

Watertown Township
2630 South Sandusky Road
Sandusky, MI 48471

Regular Board Meeting Minutes

Thursday, June 4, 2026 – 6:00 p.m.

The meeting was held at the Watertown Township Hall

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Supervisor Dick Henderson called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited, and roll call was taken.

PRESENT: Coats, Hacker, Henderson, Radloff, Ross

ABSENT: None

STAFF: Diaz, Cole, Kenny

GUESTS: Pat Krumenaker, Rick Pangburn, Gary Heberling, Ivan Henderson, RJ Henderson, Al Stoutenburg, Clint Stoutenburg, Bill Parrish, Lyne Stauffer, Dorothy Thorley, Greg Thorley, Jeff Renaudin.

ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

Henderson requested approval of the Thursday, May 14, 2026 Regular Board Meeting.

Motion by Radloff, supported by Ross, to approve the Thursday, May 14, 2026 Regular Board Meeting minutes as presented. All present voted yes. Motion carried.

ADDITIONS OR CORRECTIONS TO THE AGENDA

No additions or corrections were presented.

Motion by Radloff, supported by Hacker, to accept the agenda as presented. All present voted yes. Motion carried.

CORRESPONDENCE

Ross reported that she received four (4) FOIA requests during the month. She is processing them with the goal of mailing them out on June 5, 2026.

PUBLIC OFFICIALS

District 3 Commissioner Gary Heberling provided a Commissioner's monthly report.

TREASURER'S REPORT

Approval of Checks Issued

- Coats requested Board approval for monthly payments totaling \$21,597.72, covering check numbers 18361 through 18385 and presented the monthly financial reports. Discussion was held.

The Treasurer's Report was accepted and placed on file.

CLERK'S REPORT

Approval of Current Claims

- Ross requested approval of current claims. She noted that the DTE payment from last month was not received by the company and will be reissued. Discussion was held

Motion by Henderson, supported by Radloff, to pay current claims and reissue the DTE payment. All present voted yes. Motion carried.

Public Accuracy Test

- Ross reported that the Public Accuracy Test for the August 4th election will be Tuesday, July 7th at 5:30 p.m. prior to the Regular Board Meetings

Grant for AED

- Ross requested permission to apply for a grant to purchase an AED for the Township Hall.

Motion by Henderson, supported by Radloff, to grant permission for the Township Clerk to apply for the AED grant as presented. All present voted yes. Motion carried.

CEMETERY REPORT

Ross presented the May 2026 Cemetery Report

- There were no burials during May 2026
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ZONING REPORT

Hacker reported:

- He received two permit applications—one for a shed and one for an addition. Both applications were processed and approved.
 - He received requests for an improved zoning map and recommended obtaining a clearer online version for public use. Discussion was held regarding available options. Hacker will conduct additional research on online mapping solutions.
 - ITC has submitted its substation plans; however, the required payment has not yet been received. The plan will be processed upon receipt of payment. ITC is also sending the Construction Bond to PO Box 215 and Hacker requested a copy to review. Discussion was held.
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WEBSITE REPORT

Ross gave the monthly website report on behalf of Website Administrator Becky Cambridge.

TAX ASSESSOR REPORT

Diaz reported:

- Board of Review Meeting will be held July 21st at 5:00 p.m. at the Township Hall.
 - She gave updated tax payer information to the Treasurer.
 - The State of Michigan Solar Energy Facility Certification Report is due July 15. After reviewing the requirements, she determined that the Township does not currently have a Solar Energy Facility Certification and, therefore, is not required to submit the report. However, she has contacted Cooper Roark, a representative of Linea, to determine whether certification will be required for the current solar project.
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SEWER REPORT

Hacker reported:

- All actual meter readings have been completed. However, issues remain at approximately 30 to 34 residences, and an additional 24 to 26 meters still need to be installed.
- Homeowner names and addresses are being updated as needed.

Kenny reported:

- The bid process for the substation cement and electrical work is underway.
- The goal is to have all meters installed by the next billing cycle.

Henderson stated that his goal is to have the system fully operational by the next billing cycle.

NEW BUSINESS

Sewer Account Template

Henderson presented a proposed sewer account reporting template and asked the Treasurer whether it would be feasible to implement for financial reporting purposes. Discussion followed regarding the template, the available amount in the sewer account and the process for accounting for ARPA funds used for sewer-related expenses.

