

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
TUESDAY, June 12, 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,

Board Members Absent: Ron Derhammer-Trustee

Also Present: Six guests.

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

Public Comment: None

Motion by Osborne, second by Cutting to approve the May 8, 2018 Township Board Meeting Minutes as presented. All voted in favor. Motion carries.

Motion by Cutting, second by Mitchell to approve the June 5, 2018 Township Board Budget Hearing Meeting Minutes as presented. Three voted in favor, one abstention. Motion carries.

Action on Planning Commission Recommendations:

A. Special Use: Lounsbury Excavating Inc. Contractor's Facility with outside storage (Tax ID 80-02-007-022-02). Located at 32673 Red Arrow Hwy. Planning Commission recommends approval with conditions dated June 6, 2018.

Motion by Cutting, second by Osborne to approve with conditions outlined in a June 8 memo from Williams & Works. All voted in favor. Motion carries.

B. Site Plan: Lounsbury Excavating Inc. Contractor's Facility with outside storage (Tax ID 80-02-007-033-02). Located at 32673 Red Arrow Hwy. Planning Commission recommends approval with conditions dated June 6, 2018.

Motion by Mitchell, second by Cutting to approve with conditions as outline in a June 8 memo from Williams & Works. All voted in favor. Motion carries.

Old Business:

A. Personnel Policy

Will be presented in July.

Motion by Mitchell, second by Osborne to table discussion until July meeting. All voted in favor. Motion carries.

New Business:

A. Resolution to Obtain Real Estate

County Treasurer provided an application to obtain real estate for public purchase for one property which the County has acquired via the tax reversion process. Antwerp Township has interest in the property due to its location. The property is in Bangs Hollow and would allow for us to trade with another property owner to begin a conversation with the VBCRC on how to improve the layout of the intersection.

Motion by Cutting, second by Osborne to purchase parcel #80-02-020-028-73 for the minimum bid of \$9600.

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

B. Antwerp Township 2018 - 2019 Budget

Public Hearing was held on Tuesday, June 5. Budget highlights are detailed in minutes dated June 5, 2018 as approved.

Motion by Cutting, second by Osborne to approve Antwerp Township 2018 - 2019 budget.

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

C. Fee Schedule and Permit Fee Schedule 2018 - 2019

Clerk Mitchell presented a change for the Building Permit Fee Schedule. New residential homes will be calculated on a square footage construction value instead of a price per square foot rate used in the past. Commercial/Industrial buildings would be calculated using the State of Michigan building code fees. All other permit fee structure set in place would remain the same.

Motion by Mitchell, second by Cutting to approve the change I the building permit fee structure effective July 1, 2018.

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

Clerk Mitchell also presented a change to the mechanical permit to change the application fee and final inspection line from \$60 to \$80.

Motion by Mitchell, second by Osborne to change application fee line.

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

D. Board Appointments

a. Planning Commission

Anna Daly

Motion by Osborne, second by Mitchell to appoint Daly to Planning Commission with term ending June 2021. All voted in favor. Motion carries.

Phil Tarchala

Motion by Osborne, second by Mitchell to appoint Phil Tarchala to Planning Commission with term ending June 2021. All voted in favor. Motion carries.

Denise Schultz

Motion by Mitchell, second by Osborne to appoint Denise Schultz to the Planning Commission with term ending June 2021. All voted in favor. Motion carries.

b. Mattawan Fire Board

Tom Wortman

Motion by Osborne, second by Cutting to appoint Tom Wortman to Mattawan Fire Board with term ending in 2021. All voted in favor. Motion carries.

Andrew Martz

Motion by Osborne, second by Cutting to appoint Andrew Martz to Mattawan Fire Board with term ending in 2021. All voted in favor. Motion carries.

c. Zoning Board of Appeals

Phil Tarchala

Motion by Mitchell, second by Osborne to appoint Phil Tarchala to the Zoning Board of Appeals with term ending June 2021. All voted in favor. Motion carries.

