

MINUTES FROM THE  
REGULAR ANTWERP TOWNSHIP BOARD MEETING  
TUESDAY June 11, 2013 7:00 PM  
**APPROVED**

Supervisor Ruzick called the Township Board meeting to order at 7:00 PM.

Pledge of Allegiance

Board Members Present: Daniel J. Ruzick-Supervisor, Heather Mitchell-Clerk, Bonnie Osborne-Treasurer;  
Bruce Cutting – Trustee; Ron Derhammer – Trustee

Also Present: Eight guests.

**Public Comment:** Question on policy on elected officials jobs and which version of the MTA guidelines is in use.

Motion by Osborne, second by Mitchell to approve the agenda with the addition of **K. Mattawan Fire Department** and **L. Treasurer Depository** under *New Business*. All voted in favor. Motion carries.

Motion by Cutting, second by Osborne to approve minutes from May 14, 2013. All voted in favor. Motion carries.

Motion by Osborne, second by Derhammer to approve minutes from June 5, 2013. All voted in favor. Motion carries.

**Action on Planning Commission Recommendations:**

- A. Request by Bradley Randall to permit a Special Land Use and Site Plan to operate a professional office building within the CO, Commercial Overlay District, on the property located at 32800 Red Arrow Hwy, Paw, Michigan 49079 (parcel #80-02-007-041-25). Planning Commission recommends approval with conditions: see Planning Commission minutes dated 6-5-2013.

Walt Hanson (builder) and Bradley Randall (property owner) made a brief presentation on the details of the building and the site of the new dental clinic.

Motion by Derhammer, second by Mitchell to approve Special Land Use and Site Plan.

Roll Call Vote: Derhammer-yes; Ruzick-yes; Mitchell-yes; Osborne-yes; Cutting-yes. Motion carried.

**Pending Business:** None

**New Business:**

**A. Insurance Bids**

Antwerp Township received two liability insurance bids from South Haven Insurance (\$22,726) and Berends, Hendricks, Stuit (\$18,721). Both companies had representatives present who made brief remarks on their proposals including similarities and differences between the two proposals. Board questions and discussion including clarifications of the proposals between claims made and occurrence.

Motion by Mitchell, second by Cutting to retain South Haven Insurance at the cost of \$22, 726.

Roll Call Vote: Ruzick-yes; Mitchell-yes; Osborne-yes; Cutting-yes; Derhammer-no. Motion carries.

**B. Antwerp Township Budget 2013-14**

Budget hearing was held on Wednesday, June 5 at 5:00 pm. Handful of changes to budget from previous year, including capital outlay for cemeteries and copy machine for office, road projects are higher than last year and adding money for the recreation plan for Planning Commission and second payment of BS&A software..

Motion by Cutting, second by Osborne to adopt budget for 2013-14.

Roll Call Vote: Mitchell-yes; Osborne-yes; Cutting-yes; Derhammer-yes; Ruzick-yes. Motion carries.

**C. Fee Schedule 2013-14**

Proposed increase in square footage range for new residential homes. 1000-2000 sq ft at \$.25/sq.; 2001-3000 sq ft at \$.21/sq ft; 3001-4000 sq at \$.22/sq ft. FOIA copies should be reduced from ~~\$1.000~~ 1.00/copy to \$.25/copy.

Motion by Mitchell, second by Osborne to adopt new fee schedule including changes for 2013-2014.

Roll Call Vote: Osborne-yes; Cutting-yes; Derhammer-yes; Ruzick-yes; Mitchell-yes. Motion carries.

**D. Board Appointments**

• **Planning Commission**

Motion by Osborne, second by Derhammer to reappoint Anna Daly and Phil Tarchala to the Planning Commission with a term ending June 2016. All voted in favor. Motion carries.

• **Mattawan Fire Board**

Motion by Osborne, second by Mitchell to reappoint Kalya Dean to the Mattawan Fire Board with a ~~ten~~ term ending June 2016. All voted in favor. Motion carries.

• **Senior Services**

Motion by Cutting, second by Osborne to appoint Richard Crites to serve as Antwerp Township representative to the Senior Service Board with term ending June 2016. All voted in favor. Motion carries.

• **Board of Review**

Motion by Cutting, second by Derhammer to reappoint Linda Fruin, Virg Hendrickson, and Wayne Martin to the Board of Review with term ending June 2015. All voted in favor. Motion carries.

• **Zoning Board of Appeals**

Motion by Cutting, second by Mitchell to reappoint Joe Stimac to Zoning Board of Appeals with tem ending June 2016. All voted in favor. Motion carries.

**E. Siegfried Crandall Engagement Letter**

Letter of understanding that Antwerp Township is asking Siegfried Crandall to perform the 2013 audit. Siegfried Crandall will audit financial statements of the Township, each major fund, and the aggregate remaining fund information, which comprise the basic financial statements for the year ending June 30, 2013.

Motion by Cutting, second by Osborne to authorize Supervisor Ruzick to sign the engagement letter requesting Siegfried Crandall to perform the financial audit for year ending June 30, 2013.

Roll Call Vote: Cutting-yes; Ruzick-yes; Mitchell-yes; Osborne-yes; Derhammer-yes. Motion carries.

**F. Lawton Fire Budget Amendments**

Each fiscal year, the Township makes two payments to the Village of Lawton for fire protection. The first payment of 2012 was sent from the 2012-2013 fiscal year instead of the 2011-2012 fiscal year creating an abnormal balance for contracted services. Budget amendment in the amount of \$31,341.36 is required to correct the abnormal balance.

Motion by Cutting, second by Derhammer to approve budget amendment for account 207-336-985.000 to correct abnormal balance.

