

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
Tuesday, June 13th, 2023

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

Board Members Absent:

Also Present: Six guests

Motion by Reyna, second by Osborne to approve the agenda as submitted with the addition of item O. BHS proposal and item P. Paw Paw Sewer discussion. All voted in favor. Motion carries.

Public Comment:

Scotty Borah – Van Buren County Sherriff Department

Deputy Borah reported that there were 77 calls in Antwerp for the month of May 2023.

Wayne Nelson – Van Buren County Road Commission

- Staff will attend Asset Management training
- Audit is complete
- Annual report has been issued
- VBCRC was awarded best place to work in Southwest Michigan by Moody on the Market
- Projects at the Lawrence and Bangor facility have been postponed.

Motion by Osborne, second by Tarchala to approved previous minutes from Regular Scheduled Township Board Meeting on May 8th, 2023. All voted in favor. Motion carries.

Motion by Osborne, second by Cutting to approve previous minutes from Budget Hearing Meeting on June 6, 2023. All voted in favor. Motion carries.

Action on Planning Commission Recommendations:

None

Pending Business

None

New Business:

A. VBCRC and Antwerp Township site at C.R. 657 and 64th proposal for Phase 1

Proposal from Michigan Consulting & Environmental received in the amount of \$2700.00 for a Phase 1 Environmental assessment.

Motion by Tarchala, second by Cutting to approve bid from Michigan Consulting in the amount of \$2700.00 for phase 1 environmental assessment. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

B. Antwerp Township 2023-2024 Budget

Proposed budget was discussed at budget hearing.

Motion by Osborne, second by Reyna to approve the proposed budget for the fiscal year July 1, 2023 – June 30, 2024. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes. Motion carries.

C. Fee Schedule and Permit Fee Schedule 2023-2024

Fee schedule discussed and updates were made to the cemetery fees, Electrical permit application and Mechanical permit application.

Motion by Cutting, second by Osborne to change the fees for fiscal year 2023-2024. Roll call vote; Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

D. Board Appointments

- a. Mattawan Fire Board – Appointment of Scott Brooks and Ken King with term ending 2026.
- b. Zoning Board of Appeals – Appointment of Mark Lefkes with term ending 2024
- c. Planning Commission – Kalli Marshall, Leslie Cronenwett, and John Paquin with term ending 2025.

Motion by Osborne, second by Tarchala to appoint Scott Brooks and Ken King to the Mattawan Fire Board with term ending 2026. Roll call vote; Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

Motion by Reyna, second by Osborne to appoint Mark Lefkes to the Zoning Board of Appeals with term ending 2024. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

Motion by Osborne, second by Tarchala to appoint Kalli Marshall, Leslie Cronenwett and John Paquin to the Planning Commission with term ending 2025. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes. Motion carries.

E. Resolution to impose Property Tax Administrative fee of 1%

Reaffirmed Resolution 2020-0002 to impose 1% administrative property tax fee.

Motion by Osborne, second by Cutting to continue imposing 1% property tax administrative fee. Roll call vote; Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

F. Proposal by Siegfried Crandall PC for audit year ending June 30, 2023

Letter of engagement received for audit year ending June 30, 2023.

Motion by Cutting, second by Osborne to accept the letter of engagement for audit year ending June 30, 2023. Roll call vote; Osborne, yes, Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

G. Proposal to fix transfer station fence

Justice Fence provided quote for \$1250.00 to repair chain link fence at transfer station.

Motion by Cutting, second by Osborne to accept the bid in the amount of \$1250.00 from Justice Fence to repair the fence at the transfer station. Roll call vote; Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

H. Proposal change order for access Township Hall

Summit Fire Protection provided a quote for requested changes to security installation.

Motion by Tarchala, second by Cutting to accept the bid for changes with Summit Fire Protection in the amount of \$2250.00. Roll call vote; Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

I. Applications for grounds/maintenance person

Two applications were received. Discussion splitting the duties between the two applicants.