Daniel Siebert

Motion by Osborne, second by Mitchell to appoint Daniel Siebert to Zoning Board of Appeals with term ending June 2021. All voted in favor. Motion carries.

d. Board of Review

Virg Hendrickson

Motion by Osborne, second by Cutting to appoint Virg Hendrickson to Board of Review with term ending 2021. All voted in favor. Motion carries.

Linda Fruin

Motion by Mitchell, second by Osborne to appoint Linda Fruin to Board of Review with term ending 2021. All voted in favor. Motion carries.

Leigh Schincariol

Motion by Mitchell, second by Cutting to appoint Leigh Schincariol to Board of Review with term ending 2021. All voted in favor. Motion carries.

e. Lawton Fire Board

Joe Mayne

Motion by Cutting, second by Osborne to appoint Joe Mayne to Lawton Fire Board with term ending June 2021. All voted in favor. Motion carries.

E. Property Tax Administrative Fee

Board adopted a resolution in 2017 which set the administrative fee at 1% in perpetuity until action is taken to change. Board agrees with 1% administrative fee to be collected on summer and winter taxes.

Motion by Osborne, second by Cutting to continue with 1% in accordance with adopted resolution in 2017. Roll Call Vote: Ruzick-yes; Mitchell-yes; Osborne-yes; Cutting-yes. Motion carries.

F. Resolution for Group Pension Plan

With the recommendation of Wage & Benefits Committee the employer contribution rate will be up to 5% correlating directly with percentage employee is contributing.

Motion by Cutting, second by Osborne to amend the 401 (a) plan to change the employer contribution rate up to 5% of compensation. Roll Call Vote: Mitchell-yes; Osborne-yes; Cutting-yes; Ruzick-yes. Motion carries.

G. Siegfried and Crandall Engagement Letter

Siegfried & Crandall mailed the customary engagement letter to secure interest in audit of fiscal year ending June 30, 2018 with fee not to exceed \$9100.

Motion by Cutting, second by Osborne to authorize Supervisor Ruzick to sign on behalf of Antwerp Township to accept engagement letter. All voted in favor. Motion carries.

H. Antwerp Township Activity Center and Board Room Policy for Public Use

General discussion on amount of use by non-profit programs and damage to the hall. Will look at change in policy for possible security deposit. Tabled until July meeting.

I. Watkins Ross GASB Report for OPEB Benefits

With reporting changes for OPEB benefits, Burnham and Flower has recommended Watkins Ross to prepare required accounting statements since a full actuarial must be done once every two years instead of three. A proposal from Watkins Ross was provided. The cost would be \$3500 to draft report required for employer accounting pertaining to GASB 75. Since the timing has changed from three years to two-year, a cost of \$1200, would afford a full actuarial valuation for the intervening year (2019). The liability from the latest valuation would be used with adjustments and a roll-forward technique to produce a report to cover the period required.

Motion by Cutting, second by Osborne to accept proposal by Watkins Ross for \$4700 to complete all OPEB benefits accounting reports and valuation. Roll Call Vote: Osborne-yes; Cutting-yes; Ruzick-yes; Mitchell-yes. Motion carries.

J. Partition Doors (Activity Center) Proposal

Continued discussion from last month on the proposal for new partition doors for the Activity Center. Partition Systems Inc provided a quote for new partition doors, installation, and removal of old panels at \$32,550. Initial payment could be made in current fiscal year with second in August to reflect next year's budget cycle.

Motion by Mitchell, second by Cutting to approve cost of \$32,550 to replace partitions in Activity Center. Cost includes installation and removal of old panels. Roll Call Vote: Cutting-yes; Ruzick-yes; Mitchell-yes; Osborne-yes. Motion carries.

K. Antwerp Township Senior Services Board Appointment

Dick Rajkovich stepped down from the Senior Services Board. Mark Tribble provided a letter of interest to serve.