New Flag

Henderson reported that Ross purchased a new flag to replace the one at the Township Hall. The flag is expected to be installed in the near future.

Newspaper Notices

Henderson was asked why Township notices are published in only one local newspaper. Discussion was held regarding whether notices should continue to be published in a single newspaper, alternate between area newspapers, or be published in both newspapers. Following discussion, the Board agreed to continue publishing notices in the Township's newspaper of record.

Compensation Adjustments

Henderson presented resolutions establishing the compensation for Township officers as follows:

- Supervisor: \$850 per month
- Treasurer: \$1,225 per month
- Clerk: \$1,300 per month
- Trustee: \$250 per month

Motion by Hacker, supported by Radloff, to adopt the resolutions as presented. Roll call vote: Henderson, Ross, Hacker, and Radloff – yes; Coats – no. Motion carried.

Henderson presented resolutions establishing compensation for Township-appointed positions and services as follows:

- Deputy Supervisor: \$200 per month, plus \$20 per hour for water meter installation.
- Deputy Clerk: \$100 per month.
- Deputy Treasurer: \$50 per month.
- Zoning Board of Appeals Members: \$100 per meeting attended.
- Planning Commission Members: \$100 per meeting attended.
- Planning Commission Secretary: \$50 per month, plus \$100 per meeting attended.
- Board of Review Members: \$20 per hour during Board of Review sessions and \$35 for meetings of one hour or less.
- Election Chairperson: \$20 per hour.
- Election Inspectors: \$18 per hour.
- Sewer Monitors: \$100 per month, with additional hours compensated at \$20 per hour.
- Cemetery Sexton: \$300 per month.
- Standard Burial: \$200.
- Cremation Burial: \$100.
- Saturday, Sunday, and Holiday Burials: Additional \$100.
- Winter Burials: \$250 when ground is frozen.

Motion by Henderson, supported by Hacker, to adopt the pay schedule as presented. All present voted yes. Motion carried.

Additional

Hacker requested that future meeting agendas be distributed in advance to allow Board members adequate time to review items scheduled for discussion and consideration. He also requested that bank statements and other financial information be provided prior to the meetings. Discussion was held.

Motion by Henderson, supported by Radloff, to make the meeting agenda and related materials available five days before Board Meetings. All present voted yes. Motion carried.

OLD BUSINESS.

Spring Clean-Up Day Report

Henderson reported that the Spring Clean-Up Day was successful. He thanked everyone who assisted with the event. Participation was good, and the dumpsters are scheduled to be picked up this week.

Sylvan Drive House

Henderson reported that he spoke with the attorney. The homeowner has exceeded the allotted time for cleanup, and the attorney will be proceeding with the next step in the process.

EGLE Grant Progress – Ideas for Projects and Solar Project Construction

1. Walking Trail
2. Pavilion
3. Mausoleum in Cemetery
4. Culvert on Applegate Rd
5. Reconditioned Cemetery and Hall Blacktop
6. Extend Hall Parking Lot
7. Paint Railing in Front of the Hall
8. Furnace
9. Water Heater

Henderson reported that the paperwork for the EGLE Grant has been completed and filed with the State. The application has been approved, and the Township is expected to receive the \$375,000 grant award within the next five to six weeks.

Henderson also discussed with the Treasurer the establishment of an Edward Jones financial account related to the grant. The Treasurer will request that a financial representative attend the next Board meeting.

PUBLIC COMMENT

- A resident requested that the Board conduct a survey of wages in surrounding townships to provide a basis for the newly established township wage rates.
 - A resident requested that the Board investigate a potential blight issue at a local residence.
 - Two residents expressed concerns regarding the quality of the recent road brining and the practice of a local farmer spreading water from a manure spreader on township roads. Henderson stated he will contact the road brining company regarding their service and directed the residents to contact the Road Commission regarding the spreading of water from a manure spreader on township roads.
 - A resident expressed concerns regarding dust generated by increased traffic associated with the solar project. Henderson directed the resident to contact the Road Commission.
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ADJOURNMENT

Motion by Radloff, supported by Hacker, to adjourn the meeting at 7:17 p.m. All present voted yes. Motion carried.

Upcoming Meetings:

- Public Accuracy Election Testing on Tuesday, July 7, 2026 at 5:30 p.m.
- Board Meeting will be held on Tuesday, July 7, 2026 at 6:00 p.m.

Respectfully submitted,

Tammy Ross
Township Clerk