Motion by Tarchala, second by Cutting to hire Dan Wydick and Randy Saxton for part time grounds/maintenance work at the Township hall and transfer station. Hours not to exceed 30 between the two with a rate of pay at \$15.00 per hour. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

J. Update Facility Study Wightman

Discussion on meeting with Wightman to start building study.

K. Salary Compensation Commission Pros/Cons

The current wage and benefit committee will disassemble and Supervisor Ruzick will advertise for a new 5-member committee.

L. Senior Service Agreement Almena

Antwerp Township Senior Services would like to sign an agreement with Almena Township to provide services to Almena Township residents at no cost to the resident with a monthly bill being sent to Almena to pay for services provided.

Motion by Cutting, second by Reyna to authorize Supervisor Ruzick to sign agreement with Almena Township to provide services for Almena residents per the terms of the agreement presented. Roll call vote; Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

M. Comcast Franchise Agreement

Per legal counsel, Supervisor Ruzick will request a route map showing all proposed equipment to be sited within the Township, and whether the equipment will be installed above or below ground.

Motion by Tarchala, second by Osborne to authorize Supervisor Ruzick to sign the franchise agreement upon review of route map. Roll call vote; Cutting-yes Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

N. Special Event Make-A-Wish

Van Buren County Road Commission is requesting a Resolution be adopted for a special event that will take place in Antwerp Township.

Motion by Reyna, second by Osborne to adopt a Resolution in support of a Make-A-Wish special event that will take place in Antwerp Township. Roll call vote; Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

O. BHS Renewal

Updates will need to be made to Mattawan fire equipment.

Motion by Reyna, second by Osborne to accept the renewal quote from BHS insurance once updates to Mattawan Fire equipment is made. Roll call vote; Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

P. Paw Paw Sewer Extension Discussion

Discussion on the meeting Supervisor Ruzick attended for sewer expansion along Red Arrow Highway.

Correspondence:

None

Announcements

None

Reports:

Attorney

None

Treasurer- Bonnie Osborne

\$161,535.69 in general fund

Building Activity- Chantel Reyna

Antwerp: 39 permits for May including Building, Electrical, Mechanical, and Plumbing with fees of \$5,845.00.

Almena: 31 permits for May including Building, Electrical and Mechanical with fees of \$6,076.00.

Van Buren District Library- Bruce Cutting

No Report

Sunshine Branch Library- Bonnie Osborne

There are 150 participants signed up for the summer reading program/

Lawton Fire Department- Bruce Cutting

Short meeting. Paid bills.

Paw Paw Fire Department -Dan Ruzick

Paid bills. Department is getting a new truck.

Mattawan Fire Department - Chief Brooks/Bonnie Osborne

83 calls for the month of May. Update on truck- August 7th delivery date. Picnic will be held August 19th. New boilers have been installed.

Cemeteries - Chantel Reyna

Two burials in May.

Planning Commission -

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

Zoning Board of Appeals -

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

Public Comment:

July meeting will need to be scheduled for July 13th at 6:30 pm rather than Tuesday July 11, 2023 due to the change in schedule of the Planning Commission meeting.

Motion by Cutting, second by Osborne to move the Senior Program Administrator position to salary rather than hourly as it states in the current description. Roll call vote; Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

Motion by Reyna, second by Osborne to observe Juneteenth as a Federal Holiday and close the office with pay. Roll call vote; Reyna-yes, Osborne-yes, Cutting-no, Tarchala-no, Ruzick-yes. Motion carries.

Recommendation from the committee on Antwerp Township, Mattawan Fire Department, and Senior Services bills in the amount of \$473,375.89.

Motion by Cutting, second by Osborne to pay the bills in the amount of \$473,375.89. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

Motion by Osborne, second by Reyna to adjourn.

All voted in favor. Motion carries. Meeting adjourned at 9:13pm.

Respectfully submitted by,

Chantel Reyna