended that the Township consider adopting a policy prohibiting spouses from serving as deputies. This item will be revisited at the next Regular Board Meeting.

**Financial Resolution**

Hacker read the proposed Financial Resolution addressing authorization of signatures, dual-signature requirements, and bank cooperation and liability.

*Motion by Radloff, supported by Hacker, to adopt the Financial Resolution as presented. A roll call vote was taken; all members voted aye. Motion carried.*

**Culligan On-Call Service**

Henderson reported that due to minimal usage, the Township discontinued its Culligan on-call service, noting it can be reinstated if needed.

**Possible Salt Purchase Account**

Henderson will determine whether the Township's Ace Hardware account remains active for future salt purchases.

**Appointment to Board of Review**

Henderson recommended appointing Patrick Krumenaker to the Board of Review to fill the vacancy created by James Hacker's appointment to the Township Board.

*Motion by Henderson, supported by Radloff, to approve the appointment of Patrick Krumenaker to the Board of Review. All in favor. Motion carried.*

Ross will administer the Oath of Office following the meeting.

**Federal Poverty Guidelines**

Diaz explained the Federal Poverty Guidelines, including income thresholds and the requirement for annual Board approval.

*Motion by Radloff, supported by Ross, to approve the Federal Poverty Guidelines Policy. A roll call vote was taken; all members voted aye. Motion carried.*

**Additional Item – Tax Invoice Inquiry**

Henderson addressed Township resident Steve Scribner's concern regarding a \$980 delinquent water charge on his tax invoice. Coats explained that the BS&A Aged Report added a charge from a previous owner in error. A corrected invoice will be issued.

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**OLD BUSINESS**

## **Requested Materials for Supervisor**

Coats provided a Quarterly Report Summary.

## **New Mail Collection Policy**

Henderson requested an update. Hacker will prepare a spreadsheet or form to document required information. Hacker recommended purchasing a new laptop for the Clerk and transferring all programs and files from the existing computer.

*Motion by Hacker, supported by Radloff, to approve the purchase of a laptop for the Township Clerk in an amount not to exceed \$1,000. All in favor. Motion carried.*

## **Ethics Policy**

This item was tabled until the next meeting.

## **Domingo House – Sylvan Drive**

Henderson reported ongoing unsuccessful attempts to contact the Township Attorney and noted that alternative legal representation may need to be considered.

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## **PUBLIC COMMENT**

- A Township resident submitted his property tax payment to the Township Clerk.
- Deputy Supervisor Scott Kenny provided an update on the EGLE Grant and outlined steps required by March to submit the application. He will email the information to Board members.
- Mr. Kenny also stated that the next ARPA report is due March 1, 2026. Hacker led a discussion on gathering and organizing required information.

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## **ADJOURNMENT**

*Motion by Hacker, supported by Radloff, to adjourn the meeting at 7:30 p.m. All in favor. Motion carried.*

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Respectfully submitted,

Tammy Ross  
Township Clerk