Watertown Township
2630 South Sandusky Road
Sandusky, MI 48471

Public Election Accuracy Testing – 5:30 p.m.
Regular Board Meeting Minutes – 6:00 p.m.

Tuesday, October 27, 2026, 5:30 p.m.
The meeting was held at the Watertown Township Hall

The Watertown Township meeting for Public Accuracy testing began at 5:30 and was conducted by Clerk Ross and Deputy Clerk/Co-Chair Election Inspector Cole. The Accuracy Test was completed by 6:15 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, Trustee James Hacker and Trustee Jason Radloff. All ballots and signed testing document were placed in the ballot container and sealed by Clerk Ross.

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Supervisor Zack Heifner called the regular meeting to order at 6:15 p.m. The Pledge of Allegiance was recited, and roll call was taken.

PRESENT:	Hacker, Heifner, Radloff, Ross, Coats	*Note – Radloff left meeting after Correspondence*
ABSENT:	None	
STAFF:	J. Heifner, Scott Coats, Cole	
GUESTS:	Vicky Bright, Judy Smith, Matt Cole, Don and Diane Ferguson, Pat Krumenaker, Bill Parish, Dick and Marsha Henderson, Wilma Henderson, Scott Kenny, Scott Coats, Brad Bays, Rick Pangburn , Lyne Stauffer, Bill Parish, Jessica Ulfig.	

Clerk Ross reported that:

It is noted for the record that the General Election will be held on Tuesday, November 3, 2026.

The Public Accuracy Testing will take place Tuesday, October 27, 2026 at 5:30 pm before the regular Board Meeting and will be published in the Tribune Recorder Leader.

The following Election Inspectors are presented to the board.

Susan Cole	Cheryl Heberling
Dawn Grabitz	Roseann Kopacz
Heidi Fetting	Sheryl Hooper
Marilyn Loding	Nicole Markel
Kortney Ball	Lisa Kenny
Sheila Jasz Hendershot	Tammy Ross

Clerk Tammy Ross requested Board Approval of the Election Inspectors for the General Election on Tuesday, November 3, 2026.

Motion by Coats, Supported by Hacker, to approve the election inspectors as presented. All members present voted yes.

UNAPPROVED

Motion carried.

ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

- Heifner requested approval of the Tuesday, October 6, 2026 Regular Board Meeting.
    - Heifner requested that Public Comment be expanded on.

Motion by Hacker, supported by Radloff, to approve the October 6, 2026, Regular Board Meeting minutes as presented, with the understanding that individual public comments are not required to be included in the minutes. Three members present voted yes; Coats and Heifner voted nay. Motion carried.

ADDITIONS OR CORRECTIONS TO THE AGENDA/APPROVAL OF AGENDA

- Heifner asked if there were any additions or corrections to the agenda.
    - Ross requested that Approval of Election Inspectors be added to the Agenda.
    - Heifner requested that Discussion on Board Meeting Dates be added as the new #23 with the remainder of the items numbered accordingly

Motion by Hacker, supported by Radloff, to approve the agenda as amended. All members present voted yes. Motion carried.

CORRESPONDENCE

Jason Radloff read three items.

- A statement addressing the Township's current financial situation, solar project issues, and the circumstances surrounding both. The statement included factual information and Radloff's perspectives, based on his experience as a Board and Committee Member, regarding the events and decisions that contributed to these matters. He also addressed the 50-foot setback requirement for the solar substation, explaining that it was established by the State of Michigan and that Watertown Township was required to comply.
- An email from Jim Pomaleo, Samsung Solar Project Developer, outlining his discussions and negotiations with C. Stoutenburg Farms regarding the solar project and the proposed location of the solar substation on property owned by C. Stoutenburg Farms. The substation was subsequently located on a different property.
- His resignation letter from the position of Watertown Township Board Trustee.

Heifner requested that Radloff forward the above correspondence to him and thanked him for his service. Radloff agreed.

Motion by Radloff, supported by Heifner, to approve the resignation, effective 10/27/26 at 6:35 pm, as presented. All present voted yes. Motion carried.

- Radloff left the meeting

Heifner reported receiving correspondence

- From a business owner. Coats has taken care of the issue.
- From a resident requesting 2026 tax receipts. Coats has received the request.
- A call from ITC representative requesting an update on the processing of a check received by the Township. The payment is for the ITC Construction Bond and is to be deposited into a separate, non-interest-bearing account. Ross noted that EGLE Grant funds should also be maintained in a separate account.

