

Watertown Township
2630 South Sandusky Rd
Sandusky, MI 48471

Board Meeting Minutes
Tuesday, August 5, 2025 – 6:00 pm

CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL

The meeting was called to order by Supervisor, Scott Kenny at 6:00 p.m. The Pledge of Allegiance was recited and roll call taken.

PRESENT: Cambridge, Coats, Kenny, Radloff, Ross & Diaz

ABSENT: N/A

GUESTS: Jim Hacker, Dick and Marsha Henderson, Al Stoutenburg, Jeff Renaudin, Bill Parrish, Vicky Bright, Wes Messing and DTE guy

**ACCEPTANCE OF THE MINUTES FROM PREVIOUS MEETING,
ADDITIONS OR CORRECTIONS TO THE AGENDA**

Kenny requested approval of the July 1, 2025 Regular Meeting Minutes

*** Motion by Radloff, supported by Cambridge to approve the July 1, 2025 minutes as presented. All in favor. Motion carried.

Ross provided an explanation for the delay in uploading the July 2025 meeting minutes to the Township website.

Kenny requested additions or corrections to the agenda.

- Kenny requested that the addition of EGLE Grant Paperwork be placed under New Business
- Ross requested that the addition of Annual QuickBooks Subscription Renewal be placed under New Business
- Cambridge requested that the addition of September 13, 2025 Clean-Up Day be placed under New Business

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

PUBLIC OFFICIALS

Commissioner Gary Heberling reported that:

- Commissioners heard the Annual Report from County Clerk, Leslie Hilgendorf.
- In January 2024, EGLE put a mandate in place stating that by 2030 townships/municipalities must have a Materials Management Plan to address recycling. There is time to create a plan to comply. Commissioners will attend township meetings to help with the process.

TREASURER'S REPORT

Approval of Checks Issued

- Coats requested Board approval for the monthly payments, totaling \$38,439.55 - to check numbers 18033 through 18058.

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

CLERK'S REPORT

Approval of Current Claims

- Ross requested Board approval for the current claims.

Cambridge questioned the invoice from Townley Engineering for sewer mapping. Kenny explained that he believed that the invoice must be paid before receiving online access will be granted.

Cambridge also questioned payment of sewer-related invoices. Kenny clarified that these expenses will be paid by ARPA grant funds.

*** Motion by Cambridge, Supported by Radloff to approve the current claims as presented, contingent on Kenny obtaining confirmation that the Township will be granted access to the sewer map when the payment is made. All in favor. Motion carried.

CEMETERY REPORT

Ross reported:

- One cremation and one burial for July 2025
- Oswald Fertilization will do the cemetery weed spraying, when the weather is cooler to avoid burning the lawn, at a cost of \$800.00. Oswald Fertilization will also submit a bid for overlay seeding and fertilization for this fall.

ZONING REPORT

Jim Hacker:

- Submitted a Land Use Permit – The landowner is requesting a lot line adjustment between two existing parcels.

*** Motion by Coats, Supported by Cambridge to approve the lot line adjustment as presented. All in favor. Motion carried.

- Submitted payment for John Harding's shed permit
- Submitted a parcel permit.
- Informed the Board that he issued an abandoned vehicle complaint to a homeowner. After speaking with the homeowner, it was agreed that while some vehicles will be kept, they will be organized, and a general cleanup of the property will be undertaken.
- Noted that while certain blight ordinances may be enforceable, they do not specify timeframes for corrective action or outline any associated penalties.
- Would also like clarification on how blight or zoning violation cases are to be determined. For example: should he send a notice to everyone in violation that he sees while driving by, wait for complaint calls, etc.
- Requested a Zoning Administrator phone and email be setup for township business or complaints.

Following discussion:

- Hacker will obtain a phone estimate and present it at the next regular Board meeting.
- By unanimous consent, the Board approved setting up an email account for the Zoning Administrator.
- Kenny will contact Township Attorney, Kyle O'Mara to set up a meeting regarding ordinance concerns.

Hacker requested reimbursement for a \$575 Zoning Administrator class fee. The class had been previously approved by the Board, and he personally prepaid the fee to secure his spot.

