

Watertown Township  
2630 South Sandusky Rd  
Sandusky, MI 48471

Regular Board Meeting Minutes  
Tuesday, January 7, 2025 – 6:00 pm

**MEMBERSHIP ROLL CALL**

PRESENT: Cambridge, Coats, Cole, Kenny & Ross

ABSENT: Diaz

GUESTS: Jeff Renaudin, Dick Henderson, Matt Cole, Al Stoutenburg, Lyne Stauffer, Holly Knight & husband and Mike Ruth. Gary Herberling

**ACCEPTANCE OF THE MINUTES FROM THE LAST BOARD MEETING**

Kenny requested approval of the December 3, 2024 Regular Meeting Minutes

\*\*\* Motion by Cambridge, supported by Cole to approve the December 3, 2024 minutes as presented. All in favor. Motion carried.

Kenny requested approval of the December 19, 2024 Special Meeting Minutes

\*\*\* Motion by Cambridge, supported by Cole to approve the December 19, 2024 minutes as presented. All in favor. Motion carried.

**ADDITION OR CORRECTIONS TO THE AGENDA**

Coats requested that:

- Clerk's Salary be added to New Business, Item #11

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

**PUBLIC COMMENT RELATED TO AGENDA ITEMS ONLY**

Township residents raised concerns that some had not received their tax invoices by mail. Coats responded, stating that all resident invoices were mailed out on the same day, and the post office is currently investigating the matter. A discussion followed.

\*\*\* Motion by Cambridge, supported by Cole to pause the meeting at 6:17 pm to allow Coats time to get tax paperwork for residents. All in favor. Motion carried

\*\*\* Motion by Cambridge, supported by Cole to reconvene the meeting at 6:37 pm. All in favor. Motion carried

Coats gave resident the requested paperwork.

**PUBLIC OFFICIALS**

No Report

**CORRESPONDENCE**

1) Aaron Bennett SLC Water Service

- Kenny reported that there is an online form to complete in order to start the meter reading billing software, which comes with a monthly charge for the end user. A discussion followed, and the Board requested that a

company representative visit to provide an explanation of the program. Kenny will reach out to the representative.

- 2) Curtis Radlke Id.gov ARPA Access
  - Kenny reported that he is having issues accessing ASAP.gov (Automated Standard Application for Payments) via the ID.me website. He will continue to work on getting access.
- 3) Tia Reeves TOW Access
  - Kenny reported receiving a letter from TDS Telecom inquiring whether the Township has a Right of Way Agreement. Kenny will reply that there is no such agreement.
- 4) Foster Swift Attorney Engagement Letter
  - Kenny presented the Board with a Foster Swift Engagement letter, approved in 2022, as a reminder that their firm can be used for legal counsel on matters above and beyond those of the regular attorney
- 5) USPS Missing Mail
  - Kenny reported that he submitted a search request with USPS to find the missing tax mail. He received a response that they are researching the issue.
- 6) Login.gov ARPA Access
  - Kenny reported that he is still working on getting access, but in the meantime the previous Supervisor, Bill Dixon has been very willing to help. Kenny will continue to work on getting access

#### **TREASURER'S REPORT: Coats**

- 1) Approval of Checks Issued
  - Coats requested the Board's approval of the monthly payments, check numbers 17831 – 17860 equaling \$31,731.57.

\*\*\* Motion by Cambridge, Supported by Cole to approve the monthly payments as presented. All in favor Motion carried

#### **CLERK'S REPORT: Ross**

- 1) Approval of Current Claim

\*\*\* Motion by Cambridge, Supported by Cole to approve the current claim as presented. All in favor. Motion carried.

#### **CEMETERY REPORT: Ross**

- 1) Burials
  - None

#### **SEWER REPORT: Jim Hacker**

No report

#### **WEBSITE REPORT: Cambridge**

Cambridge reported that she:

- Added and archived proposed & approved minutes & agendas as appropriate.
- Updated the calendar as appropriate including the addition of the 2025 Board, Planning Commission and Fire Department Meeting Dates.
- Added a notice that Jim Hacker was hired as the new Zoning Administrator & added his contact information to the contact list.
- Added bid requests for Auditing and Snow Plowing Services
- Added Ordinances that were passed

Cambridge also reported on the Planning Commission Meeting

- Next Meeting March 20, 2025
- Jim Hacker is resigning from the Planning Commission due to his recent hire as the Zoning Administrator, as holding both positions is considered a conflict of interest.

- The committee discussed having information packets to hand out to new members
- Supervisor Kenny reminded Planning Commission members that they can schedule special meetings if needed and that Foster Swift's services are available to them.

**TAX ASSESSOR: Diaz**

No report

**NEW BUSINESS**

- 1) MTA Training – Access to the MTA Training Program, approved in December 2024, is now available. Ross will enter township user's information into the system. Discussion was held

\*\*\* Motion by Cambridge, Supported by Ross to approve the purchase of the Official Guide to Township Government for the amount of \$124.00. All in favor. Motion carried.