UNAPPROVED

Motion by Heifner, supported by Hacker, to deposit the ITC Construction Bond Payment into a separate non-interest-bearing Chase Bank account with the heading of ITC Construction Bond. Sheila Coats is authorized to have full access rights to the account, Tammy Ross is authorized to have signature and read only access and Zack Heifner is authorized to have read only access. All present voted yes. Motion carried.

Motion by Heifner, supported by Hacker, to move the EGLE Grant Funds into a new interest-bearing account at Thumb Bank and Trust with the heading Watertown Township EGLE Grant. Sheila Coats is authorized to have full access rights to the account, Tammy Ross is authorized to have signature and read only access and Zack Heifner is authorized to have read only access. All present voted yes. Motion carried.

- Heifner also reported that he received a call from a resident concerning flooding on his property. Heifner contacted the Matt Grabitz at the Road Commission and they will go out a evaluate the situation.

PUBLIC OFFICIALS/INVITED GUESTS

No Reports

TREASURER'S REPORT

Coats requested Board approval of monthly payments totaling $60,160.57 covering check numbers 18545 through 18574.

Heifner requested the Quarterly Report. Coats noted that she submitted it as part of her report during the September 2026 Regular Board Meeting.

Motion by Heifner, supported by Ross, to accepted the Treasurer's Report as presented. All members present voted yes. Motion carried.

CLERK'S REPORT

- Ross requested approval to pay the monthly claims.

Motion by Coats, supported by Hacker, to approve payment of the claims. All members present voted yes. Motion carried.

CEMETERY REPORT

Ross presented the Cemetery Report for October 2026.
- One weekday burial.
- One weekend cremation burial.
- Payment for both burials has been received and will be processed.

ZONING/PLANNING COMMISSION/ZBA/ASSESSOR/WEBSITE REPORTS

Planning Commission
- Hacker reported that the Planning Commission has an upcoming meeting. Although there are a few issues that could be brought before the Commission, he currently has no items to present.

ZBA
- Hacker reported that the ZBA has not met since the last Township Board Meeting; therefore, there isn't an update.

Zoning

UNAPPROVED

- Hacker reported that a land split application was received for the Papp Property involving a transfer to ITC. The submission included a $200 payment, along with the required paperwork and maps. Coats confirmed that property taxes are current

Motion by Coats, supported by Ross, to the land split for the Papp Property as presented. Four members present voted yes; Hacker abstained. Motion carried.

- Heifner asked whether the tax report for the Miller Road Land Split had been received. Hacker replied that it had and was passed.
- Hacker is 90% done on the new instruction form listing all items needed for a land split.
- Hacker requested the Sheriff's Department Engagement Letter. Ross will provide it to him.

Website Report
Heifner apologized for the mix-up with the September 2026 Website Report and gave the report as follows.

Rebecca Cambridge, Website Coordinator
- Added proposed, approved minutes and archived minutes as appropriate.
- Added ZBA announcements.
- Posted Special Meeting announcements,
- Posted a Township Fall Cleanup announcement.
- Updated the Planning Commission application submission date.

- Heifner requested that the Deputy Supervisor's email address – dswatertown@outlook.com, the Correspondence Request form and the Ordinance Violation Complaint Form be added to the website

---

UNFINISHED BUSINESS

City of Sandusky Sewer Agreement – Extension/Authorization
- Heifner reported that the City of Sandusky is willing to extend the agreement for one year, as provided for in the agreement. Hacker commented that the Township has made no further progress toward resolving the sewer issues. Heifner will contact Sandusky City Manager Dave Faber to inform him that the Township intends to exercise the one-year extension.

Sewer Billing, Meter Integration and Lift-Station Operation
- Hacker reported that the September 2026 sewer billing payment to the City of Sandusky remains outstanding and will incur a late fee. He stated that he believes the agreement with the City allows the Board to adjust sewer rates in conjunction with City rate increases. The City will implement a 2.6% rate increase effective with the September 2026 billing.

Motion by Hacker, supported by Heifner, to approve a 2.6% sewer rate increase effective September 1, 2026, to follow and correspond with the City of Sandusky's rate increase. All members present voted yes. Motion carried.

