

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
TUESDAY, May 8, 2018
approved

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

Motion by Mitchell, second by Osborne to approve agenda as presented. All voted in favor. Motion carries.

Public Comment: None

Motion by Osborne, second by Derhammer to approve the April 10, 2018 Township Board Meeting Minutes as presented. All voted in favor. Motion carries

Action on Planning Commission Recommendations: None

Pending Business:

A. Personnel Policy

Waiting to hear back from Kurt McCamman on one last section and then the policy will be ready for adoption. Next month will review the changes including healthcare, vacation, pension, etc.

New Business:

A. Proposal for three (3) AC units for Activity Center

Township received two bids for new AC units for the Activity Center.

Mattawan Mechanical: \$8200

MCM: \$16090

Township requested clarification from Mattawan Mechanical to verify that the price of the labor and materials included using R-410A for coolant and not R-22. Tom from Mattawan Mechanical verified that the price included using R-410A and NOT R-22.

Motion by Derhammer, second by Mitchell to accept bid from Mattawan Mechanical in the amount of \$8200.

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

B. Resolution to Establish Salaries

Next month will see the adoption of the new personnel policy which will include an overhaul to how the elected officials are to be paid. Currently the salaries of the Township Supervisor, Township Clerk, and Township Treasurer are divided into categories in order to avoid a financial hardship should someone be elected and choose to not work in the office and only complete statutory requirements.

Other changes included in the overhaul is to enroll all elected officials into the Social Security program and change the pension contribution from 15% to 5%.

Therefore, resolutions have been prepared for the salary for completing statutory requirements of each designated office including Supervisor, Clerk, and Treasurer as \$15,000. Additional monies in the amount of \$52,000 are to be paid to individuals who work in the office management positions within the Antwerp Township Office comparable to full time employee's hours.

Motion by Osborne, second by Mitchell to approve \$15,000 statutory salary and \$52,000 office management salary with MCAO license for Township Supervisor position effective July 1, 2018.

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

Motion by Derhammer, second by Cutting to approve \$15,000 statutory salary and \$52,000 office management salary for Township Treasurer position effective July 1, 2018.

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

Motion by Derhammer, second by Cutting to approve \$15,000 statutory salary and \$52,000 office management salary for Township Clerk position effective July 1, 2018.

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

Final resolution prepared for Trustee positions included a \$4800 statutory salary and a per diem for attending Township Board meetings at \$200 per meeting. Additional commission meetings such as Planning Commission and Fire Board will be paid at a \$60 per diem rate.

Motion by Mitchell, second by Osborne to approve \$4800 statutory salary and Township Board meeting per diem at \$200 and \$60 for additional commission meetings for any appointed board position as an Antwerp Township Board representative effective July 1, 2018 for the Trustee position.

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

C. Antwerp Township Maintenance/Custodial Position

Nancy Johnson has stepped down from her position as general maintenance. Paul Forst has asked to set up and tear down for events, along with two others. The shared responsibility will be billed at \$60 for each set up and tear down collectively. Monies paid would be issued as an independent contractor basis until the general maintenance is filled.

Clerk Mitchell has reached out to Snelling employment services to gather beginning details in coordinating appropriate applicants for the general maintenance position.

Motion by Derhammer, second by Cutting to authorize Clerk Mitchell to sign a contract with Snelling in order to begin the process of hiring someone for the general maintenance position at \$14/hour.

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

Motion by Mitchell, second by Osborne to approve Paul Forst as an independent contractor to be paid at a rate of \$60 per set up and tear down collectively, including cleaning tables, for events in the Activity Center until such a time when the general maintenance position is filled.

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

D. Demolition/Clean up Bid for 23966 64th Ave

Request for bids for a demolition project at 23966 64th Ave were received from two (2) contractors. Bids were opened at Township Board meeting.

Krohn Excavating: \$6200

Aleksich Excavating: \$7500

General concerns were discussed on current road project awarded to Krohn Excavating.

Motion by Derhammer, second by Osborne to award bid to Aleksich Excavating at a cost of \$7500 including demolition of home, removing all debris, and removal of foundation with backfill *(not included in Krohn excavating bid).

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

E. Activity Center Partition System Quote

Partition Systems sent a quote detailing the cost to repair the operable partition doors in the Activity Center as well as replacing the doors.

Cost to repair: \$5,127
Cost to replace: \$32,550

The current style of partition doors in the Activity Center are no longer made and therefore parts can be difficult to find. The doors are over 25 years old and are very hard to open and close. The cost to replace the partition doors could be spread over two (2) budget years.

Trustee Derhammer asked if the decision could be tabled for a month as he would like time to secure a quote on doors similar to our partition doors at Florida Atlantic University.

Motion by Cutting, second by Mitchell to table decision until June meeting. All voted in favor. Motion carries.

Correspondence:

- Kalamazoo County Hazardous Waste 1st Quarter Report
- Dick Godfrey County Commission Report

Announcements: Budget Hearing Tuesday, June 5, 2018 at 6 pm

Reports:

Van Buren County Road Commission Al Svilpe

Continuing the conversation on various breaches from retention pond in Long Grove Subdivision and how to best direct the overflow of water.

VBCRC provided a response to the concerns Antwerp had for the proposed millage request.

Van Buren County Sheriff Todd Skinner

Reviewed 72 calls for March for Antwerp Township and current blight situations.

Treasurer Bonnie Osborne

\$242,919.90 in general fund checking.

Building Activity Heather Mitchell

Antwerp: 35 permits for April including Building, Electrical, Mechanical, and Plumbing with fees of \$7,079.

Almena: 25 permits for April including Building, Electrical and Mechanical with fees of \$6288.40.

Sunshine Branch Library Bonnie Osborne

No report.

Lawton Fire Department Bruce Cutting

Short meeting, paid bills.

Mattawan Fire Department Bonnie Osborne

Tom Wortman and Andrew Martz were re-elected through June 2021 to serve on the Mattawan Fire Board.

Senior Services Daniel Ruzick

Dick Rajkovich resigned. Taking letters of interest to appoint a new board member.

Paw Paw Fire Department Daniel Ruzick

Two year agreement has been signed.

Mattawan Quick Response Bonnie Osborne

Two new members, jeep is being repainted.

Cemeteries Heather Mitchell

One burial in April. Need to contact VanNimans about pulling out some dead tree branches soon.

Planning Commission Ron Derhammer

No meeting in May. Meeting minutes are available online at www.antwerptownship.com.

Zoning Board of Appeals Heather Mitchell

No meeting in April. Meeting minutes are available online at www.antwerptownship.com.

Public Comment:

- Thankful for Bob Lambert, Gary Stock, and Bruce Cutting for their hours of dedication on rewriting the personnel policy.

Recommendation from the committee on Antwerp Township, Mattawan Quick Response, Mattawan Fire Department, and Senior Services bills in the amount of \$71,642.

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.

All voted in favor. Motion carries. Meeting adjourned at 8:41 pm.

Respectfully submitted by,

Heather Mitchell/Clerk