Roll Call Vote: Derhammer-yes; Ruzick-yes; Mitchell-yes; Osborne-yes; Cutting-yes. Motion carries.

**G. Robyn Peake Fireworks Display**

Application for fireworks display permit was submitted by Robyn Peake at 51146 33<sup>rd</sup> St. All applicable insurance forms were submitted as well. Firework display for a private party will be Friday, July 5.

Motion by Osborne, second by Mitchell to approve fireworks display permit.

Roll Call Vote: Ruzick-yes; Mitchell-yes; Osborne-yes; Cutting-yes; Derhammer-yes. Motion carries.

**H. Comcast Franchise Agreement**

Michigan Uniform Video Service Local Franchise Agreement was submitted by Comcast for consideration by Antwerp Township. The franchise fee remains at 3%. The franchise agreement is valid for ten years from date of issue and provides Comcast the ability to provide video services to households within the Township.

Motion by Mitchell, second by Cutting to approve standard agreement and authorize Clerk Mitchell to sign said agreement.

Roll Call Vote: Mitchell-yes; Osborne-yes; Cutting-yes; Derhammer-yes; Ruzick-yes. Motion carries.

**I. Van Buren County Paser Rating Cost**

Paser Rating is the scoring system that the VBCRC uses to rate roads and schedule improvements. Original contribution from Antwerp was said to be around \$400. Jill Brien, administrative secretary, indicated via email that the funding portion could be up to \$600.

Motion by Cutting, second by Derhammer to approve township funding of the Paser Rating System to be up to \$600.00.

Roll Call Vote: Osborne-yes; Cutting-yes; Derhammer-yes; Ruzick-yes; Mitchell-yes. Motion carries.

**J. Van Buren County Treasurer Tax Reverted Property**

Van Buren County Treasurer provided a list of tax reverted properties. Township has the right to purchase before public auction.

Motion by Osborne, second by Derhammer to refuse all properties.

Roll Call Vote: Cutting-yes; Derhammer-yes; Ruzick-yes; Mitchell-yes; Osborne-yes. Motion carries.

**K. Mattawan Fire Department**

Fire Department is looking at replacing the 1992 jeep grass rig. Mattawan Fire Board solicited bids for replacement jeep and chassis.

Motion by Osborne, second by Cutting to approve purchase of jeep with apparatus and components up to \$60,000.

Roll Call Vote: Derhammer-yes; Cutting-yes; Derhammer-yes; Mitchell-yes; Osborne-yes. Motion carries.

**L. Treasurer Depository**

Treasurer Osborne is requesting board approval of all FDIC insured banks and NCUA insured credit union, CDARS, ICS savings in order to keep all township funds protected through various Michigan based banks.

Motion by Cutting, second by Derhammer to approve any Michigan based FDIC banks, NCUA credit unions, CDARS and ICS savings accounts in order to protect Township funds.

Roll Call Vote: Derhammer-yes; Mitchell-yes; Osborne-yes; Cutting-yes; Derhammer-yes. Motion carries.

**Correspondence:**

Township received a FOIA request from Detroit Free Press.

**Announcements:** None.

**Reports:**

*Ordinance Officer* Mark Hamre

For the month of May, 151 units responded to calls within Antwerp Township. A full report of all complaints is available at the Township Hall.

*Road Commission* Al Svilpe

Bids are open on 23<sup>rd</sup> St and other road projects in Antwerp Township. Low bidder wins as long as they meet specifications and can complete work required.

*Attorney* Harold Schuitmaker

No report.

*Treasurer* Bonnie Osborne

\$177,195.07 in general fund checking. Summer taxes, in a new format, will be mailed the last weekend in June with 2012 delinquent message, if applicable, as mandated by legislation.

*Building Activity* Heather Mitchell

28 permits for May.

*Sunshine Branch Library* Bonnie Osborne

Summer reading program will run June 3 – July 27; 200 kids have signed up already. Archeology Club is new for students 5<sup>th</sup> grade – 8<sup>th</sup> grade this summer. June 13 – live alligators will be here! Sidewalk chalk competition is June 19 in the parking lot south of the library.

*Lawton Fire Department* Bruce Cutting

Paid bills, looking at some equipment issues.

*Mattawan Fire Department* Bonnie Osborne

Recommended purchase of new jeep grass rig; membership up to 29.

*Cemeteries* Heather Mitchell

Two burial in May. Big thank you to Bob Adams for decorating veteran graves for Memorial Day.

*Mattawan Quick Response* Bonnie Osborne

43 calls in May; first responder class is finished; two members stepped down.

*Planning Commission* Ron Derhammer

Recommended approval of site plan for Bradley Randall with conditions; Shawn Seymour is no longer with LSL Planning, therefore Paul LeBlanc is stepping in for the interim. Minutes can be obtained online at [www.antwerptownship.com](http://www.antwerptownship.com) or at the Township office.

*Zoning Board of Appeals* Heather Mitchell

No meeting in May. Meeting is scheduled for July.

**Public Comment:**

Recommendation from the committee on Antwerp Township, Mattawan Quick Response and Mattawan Fire Department bills in the amount of \$232,870.60.

Motion by Cutting, second by Derhammer to accept bills for payment.

Roll Call Vote: Mitchell-yes; Osborne-yes; Cutting-yes; Derhammer-yes, Ruzick-yes.. Motion carries.

Motion by Osborne, second by Mitchell to adjourn.

6/11/13 minutes con't

All voted in favor. Motion carried. Meeting adjourned at 8:55 pm.

Respectfully submitted by,

Heather Mitchell/Clerk