

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
Tuesday, November 10th, 2022

Supervisor Ruzick called the board meeting to order at 6:30 pm

Pledge of Allegiance

Board Members Present: Daniel J. Ruzick-Supervisor, Bonnie Osborne-Treasurer, Chantel Reyna-Clerk, Bruce Cutting-Trustee, Gary Stock- Trustee

Board Members Absent:

Also Present: Three guests

Motion by Osborne second by Reyna to approve the agenda as submitted with the addition of item F. Bruce Cutting reappointment to the Van Buren County District Library Board. All voted in favor. Motion carries.

Public Comment:

Wayne Nelson – Van Buren County Road Commissioner

- Introduction as newly appointed Commissioner.
- Recruiting and acceptance of resumes for Managing Director position. Dan Bishop retiring February 2023.

Jacob Diljak – Van Buren County Conservation District

- Introduction as new Outreach Coordinator.
- Tree, shrub, seedling sale will be held in January.

Motion by Osborne, second by Stock to approve previous minutes from October 11th, 2022, Regular Township Board Meeting. All voted in favor. Motion carries.

Action on Planning Commission Recommendations:

- A. Wine Chips, LLC, requests Special Land Use and Site Plan for commercial kitchen, warehousing, storage, and distribution at 61675 M-40, Paw Paw, MI 49079 commonly referred to as Parcel # 80-02-019-023-10.

Planning Commission recommends conditional approval of the special land use to allow the change of use to a commercial kitchen with warehousing, storage, and distribution at the subject site with the existing site conditions as the approved “site plan” for the property. Conditions are as follows:

1. Provide a striping plan for review by the Zoning Administrator.
2. Stripe the existing parking lot by July 1, 2023.
3. Secure the following approvals prior to site development and building permitting.
 - a. Road Commission (driveway permit for change of use).
 - b. Health Department (well and septic).
 - c. Fire Department.

Motion by Osborne, second by Reyna to approve the special land use and site plan requested with the conditions listed above recommended by the Planning Commission. All voted in favor. Motion carries.

- B. Antwerp Township Zoning Ordinance Amendments. Section 6.6, General Commercial and Commercial Corridor Overlay Building Form and Design Requirements.

A public hearing was held on October 5, 2022, and the Planning Commission voted to recommend approval of the text amendment ordinance with a vote of 5-0. There were no public comments during the hearing, but support was expressed during previous meetings by members of the public.

Motion by Osborne, second by Reyna to approve the Planning Commission recommendation for zoning ordinance amendments for Section 6.6, General Commercial and Commercial Corridor Overlay Building Form and Design Requirements. All voted in favor. Motion carries.

Old Business

A. Wage and Benefit Committee Study update

Wage and benefit committee will meet with Rahmberg Stover to discuss the wage study that was done. Supervisor Ruzick stated that if the committee does not have a recommendation at the next regular scheduled board meeting, a special meeting will need to take place so that a recommendation is made prior to the first of the new year. If a recommendation is not made by the committee by the first of the year, the Board will make a recommendation to determine a wage and benefit package to eligible employees.

New Business:

A. Zoom subscription renewal

Zoom is used for multiple reasons throughout the Township. The subscription will renew on December 19, 2022 in the amount of \$299.80.

Motion by Cutting, second by Osborne to approve the renewal of the Zoom subscription in the amount of \$299.80 for a year. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

B. Antwerp Township Investment Policy

The Township attorney is recommending an investment policy be adopted so that the Treasurer is able to move Township funds for investment purposes.

Motion by Cutting, second by Osborne to approve the recommendation of adopting an investment policy. All voted in favor. Motion carries.

C. Letter Folding Machine proposal

Clerk Reyna presented a proposal for a letter folding machine that can be used for not only election purposes but tax purposes as well as Senior Services purposes in the amount of \$2305.47.

Motion by Osborne, second by Cutting to approve the quote of \$2305.47 for the purchase of a folding machine to be used in the office. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

D. Discussion on fire sprinkler system for Activity Center

Supervisor Ruzick provided a proposal from Total Fire Protection as well as Harroun Fire Protection for a sprinkler system in the Activity Center. There was previous discussion regarding a potential new building for Senior Services. Upon completion of inspections for safety upgrades to the Township offices, there was discussion as to a new building for Township Hall offices as well as Senior Services upgrades. This was a discussion item only. No action taken.

E. Discussion on security upgrades to Antwerp Township Hall offices

Supervisor Ruzick provided a proposal for security upgrades to the current Township Hall offices. After discussion of this proposal, as well as the sprinkler system for the Activity Center there needs to be more

discussion on the direction the Board would like to take this project. This was a discussion item only. No action taken.

F. Bruce Cutting Reappointment Van Buren County District Library Board

Trustee Cutting's term on the Van Buren County District Library Board is up for renewal. The Library Board is asking for approval for his reappointment.

Motion by Osborne, second by Reyna to approve the reappointment of Trustee Cutting to the Van Buren County District Library Board. All voted in favor. Motion carries.

Correspondence:

- Kalamazoo County Household hazard waste 3rd quarter report
- VBCRC weekly updates

Announcements

Reports:

Attorney

None

Treasurer- Bonnie Osborne

\$358,642.93 in the general fund

Building Activity- Chantel Reyna

Antwerp: 41 permits for October including Building, Electrical, Mechanical, and Plumbing with fees of \$5,884.00.

Almena: 18 permits for October including Building, Electrical and Mechanical with fees of \$4,620.00.

Van Buren District Library- Bruce Cutting

No report

Sunshine Branch Library- Bonnie Osborne

No report

Lawton Fire Department- Bruce Cutting

Short meeting. Paid the bills.

Paw Paw Fire Department -Dan Ruzick

Paid the bills.

Mattawan Fire Department - Bonnie Osborne

Mattawan Fire annual Christmas meeting will be held December 10, 2022. There were 75 calls for service.

Cemeteries - Chantel Reyna

One burial for October.

Planning Commission - Gary Stock

Meeting minutes are available online at www.antwerptownship.com.

December 7th meeting moved to November 30th.

Zoning Board of Appeals - Gary Stock

No meeting.

Meeting minutes are available online at www.antwerptownship.com.

Public Comment:

None

Recommendation from the committee on Antwerp Township, Mattawan Fire Department, and Senior Services bills in the amount of \$243,835.57.

Motion by Stock, second by Cutting to approve the bills in the amount of \$243,835.57 to be paid. Roll call vote; Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes. Motion carries.

Motion by Osborne, second by Reyna to adjourn.

All voted in favor. Motion carries. Meeting adjourned at 8:30pm.

Respectfully submitted by,

Chantel Reyna