- 2) Jim Hacker – Planning Commission Resignation
  - Kenny reported that Jim Hacker has submitted his letter of resignation as a member of the Planning Commission Committee. Mr. Hacker was recently hired to the position of Zoning Administrator and the two positions are considered a conflict of interest.

\*\*\* Motion by Cambridge, Supported by Cole to approve resignation of Jim Hacker as a member of the Planning Commission Committee. All in favor. Motion carried.

- 3) Planning Commission Vacancy
  - Cambridge presented an Application for Appointment that can be used to advertise the position in the newspaper and on the website. Kenny lead a discussion on having a no comment Facebook page for township notices and information. Cambridge will manage the page, but will need help and guidance with the content to post.

\*\*\* Motion by Cole, Supported by Ross to post the Planning Commission vacancy as discussed, including on the new Facebook page, with a deadline of February 21, 2025 for applications. All in favor. Motion carried.

- 4) Snow Plowing Bids

No bids have been received. The posting will be put on the new Facebook Page. Kenny reported that Steve Scribner is interested doing the job and willing to cover the job until it is officially filled.

\*\*\* Motion by Cambridge, Supported by Ross to approve Steve Scribner to plow the hall parking lot and cemetery when requested by Scott Kenny, at a cost of \$100.00, during the month of January 2025. All in favor. Motion carried.

- 5) Auditor Bids

Kenny reported that no bids have been received. He reviewed other area townships and composed a list of auditors that he will contact. The posting will be put on the new Facebook Page.
- 6) USPS Complaint – Missing Township Mail

Kenny reported that USPS has acknowledged his inquiry regarding the missing mail and is looking into it.
- 7) Plan to Notify Residents of Missing Tax Bills

A notice of the issue will be added to the website and township hall door. Also, all invoices will be resent with a letter explaining the issue for a 2<sup>nd</sup> invoice for the residents who did receive the 1<sup>st</sup> mailing. Kenny lead a discussion on using the USPS Informed Visibility Program. The service provides near real-time, end-to-end tracking of mailings.

\*\*\* Motion by Cambridge, Supported by Coats to approve resending the tax invoices with a letter of explanation after Coats researches the possibility of removing all paid invoices from the list. All in favor. Motion carried.

8) Water Leak and Temperature Alarms for Township Hall

Cambridge reported that MTA advertises a 24/7 Water Monitoring Signal Service. The program detects the presence of water leak in the Township Hall and will monitor the indoor temperatures. The service is provided at no cost.

\*\*\* Motion by Cambridge, Supported by Ross to order the MTA 24/7 Water Monitoring Signal Service. All in favor. Motion carried.

9) Policy on Spending Township Funds Due to Emergency Situation

Cambridge reported that on May 8<sup>th</sup> of 2020 the township had an emergency sewer issue. At that time the Board approved then Supervisor Scott Franzel the authority to spend up to \$10,000 in emergency situations only.

\*\*\* Motion by Cambridge, Supported by Coats to grant the Supervisor of Watertown Township the authority to spend up to the amount of \$10,000 in any Township emergency situation. All in favor. Motion carried.

10) Sewer Accounts Notification of Status

Kenny recommended informing residents who use the sewer system about the upcoming meter and system changes, noting that workers may need access to the current meters on their property. The company will schedule appointments for the work. Coats recommended that Jim Hacker create a list of who should be included in a letter. She will write the letter and send it out with sewer invoices.

11) Clerk's Salary

Coats reported that, due to the increased responsibilities of Township Clerk positions, particularly during election periods, and the added work and training time required, the MTA is advising Townships to review their Clerk's wages.

\*\*\* Motion by Coats, Supported by Ross to approve that the Clerk's wage be adjusted to \$15,000 per year. Ross abstained. All others in favor. Motion carried.

**ZONING**

No report

**PERMITS ISSUED**

No permits issued

**OLD BUSINESS**

1) ARPA Funds

- Kenny reported that ARPA information has been entered into the website to the best of their ability.

**PUBLIC COMMENT**

Township Resident(s)

- Expressed concerns that some banks with escrow customers may not have received the tax invoices. Coats responded.
- Questioned the lack of an earlier notification to residents. Coats responded
- Commended the Board on taking action on the tax issue.
- Requested information on Special Assessment District Sewer Account, Sewer Usage Invoicing and the late payments of Sandusky Water Invoices to the Township.
- Inquired why the Sandusky Water Invoicing issue was not in the previous minutes.

**ADJOURN**

\*\*\* Motion by Cambridge, Supported by Cole to adjourn the meeting at 8:07 pm. All in favor. Motion carried.

Respectfully submitted,

Tammy Ross, Clerk