

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
Tuesday, February 11th, 2025

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

Pledge of Allegiance

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

Board Members Absent: Phil Tarchala, Trustee

Also, Present: 3 guests

Motion by Reyna, second by Osborne to approve the agenda as submitted with the addition of item H. Easement for Village of Mattawan water main, Item I. Best Way Disposal lease agreement, Item J. Senior Service Advisory Board vacancy and Item K. Personnel policy. All voted in favor. Motion carries.

Public Comment:

Deputy Zach Hathaway - Van Buren County Sheriff Department
77 calls in Antwerp Township for the month of January.

Randy Graham - Resident
Compliment to VBCRC for clean and clear roads this winter

Motion by Osborne, second by Cutting to approve previous minutes from Regular Scheduled Township Board Meeting on January 11th, 2025. All voted in favor. Motion carries.

Action on Planning Commission Recommendations: None

Old Business: None

New Business:

A. VBCRC 2025 road projects

VBCRC submitted recommended road projects for 2025 based off PASER ratings. The projects include 30th Street from 62nd Ave to the Village of Lawton, Birmingham Meadows, Fox Creek Farms and Vintage Point.

Motion by Cutting, second by Osborne to authorize Supervisor Ruzick to sign the road project sheets to place the projects out for bid. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

B. Maple Grove, Harwick and Bangs cemetery proposals.

MTH submitted 2025 pricing for the three cemeteries within the Township in the amount of
Bangs - \$5300 annually
Harwick - \$11,200 annually
Maple Grove - \$27,900 annually

Motion by Cutting, second by Osborne to accept the bids from MTH in the amounts listed above for the 2025 year. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Ruzick-yes. Motion carries.

C. Laptop upgrades for elections

Clerk Reyna presented a grant opportunity to the Board for new laptops to comply with State requirements for the Electronic Poll Book. Clerk Reyna presented two options and is requesting to purchase 6 HP laptops to meet new requirements.

Motion by Cutting, second by Osborne to authorize Clerk Reyna to purchase 6 new laptops and bags to be used for elections and submit the application for the grant for reimbursement. Roll call vote; Osborne-yes, Cutting-yes, Ruzick-yes, Reyna-yes. Motion carries.

D. Resolution on policy for late tax payments after February 14th due date

Treasurer Osborne is requesting a Resolution be adopted to wave late fees for taxes due February 14th until the end of February.

Motion by Osborne, second by Reyna to adopt a Resolution to wave late fees until the end of February. All voted in favor. Motion carries.

E. Board of Review appointments

Clerk Reyna submitted two applications for appointment for Board of Review.

Motion by Osborne, second by Cutting to appoint Elizabeth Stephenson and Mollie Barkovich to the Board of Review with term ending 2027. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

F. Branch library agreement

Supervisor Ruzick presented a draft agreement to be presented to the Van Buren District Library regarding the Sunshine Library. The current agreement is dated 1997. Trustee Cutting states there will be discussion at the next District Library Board Meeting.

G. Transfer Station proposal for trees

Aleksich Excavating submitted a quote in the amount of \$9500.00 to clear the brush pile at the transfer station.

Motion by Cutting, second by Reyna to approve the bid from Aleksich Excavating in the amount of \$9500.00 for removal and clean up of brush pile at transfer station. Roll call vote; Reyna-yes, Ruzick-yes, Osborne-yes, Cutting-yes. Motion carries.

H. Easement for Village of Mattawan water main

The Village of Mattawan is requesting an easement near the drive of the Township office to install a new water main.

Motion by Cutting, second by Osborne to grant an easement to the Village of Mattawan for installation of a new water main. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Ruzick-yes. Motion carries.

I. Best Way Disposal lease agreement

Best Way Disposal submitted a lease agreement in the amount of \$7500.00.

Motion by Reyna, second by Osborne to accept the agreement in the amount of \$7500.00. Roll call vote; Cutting-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

J. Senior Service Advisory Board Vacancy

Blaine Douglas submitted is letter of resignation immediately on Tuesday February 11, 2025 due to health reasons. Clerk Reyna received a letter of interest from Gerry Stackhouse to fill the vacancy.

Motion by Osborne, second by Reyna to accept Blaine Douglas’s resignation and appoint Gerry Stackhouse to the Senior Services Advisory Board effective immediately. All voted in favor. Motion carries.

K. Personnel Policy

Discussion on updating personnel policy.

Announcements:

Correspondence:

Reports:

Attorney
None

Treasurer- Bonnie Osborne
\$190,337.39 in general fund

Building Activity- Chantel Reyna
Antwerp: 25 permits for January including Building, Electrical, Mechanical, and Plumbing with fees of \$6,696.00
Almena: 14 permits for January including Building, Electrical and Mechanical with fees of \$3,114.00.

Van Buren District Library- Bruce Cutting
Trustee Cutting will discuss the new agreement at February meeting.

Sunshine Branch Library- Bonnie Osborne
Valentine’s Day party had 65 attendees. March 1, 2025 there will be a bicycle repair clinic.

Lawton Fire Department- Bruce Cutting
Short meeting. Porter and Antwerp Township Supervisors were in attendance.

*Paw Paw Fire Department -*Daniel Ruzick
Paid bills. Engagement letter for auditor signed.

Mattawan Fire Department – Bonnie Osborne
New sign discussion, Manning partnership for training prop discussion.

Cemeteries – Chantel Reyna
One burial

Planning Commission -
Meeting minutes are available online at www.antwerptownshipmi.gov

Zoning Board of Appeals -
Meeting minutes are available online at www.antwerptownshipmi.gov

Public Comment:

None

02/11/2025

Recommendation from the committee on Antwerp Township, Mattawan Fire Department, and Senior Services bills in the amount of \$118,274.77

Motion by Cutting, second by Reyna to pay the bills in the amount of \$118,274.77 Roll call vote; Osborne-yes, Cutting-yes, Ruzick-yes, Reyna-yes. Motion carries.

Motion by Osborne, second by Reyna to adjourn.

All voted in favor. Motion carries. Meeting adjourned at 8:10 pm.

Respectfully submitted by,

Chantel Reyna