- Heifner advised Coats that she would need to adjust the sewer rate increase in BS&A. He asked whether she had entered the new sewer residents' addresses into the BS&A system. Coats stated that she had entered the addresses for residents whose information had been provided; however, approximately 25 additional resident addresses are needed. Discussion was held.
- Hefner reported that MTT Services LLC completed the Emergency Response Plan as adopted and is working on developing a cleaning schedule.
- There was no update on the status on the Blank Electric Project. Hacker purchased a sump pump and supplies and plans to complete the installation soon.

UNAPPROVED

- Ross questioned an update on ARPA Grant Reporting. Heifner stated this reporting is due in December and that he would take care of it. Hacker discussed the possibility of the Deputy Supervisor and Deputy Clerk working together to assist with reporting for a monthly fee. Discussion was held.

Financial Records, Plante Moran and State Reporting

- Heifner reported that the Plante Moran engagement letter has been signed and that he forwarded the Treasurer's and Clerk's books to the firm. He also forwarded a records request from Plante Moran to each Board Member and asked them to provide the requested information.
- Heifner asked Coats whether she had been able to upload the F-65 Form. Coats reported that she had not yet been able to upload the form. Discussion was held.

Banking Access, Canceled Checks and Internal Controls

- Heifner reported that he now has online access to the Township's Huntington Bank accounts and has received copies of canceled checks for the past two years. He also has documentation from Chase Bank and asked about obtaining online access to the Township's Thumb Bank and Trust accounts. Coats stated that she does not currently have online access to those accounts and will contact the bank to inquire about obtaining access.

Previously Adopted Compensation Resolutions/Petition Follow-Up

- Heifner reported that the wage petition signatures have not yet been verified. Ross stated that she spoke with Township Attorney Mike Homier, who advised that a special election cannot be held until May 2027, allowing ample time to verify the signatures if needed. Mr. Homier recommended that the Board vote on whether to maintain the rescission of the approved raises.

  Heifner stated that he believes the Board should vote to rescind the July 7th motion that proposed rescinding the raises, acknowledge that the June 26th compensation resolution is controlling and remains in effect, and direct the Clerk to pay compensation according to the salaries established in June, including any missed or previously unpaid portions owed to each respective office. He also requested that the petition signatures be verified within the next 30 days so the Board can determine whether a special election regarding the wage increase will be held.

Motion by Heifner, Not Supported, to rescind the July 7th motion that proposed rescinding the raises, acknowledge that the June 26th compensation resolution is controlling and remains in effect, and direct the Clerk to pay compensation according to the salaries established in June, including any missed or previously unpaid portions owed to each respective office. Motion failed due to lack of support..

Hacker proposed a compromise that the Board not take the raise and that prospective raises be put on the next regular election ballot for the voters to decide. This will satisfy both aggrieved sides.

Motion by Hacker, supported by Coats, acknowledging the public's efforts to obtain petition signatures and the public's wish to determine Board compensation, and affirming that Board salaries will be placed on the ballot at the next regular election. All members present voted yes: Heifner voted nay. Motion carried.

- Hacker recommended that Board Members and the Deputy Supervisor, Deputy Treasurer and Deputy Clerk receive hourly pay for all duties performed above and beyond their assigned job duties. The hourly rate would be reviewed and set by the Board.

FOIA Administration, Litigation Records and Coordinator Review

- Heifner led a discussion regarding whether the duties of the FOIA Coordinator should remain with the Clerk and additional pay be given or be assigned to a third party. Due to the complexity of recent FOIA requests and the procedures involved in processing them, Hacker expressed the opinion that the position should be assigned to someone who specializes in FOIA administration. The matter will be discussed further at the next Regular Board Meeting when the new Trustees are present. In the meantime, the Clerk will continue performing the FOIA Coordinator duties.

UNAPPROVED

Township Legal Counsel and Representation

- Heifner reported that Attorney Kyle O'Mara is no longer representing the Township. Discussion was held regarding securing new legal representation. Heifner will issue a formal request inviting interested attorneys to contact the Township regarding legal representation. He will also contact Mike Homier to determine whether he or another attorney from his firm would be interested in representing the Township. Discussion was held.

Planning Commission, ZBA and Ordinance Follow-Up

- The Board received one application from Richard Henderson.

Supervisor Heifner appointed Richard Henderson to the Planning Commission. The appointment was brought before the Board for approval. The Board approved the appointment, with Coats voting no and all other members present voting yes.

- Hacker is contacting former Township Attorney Kyle O'Mara to obtain information regarding the work he performed for the Township on the Civil Infraction Enforcement Case involving Sylvan Drive.

