

Watertown Township
2630 South Sandusky Rd
Sandusky, MI 48471

Board Meeting Minutes
Tuesday, December 2, 2025 – 6:00 pm

CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL

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

PRESENT: Coats, Henderson, Radloff & Ross

ABSENT: Open Position – Trustee

STAFF: Cole, Diaz, Hacker

GUESTS: Al Stoutenburg, Matt Cole, Scott Straffon, Gary Heberling, Pat Krumenaker, Scott Kenny, Mike & Lyne Stauffer, Bill Parrish, Rick Pangburn.

NOTE: Hacker joined the Board table after being appointed and sworn in.

ACCEPTANCE OF THE MINUTES FROM PREVIOUS MEETING

Henderson requested approval of the Tuesday, November 11, 2025 regular Meeting minutes.

*** Motion by Radloff, supported by Ross to approve the Tuesday, November 11, 2025 regular meeting minutes as presented. All in favor. Motion carried.

CORRECTION TO APPROVE TUESDAY, OCTOBER 7TH MINUTES:

Approved minutes – ABSENT: Kenny. Correction to approved minutes – ABSENT: Kenny, Cambridge.

- Henderson requested to approve the amendment of the Tuesday, October 7, 2025 Regular Meeting Minutes.

*** Motion by Henderson, supported by Radloff to approve the amendment of the Tuesday, October 7, 2025 regular meeting minutes. All in favor. Motion carried.

CORRECTION TO APPROVE TUESDAY, OCTOBER 9TH MINUTES:

Approved minutes – 2nd Decommissioning Bond motion ***Motion by Radloff, Supported by Ross. Correction to approved minutes – 2nd Decommissioning Bond motion ***Motion by Coats, Supported by Cambridge.

- Henderson requested to approve the amendment of the Thursday, October 9, 2025 Special Meeting Minutes.

*** Motion by Radloff, supported by Henderson to approve the amendment of the Thursday, October 9, 2025 special meeting minutes. All in favor. Motion carried.

SUPERVISOR HENDERSON COMMENTS

Supervisor Henderson apologized for the way last month's meeting was handled. He acknowledged that the meeting became disorderly and stated that it was his responsibility to prevent such situations. Henderson cautioned the Treasurer to refrain from outbursts during meetings, noting that additional measures would be taken if such outbursts continue.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Henderson requested additions or corrections to the agenda.

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

CORRESPONDENCE

Applications for Trustee from Jim Hacker and Ernest Patrick Krumenaker

- The Board provided each candidate time for introductions and conducted interviews.

*** Motion by Radloff, supported by Ross to approve the appointment of Jim Hacker to the open position of Board Trustee. All in favor. Motion carried.

- Ross administered the oath of office to newly appointed Trustee Jim Hacker.

Letter from King & Messing Audit Firm

- Henderson reported that King & Messing Audit Firm will not be conducting Watertown Township Audits in the future due to auditing issues.

APPOINTMENT OF BOARD MEMBERS

Trustee

- Please see Correspondence - Application from Jim Hacker and Ernest Patrick Krumenaker for Trustee

PUBLIC OFFICIALS

District 3 Commissioner Gary Heberling provided a Commissioner's Update, which included the following items:

- Memorandums of Understanding for job postings were approved for Central Dispatch, the Parks Commission, the Recycling Center, and the Sheriff's Department.
- Memorandums of Understanding were also issued for two positions within the Prosecuting Attorney's Office.
- A reorganization and job description amendment for the County Clerk's Office was approved.
- Commissioners received the annual Recycling Center Program Report.
- Commissioners received an update on the status of the Tax Foreclosures Fund.

TREASURER'S REPORT

Approval of Checks Issued

- Coats requested Board approval for the monthly payments, totaling \$30,591.93 check numbers 18154 thru 18183.

*** Motion by Radloff, supported by Ross 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.
 - o Discussion was held.

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

Sanilac County Planning Commission 2026 Meeting Schedule

- Ross presented the proposed dates for the 2026 Planning Commission's Meeting Schedule. Discussion was held.

Township Board Meeting Dates

- Ross presented the proposed dates for the 2026 Township Board's Meeting Dates. Discussion was held.
- *** Motion by Hacker, supported by Radloff to approve the 2026 Planning Commission's and Township Board's Meeting Schedule. All in favor. Motion carried.
- Ross will forward the meeting schedules for publication in the newspaper.

Ross reminded the Board that December 10th is the Michigan Township Association's Christmas Party. At this time, no members are able to attend.

CEMETERY REPORT

Ross gave the monthly Cemetery Report that includes

- One weekday cremation burial for the month of November 2025. Winter rate was applied.

ZONING REPORT

Jim Hacker gave the monthly Zoning Report that included:

- One permit was received.
- A recommendation that the Board determine whom they wish to retain to oversee the Solar Project and ensure compliance with all aspects, including permit requirements and zoning ordinances. He will research companies with the goal of scheduling a Board presentation.

Henderson requested an update on the Sylvan Drive building. Discussion was held.

WEBSITE

Ross reported for Website Administrator Becky Cambridge for October and November 2025 that included:

- Posting of proposed and approved meeting minutes as needed.
- Posting of meeting agendas as needed.
- An inquiry of the Board whether they wish to continue having agendas posted. Henderson directed her to continue posting agendas.
- Archived 2024 meeting information as needed.
- Updated announcements and calendar items as needed.
- Updated employee name and contact information as needed
- Posting of vacancies and snow removal bid request.

