

**Watertown Township**  
2630 South Sandusky Rd  
Sandusky, MI 48471

Board Regular Meeting Minutes  
Tuesday, December 3, 2024 – 6:00 pm

**MEMBERSHIP ROLL CALL**

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

ABSENT: None

GUESTS: Jeff Renaudin, Dick Henderson, Al Stoutenburg, Steve Scribner, Madison Scribner, Diane & Don Ferguson, Matt Cole, Jim Hacker, Gary Heberling.

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

Kenny requested approval of the November 2024 Meeting Minutes. Regular Meeting - October 29, 2024 (Held early due to November 5, 2024 general election) & November 21, 2024 Special Meeting.

\*\*\* Motion by Coats, supported by Cambridge to approve the October 29, 2024 minutes as presented. All in favor. Motion carried.

\*\*\* Motion by Cole, supported by Cambridge to approve the November 21, 2024 minutes as presented. All in favor. Motion carried.

**ADDITION OR CORRECTIONS TO THE AGENDA**

Kenny requested that:

- Correspondence from the Board of Commissioners submitted by Commissioner Gary Heberling be placed under Correspondence, Item #2
- 2025 Meeting schedule be placed under New Business, Item #9

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

**PUBLIC COMMENT RELATED TO AGENDA ITEMS ONLY**

None

**PUBLIC OFFICIALS**

Commissioner Gary Heberling reported:

- He appreciates the Board including his monthly report.
- The Board of Commissioners (B.O.C.) voted to set aside \$776,000 in ARPA Funds to be used to build a new animal shelter. This will replace the current leased building, behind the DPW, that is not in good repair.
- The Health Department building remodel project came in under budget
- The Parks Board reported a record season this past year. The extra funds will be put to a Putt-Putt Golf Course at Evergreen Park, and building outlooks at the Lexington and Forrester Parks.
- The B.O.C. approved the 2025 budget projected at \$19.5 million.

**CORRESPONDENCE**

- 1) King & King CPAs ARPA Funds
  - Kenny reported that King & King CPA submitted recommendations on how the Township's ARPA funds could be spent.
- 2) Board of Commissioners Report
  - Kenny reported that he included the Board of Commissioners report in the monthly packet.

**TREASURER'S REPORT: Coats**

- 1) Approval of Checks Issued
  - Coats requested the Board's approval of the monthly payments, check numbers 17787 – 17830 equaling \$59, 968.08.

\*\*\* 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 Claims

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

**CEMETERY REPORT: Ross**

- 1) Burials
  - None

**SEWER REPORT: Jim Hacker**

- 1) Townley Engineering GEO Locate Status
  - Kenny reported that he spoke to Townley Engineering and the project should be done this week and an invoice will be sent out.
- 2) Cleaning & Video Recording of System
  - Kenny reported Paterson is working on estimates for sewer line cameras and cleaning.

Jim Hacker Reported:

- On the status of water meters. Of the 93 meters, 25 are classified difficult or not possible to read. On some meters, he gets different readings depending on the reader he is using. This may be due to the closeness of the meters.
- He is working on getting the sewer alerts from the system forwarded to him.
- The last time he was down to check the system everything was greased, primed and in working order. He is concerned with the age of the pumps and the way they are engineered. He spoke about upgrading to above ground equipment and new upgraded meters.

**WEBSITE REPORT: Cambridge**

Cambridge reported that she:

- Added & archived proposed and approved minutes & agendas as appropriate.
- Updated the calendar as appropriate.
- Updated Supervisor contact information & emailed the County Contact to have it updated on their website.

**TAX ASSESSOR: Diaz**

Diaz reported there will be a Board of Review Meeting on December 10, 2024 at 5:00 p.m.

**NEW BUSINESS**

- 1) MTA Training – Kenny reported that for a flat rate fee of \$1,900 a year, The Michigan Township Association (MTA) is offering unlimited access, to all Township Board Members and employees, to webinars offered on the

MTA Online Learning Centers. Also offered in this package is access to the live monthly webinar series, Now You Know and 11 Township Governance Academy courses.

\*\*\* Motion by Cambridge, Supported by Coats to approve the purchase of the Premium Pass MTA Training Program for a cost of \$1,900. All in favor. Motion carried.