*** Motion by Cambridge, supported by Coats, to approve reimbursement of an Administrator Class Fee of \$575 to Jim Hacker. All in favor. Motion carried.

WEBSITE

Cambridge reported that she:

- Added and archived proposed & approved minutes & agendas as appropriate
- Updated the contact list as needed

PLANNING COMMISSION REPORT

Radloff distributed the Planning Commission Minutes to the Board.

- Foster and Swift put together a Code of Ordinances. It is the Committee's goal to have the updated by the end of the year.
- The Committee also discussed requesting a financial accounting of the Solar Application.
- Cambridge inquired about the current status of the solar project, and Hacker provided an update.

TAX ASSESSOR

Diaz reported that:

- She was received a full tribunal on the Team One Credit Union Property. The business is disputing her assessment of their property. Diaz will prepare the method for her assessment and related information. The business's attorney will review the information with the Township's attorney, with the goal of stipulating the value of the property. Discussion was held.

*** Motion by Radloff, Supported by Cambridge to authorize Diaz to contact the Township's attorney regarding this matter. All in favor. Motion carried.

Kenny will forward Diaz the attorney's contact information and inform the attorney to expect her call.

CORRESPONDENCE

Kenny reported that the township received:

- A Road Commission letter requesting a gravel patch/limestone update. See, Sanilac County Road Commission, under New Business,
- A request to access agenda information before a Board Meeting.
- An inquiry asking why the township hall flag is no longer flying. The flag was torn. Radloff will put a new one up.

NEW BUSINESS

King and King Audit

- Auditor, Wes Messing, from King and King CPAs presented the annual audit for the 2024-25 fiscal year. The audit shows expenses over revenues of \$16,100 and an ending fund balance (March 31, 2025) of \$589,600.

Radloff questioned if there should be one set of financials for the township.

Mr. Messing answered that, by statute, the responsibility of maintaining the township ledger is the Township Clerk's. Historically and if still using paper ledgers, it has been common that the clerk and treasurer each have a set of financials and balance the two financials monthly. However, with the availability of computer software, it is common for the clerk and treasurer to work on the same set of financials. Discussion was held on QuickBooks Financial Software versus BS&A Financial Software.

Radloff asked how the audit is performed.

Mr. Messing answered that, 5 to 8 auditors come to the hall and review/test all records dealing with finances for the fiscal year to ensure the financial statements are accurate within a material amount.

Zoning Administrator, Jim Hacker asked where permit fees are recorded in the financials.

Mr. Messing answered that permit fees would be recorded in revenues under Charges for Services or Other Revenue. The Samsung Company Zoning Fees and ARPA Grant Funds are recorded in deferred revenue (revenue received, but not yet earned) and will be recorded in revenue as it is earned.

Sanilac County Road Commission Report

- Kenny reported the Matt Grabitz, Sanilac County Road Commission Foreman was unable to attend the meeting. Mr. Grabitz is requesting a gravel patch/limestone usage update. Ross presented the completed contract that states 4,000 tons of 23A limestone at \$23.40 a ton that was not yet approved. Discussion was held. This matter was tabled. Kenny will contact Mr. Grabitz and request that he attend a Board Meeting in person.
- Kenny reported receiving numerous complaints regarding the excessive speed of some vehicles traveling on Townline Road. By unanimous consensus, the Board directed him to advise the complainants to contact the police department, as this issue falls outside the township's jurisdiction. Additionally, Kenny will reach out to Sanilac County Road Commission Managing Director, Rob Falls, to inquire about the possibility of installing additional stop signs to help reduce traffic speed.

Cemetery Sexton/Cemetery Committee

- Kenny reported receiving numerous calls concerning mowing of the cemetery. The contract schedule requires weekly mowing during May and June, and bi-weekly mowing in July, August, and September; however, this schedule is not currently being followed. Kenny previously notified the mowing company of the complaints. Discussion was held.