TAX ASSESSOR

Diaz reported that

- The next Board of Review Meeting will be held on December 9, 2025 at 5:00 p.m.

SEWER PROJECT REPORT

Update on MEC Underground

- Henderson reported that the MEC Underground project, approved at the November 2025 Board Meeting, has been completed.

Bill From City for Refuse Dump From Sewer

- Henderson reported that during the MEC Underground project, the township was required to have a location for the vacuum truck to dispose of its waste. After discussions with the City of Sandusky, it was agreed that the vacuum truck could use the City's system for a fee of \$600.00.

Meter Installation – Update

- Scott Kenny provided an update on the meter installation. Installations are currently being coordinated and the project is progressing. The meter program dashboard, sewer alarm program, and sewer camera videos have been installed on the township computer.
- Hacker reported that the sewer system from Dell Street to Miller Road has been cleaned. Only two minor areas of concern were identified, but overall the system appeared in better condition than expected after cleaning.

GIS Sewer Location – Townley

- Radloff reported that Townley has one remaining manhole to inspect before digitalizing the sewer map. They have offered a paper copy of the map if the township requires it.

NEW BUSINESS

Becky Cambridge Website Admin.

*** Motion by Radloff, supported by Hacker that Rebecca Cambridge continue as the Township Website Administrator. All in favor. Motion carried.

Discussion was held on increasing Cambridge pay per month to \$100 from \$50.

*** Motion by Radloff, supported by Hacker to increase the monthly Website Administrator pay to \$100 per month. All in favor. Motion carried.

Deputy Supervisor Pay

- Henderson appointed Scott Kenny as the Township Deputy Supervisor and proposed a pay of \$300 per month for the next 6 months and to re-evaluate the pay after that time. Discussion was held.

*** Motion by Hacker, supported by Radloff to pay the Township Deputy Supervisor at \$400 a month for 6-months starting with December 2025. The pay will be re-evaluated after the 6-month period. All in favor. Motion carried.

Snow Removal Bid

- Ross reported that snow bids were received from ProLine Lawn Care LLC and Oswald Lawn & Tree & Snow, LLC. Discussion was held.

*** Motion by Henderson, supported by Radloff to approve the snow bid submitted by ProLine Lawn Care LLC. All in favor. Motion carried.

Henderson recommended continuing with ProLine Lawn Care LLC for the 2026 lawn care season.

*** Motion by Henderson, supported by Radloff to continue with ProLine Lawn Care LLC for the 2026 lawn care season. All in favor. Motion carried.

Ethics Policy

- Henderson distributed a draft Ethics Policy for the Board's review. He requests that members read it and be prepared to discuss it at the January 2026 regular meeting.

Huntington Bank/3 Signatures

- Henderson recommends that three (3) Board members Supervisor, Treasurer and Clerk be authorized to receive full access to each Watertown financial accounts, with two signatures required for all transactions.
- Coats stated that the accounts at Huntington Bank are tax accounts, which she believes are only allowed one signature for transactions. She will contact MTA to confirm this.
- Discussion was held.

*** Motion by Hacker, supported Radloff to authorize Supervisor Dick Henderson, Clerk Tammy Ross and Treasurer Sheila Coats full access to all Township Financial Accounts with two signatures required for transactions when possible. All in favor. Motion carried.

Separation of Special Assessment District

- Henderson led a discussion on
 - o A resolution concerning a separate bank account for sewer-related income and expenses
 - o A January 2026 start date for billing newly installed and working meters
 - o The current sewer billing status
 - o Procedures for handling delinquent charges, and
 - o Township negotiations to continue quarterly billing with the City of Sandusky.

*** Motion by Hacker, supported by Radloff to approve the Separation of Special Assessment District Resolution as amended. All in favor by unanimous roll call vote. Motion carried.

Possible Audit

- Henderson withdrew this item, noting that a separate sewer account does not yet exist for audit.

Mike Homier Township Attorney Email

- Henderson requested the Board consider adoption of Mike Homier's from Foster & Swift, Motion to initiate legal action on behalf of the Township against the Township Treasurer, discussion was held. There was no support for the motion. Hacker and Radloff stated that the Township needs professional assistance to ensure its financial procedures and processes meet 2026 requirements, discussion was held.

*** Motion by Hacker, supported Radloff to authorize Foster & Swift to review and analyze funding, financial and general practices of the township. All in favor. Motion carried.

OLD BUSINESS

Watertown Solar Progress

- Please see Zoning Report. Also, Hacker reported that Cooper requested information on charitable organizations within Watertown Township that they may be able to contribute to.

EGLE Grant

- Henderson recommended that, if the EGLE grant is awarded, it be placed in a separate checking account. Hacker suggested that Deputy Supervisor Kenny oversee the processing and administration of the grant.

*** Motion by Henderson, supported Hacker to move forward with this grant. All in favor. Motion carried.

PUBLIC COMMENT

- A Township resident updated the property on Sylvan Drive and questioned the effectiveness of the township attorney addressing the issue.

ADJOURNMENT

*** Motion by Radloff, supported by Henderson to adjourn the meeting at 8:37 p.m. All in favor. Motion carried.

Respectfully submitted,

Tammy Ross, Clerk