2) Zoning Administrator – Jim Hacker reported

- The Fall Zoning Administrator Class is full. Another class may be scheduled for March or April. He is looking into the possibility of taking it online instead of spending two days at the out of town class.
- He has retaken the Citizens Planner. It had to be taken within 60 days of taking the Zoning Class.
- AT&T is replacing some antennas on their towers.
- Kenny reported that he spoke with Jim Hacker regarding the Zoning Administrator Job. Per Mr. Hacker, as the township is under 40,000 residents, he would be allowed to stay on the Planning Commission too with the requirement that he would have to abstain on voting with anything that conflicts between the two positions.

\*\*\* Motion by Cambridge, Supported by Coats to approve the hire of Jim Hacker as the official Zoning Administrator for Watertown Township. All in favor by roll-call vote. Motion carried.

\*\*\* Motion by Cambridge, Supported by Coats to approve a wage of \$600.00 per month for the position of Township Zoning Administrator. All in favor. Motion carried.

3) ARPA Fund Discussion

Kenny led a discussion on possible projects that could be paid for with the \$132,704 in APRA Funds that the township received. Projects may include, but are not limited to, updating the sewer system, cleaning the sewer system, township hall furnace, water heater, septic cleaning, well update, township hall audio system & updated fire proof fire cabinets. Kenny will look into the cost of projects and Coats will research expenses paid to date. Kenny reported that the deadline for obligating the funds is approaching, a special meeting will be held to approve the final project(s).

4) Snow Plowing Bid

Ross will take care of the newspaper bid ad and Cambridge will add a website notice. Bids will be taken until December 31, 2024.

5) Cleaning Bid

Kenny reported that a bid for cleaning was received by L&A Cleaning for \$250 a month. This includes a bi-weekly cleaning of the main floor (\$175) and a monthly cleaning of the basement (\$80).

\*\*\* Motion by Coats, Supported by Ross to approve the continued hire of L&A Cleaning at a cost of \$250 per month. All in favor. Motion carried.

6) Door Repair – Push Button Lock

Ross reported that Sanilac Glass will be in tomorrow (12/4/24).

7) EGLE Grants for 2025

Kenny reported that there will be an EGLE Grant for up to \$50,000 with a 10% match available in 2025. This grant can be used for any project the township needs.

8) Sanilac County Road Commission Townline Road

Kenny spoke with Rob Falls, Sanilac County Road Commission, regarding the unacceptable condition of Townline Road, especially between French Line and Marlette Roads. Next summer the road commission is planning to upgrade this area.

9) 2025 Schedule of Meetings

The Board reviewed the 2025 Schedule of Meetings. Meetings of the Township Board are planned for the first Tuesday of the month at 6 p.m. Planning Commission meetings are scheduled quarterly. There are no conflicts with the schedule at this time.

\*\*\* Motion by Cambridge, Supported by Coats to approve the 2025 Schedule of Meetings as presented. All in favor. Motion carried.

Coats recommended that bids be taken for the annual audit service. Cambridge will put the announcement on the website and Ross will place an ad in the newspaper. Bids will be taken until December 31, 2024.

### **ZONING**

No additional Information. See New Business, Item #2

### **PERMITS ISSUED**

Kenny reported one permit issued for the cell phone tower with the payment received.

### **OLD BUSINESS**

- 1) Sylvan Drive – Domingo Property
  - Kenny reported he spoke with the Sheriff Rich and they have not heard back from the township attorney Kyle O'Mara. Kenny will contact Kyle O'Mara to get an update.

### **PUBLIC COMMENT**

Township Resident – Suggested that the cemetery, extra lot, walk way cleanings and salting are included with the hall parking lot when advertising for snow bids.

Township Resident – Congratulated and thanked Scott Kenny for taking on the position of Township Supervisor. The resident also gave the Board information on how township business was taken care of at one time.

Township Resident – Stated she was here to redress grievances. 1) Will there be township office hours? Kenny answered that it has not been talked about yet, but is a possibility. 2) Was the Zoning Administrator Job advertised. Kenny – No it wasn't. 3) Has issues with the approved September 13, 2024 minutes and instructed to the Board of change them along with instructing the Board to hold weekly office hours for grievances. The resident also congratulated Scott Kenny and spoke on his new position.

### **ADJOURN**

\*\*\* Motion by Coats, Supported by Cambridge to adjourn the meeting at 7:42. All in favor. Motion carried.

Respectfully submitted,

Tammy Ross, Clerk