*** Motion by Radloff, Supported by Cambridge to direct Ross to contact the company and remind the company of their contractual responsibilities to the cemetery and to send the schedule if needed. Further slip-ups without a reasonable explanation, will result in dismissal of the company. All in favor. Motion carried

- Kenny reported that the cemetery dumpster is full. Cambridge will notify GFL for a garbage pickup.
- Cambridge reported that a sexton job description can not be found.

Trustee Request for Agenda Items

- Radloff requested that information for agenda items, especially bill paying, be sent/mailed to Board Members before the meeting. This will give each member time to review it and be prepared for the meeting. Discussion was held.

*** Motion by Radloff, Supported by Cambridge, monthly agendas and information, especially financial information, be sent/mailed to Board Members the Thursday before each regular meeting. Also, potential agenda items must also be received the Thursday before a regular meeting. All in favor. Motion carried

EGLE Grant Paperwork

- Kenny reported that the financial part of the Township Board must attend a one-hour phone meeting regarding the grant's financial procedures and audits. Meetings can be scheduled Monday thru Friday, 9 a.m. to 3 p.m. Kenny will forward the email notification to all Board Members. Ross will organize and schedule the meeting.

QuickBooks Subscription Renewal

- Ross requested approval to renew the annual QuickBooks subscription with an upgrade to the Enterprise Platinum plan. This plan consolidates all current subscription features—payroll and financial—into a single package at an annual cost of \$2,717, resulting in an estimated savings of approximately \$800 per year.

Additionally, if the subscription is canceled mid-year, the cost will be prorated and the remaining balance refunded to the township.

*** Motion by Radloff, Supported by Cambridge to approve the upgraded QuickBooks renewal for a fee of \$2,717. All in favor. Motion carried

- Ross informed the Board that, due to the amount of the renewal fee, she paid one month's fee to maintain the current QuickBooks subscription.

September 13, 2025 Clean-Up Day

Cambridge reported that:

- She spoke with GFL Company Representative, Joan Riser. Dumpsters for clean-up day will be delivered Friday, September 12th and picked up on Sunday, September 14th.
- Work shifts will be 9 am to 1 pm and 1 pm to 4 pm. Coats, Radloff & Ross will take the morning shift. Kenny & Cambridge will take the afternoon shift.

SEWER REPORT

Kenny reported that:

- He was able to restore functionality to the sewer system's diagnostic program and discovered that, once again, only one pump had been operating. With assistance from Rich Honamon, Kenny and Hacker were able to get all the pumps back up and running.
- The City of Sandusky is willing to extend that agreement at 1.5 times the rate, but will not discuss it until it is proved that the Township's sewer system will be fixed or replaced.
- Foster & Swift and his personal attorney advise him that, as he is a customer of the system, he technically has a conflict of interest on this issue.

Hacker reported that:

- That the issue of installation of Farm Water Connections (unmetered) need to be addressed as he received a call from a resident that did not get one they requested and is unsure if any were installed.
- The meter installation process has been slow due to some homeowners' lack of respond to getting the new meter installed. Along with everyone getting a notification letters, the installers have gone door to door. There was either no one at home or the home/business owner, for various reasons, would not give permission to install the new meter. Coats offered to put a notice in the billings stating that installation has to be complete by August 20th.
- At a minimum, repairing the current sewer mechanical system would require the purchase of two pumps—one to replace the failed unit and one to keep as a spare. Also, new valves, a new alarm system, a new electrical control panel, plus installation and fees. In addition, some repairs to cracked concrete and electrical components would be necessary. The company he is working with, recommends a new system. The Board held discussion on this matter and updating of sewer lines. No action taken.

Coats reported that:

- The church, as they do not get water, threw their meter replacement notice away. Coats informed them that a meter must be installed.

OLD BUSINESS

No old business

PUBLIC COMMENT

~~No public comment~~— Dick Henderson told the board that the new trees planted last fall in the cemetery has bugs on them and he isn't sure if they will make it.

ADJOURNMENT

*** Motion by Radloff, Supported by Cambridge to adjourn the meeting at 9:06 pm. All in favor. Motion carried.

Respectfully submitted,

Tammy Ross, Clerk