NEW BUSINESS

Deputy Township Official Compensation

- Heifner led a discussion regarding compensation for the Deputy Supervisor and other appointed officials. He stated that he believes the compensation schedule approved in June 2026 should be followed and requested that the Clerk issue payments accordingly, including any missed payments and all future payments. Discussion was held.

Motion by Heifner, supported by Hacker, to set the compensation for appointed officials in accordance with the compensation schedule approved at the June 4, 2026 Board Meeting, as documented in the meeting minutes. Three members present voted yes; Coats voted no. Motion carried.

- Hacker stated that, in his capacity as Zoning Administrator, he would like to continue compiling a list of ordinance violations by surveying approximately 10 miles at a time, documenting property addresses and any observed violations so that appropriate action can be taken. Hacker will submit a timesheet documenting the hours worked. Compensation for the position is already included in the approved compensation schedule.

Aztec Quote/Facility Repairs/Road Program

- Heifner reported that the Aztec quotes had been received. Hacker recommended sealing the road cracks and applying the spray treatment at the same time. The matter will be revisited in the spring

EGLE/Solar Grant Funds and ITC Project Status

- Hacker reported that the ITC Project is progressing as expected.
- No EGLE Grant funds have been expended to date. Hacker also noted that the ARPA funds must be used within the next few months.

Consumers Energy – Public Official Identified Sites Inquiry

- Heifner reported receiving correspondence from Consumers Energy requesting that the Board identify certain sites and the associated utility lines. Discussion was held.

Miss Dig 811 – Township Membership/Utility Locating

- Heifner reported that MISS DIG 811 notified him that Township membership is required and that the Township is not currently a member. He received information regarding the service and a membership fee schedule. He requested that the Board review the information and revisit the matter at the next meeting to make a decision.

VoIP Phone System/Township Domain and Email Address

- Heifner informed the Board that the Township should own and manage all email accounts used for Township business. He stated that establishing a Township domain would accomplish this. He also proposed exploring a Voice over Internet Protocol (VoIP) phone system. Discussion was held. Heifner will obtain quotes for both services.

UNAPPROVED

Monthly Board Meeting Date

- Heifner recommended changing the monthly Board Meeting date to the second Tuesday of each month to allow the Treasurer and Clerk additional time to prepare and process monthly financial reports. Since only one Board Meeting remains in 2026, Coats suggested retaining the previously approved meeting date for the remainder of the year and considering the proposed change when the 2027 meeting schedule is established.

CLOSING

General Public Comment

- W. Henderson expressed support for the Board's decision to withhold compensation increases until the matter is placed on the ballot for voter approval. She stated that, in her opinion, residents are frustrated because they feel their voices are not being heard. She suggested that other matters, including the Solar Project, also be placed on the ballot for public consideration before the Board takes action. She recommended that Board meetings be videotaped and made available on the Township's website. She spoke loudly and forcefully while expressing disappointment that a Facebook post shared by the Supervisor featured only two of the three candidates running for Township Trustee positions. Continuing in the same loud and forceful manner she urged the Board to carefully consider any decisions to remove Board or Committee members based on their family relationship with individuals involved in a particular situation.
- D. Henderson thanked the Board for the opportunity to serve on the Planning Committee. He recommended that the Board consider appointing Jim Hacker as the Ordinance Enforcement Officer for that Township. He also suggested that the Board review whether a resolution is necessary to formally change meeting dates. He further commented that the Township continues to operate under a representative form of government and that issues are ultimately addressed through the election process.
- D. Ferguson expressed concerns regarding who has keys to the hall building and disagreed with the legal opinion that the Clerk has sufficient time to verify the signatures on the wage petition. She shouted her demand that Board publicly apologize to the residents who signed the petitions. While continuing to shout at the Board she expressed disappointment regarding the pay adjustment for appointed officials, noting that the Supervisor Heifner had told her before the meeting there would be no raises. Still shouting at the Board she requested that the Clerk's pay be docked.
- D. Ferguson shared his views regarding the pay raise petition and expressed his opinion on who should be responsible for the cost of a special election, if one is necessary.

Adjournment

- Hacker expressed his appreciation for the time he has served on the Board and wished the incoming elected officials the best of luck.

Motion by Hacker, supported by Heifner, to adjourn the meeting at 8:14 p.m. All members present voted yes. Motion carried.

Upcoming Meetings:

- Regular Board Meeting – Tuesday, December 1, 2026 – 6:00 p.m.

Respectfully submitted,

Tammy Ross
Township Clerk

UNAPPROVED