Motion by Cutting, second by Osborne to appoint Mark Tribble to the Antwerp Township Senior Services Advisory Board. All voted in favor. Motion carries.

L. Budget Amendments

Treasurer Osborne presented budget amendments for the 249 account.

Motion by Osborne, second by Cutting to approve all budget amendments for the 2017-2018 fiscal year budget relative to 249 accounts.

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

M. BHS Insurance Renewal - Liability & Worker's Compensation

BHS sent a renewal policy at a cost of \$19,573. Price is part of a three-year guarantee.

Motion by Osborne, second by Mitchell to approve renewal.

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

Correspondence:

- Van Buren County Commissioner Update (Dick Godfrey)
- Wayne Wilhemi Letter

Announcements: July Planning Commission meeting will be held on Monday, July 9 because of the July 4th Holiday

Reports:

Van Buren County Road Commission Al Svilpe / Larry Hummel

- Director Larry Hummel gave a brief synopsis on need for new millage on August 7 primary ballot. Even with state funding increases, there is not enough money given back to Van Buren County to maintain roads at the level expected. The proposed 3 mills to be voted on in August would raise an estimated \$10,432,956 in the first year. The duration of the proposed millage is 12 years. Funds generated would be distributed to the Road Commission, as well as to the 11 incorporated Act 51 cities and villages in Van Buren County.
County Road Commission is holding several open house style meetings to answer questions for taxpayers. The millage would be used primarily to maintain and improve all roads within Van Buren County. Current funding available are not sufficient to treat the roads as quickly as they are deteriorating.
- Continued attention needs to be given to Long Grove retention pond in conjunction with Kalamazoo County Road Commission to prevent further flooding issues.
- Discussion on possible changes to intersection at Bangs Hollow if Antwerp Township obtains additional land contiguous to the intersection. Larry will review possible ventures we could work with to create a safer traffic stop for that area.

Van Buren County Sheriff Todd Skinner

Reviewed 98 calls for May for Antwerp Township and current blight situations.

VBC Commissioner Paul Schincariol

- Mattawan Schools looking at continuing education opportunities
- Old Sheriffs building having roof replaced
- VBISD & Health Dept. are working together for a new dental training center at the ISD campus location in Lawrence with partner funding by Michigan Health Foundation.
- \$12 million paid out in the delinquent tax fund
- Under Sheriff Chad Hunt graduated the KVCC Policy Academy

- County audit completed and is in solid condition.

Treasurer Bonnie Osborne
\$243,202.17 in general fund checking.

Building Activity Heather Mitchell
Antwerp: 47 permits for May including Building, Electrical, Mechanical, and Plumbing with fees of \$9,822.18.
Almena: 21 permits for May including Building, Electrical and Mechanical with fees of \$4,616.40.

Sunshine Branch Library Bonnie Osborne
During the month of May, library held 11 programs and 121 people participated. Library made an appearance at Mattawan Farmer's market on June 6th. Summer Reading program begins June 11.

Lawton Fire Department Bruce Cutting
Short meeting, paid bills.

Mattawan Fire Department Bonnie Osborne
Pump tank for jeep has been ordered.

Senior Services Daniel Ruzick
Mark Tribble wrote a letter of interest to serve on the Antwerp Township Senior Board.

Mattawan Quick Response Bonnie Osborne
Jeep is being repainted.

Cemeteries Heather Mitchell
Two burials in May. Will be contacting surveyors to obtain pricing on lot lines for back of Harwick Cemetery.

Planning Commission Gary Stock
Reviewed and approved site plan and special land use, with conditions, for Lounsbury Excavating. Proposal by Charles Brandt for an Indoor/Outdoor Haunted House does not fit under any current Antwerp Township zoning. Commissioners did approve a motion to address request as a special use. Consensus to wait until after November to proceed on a roundtable discussion on Medical Marijuana. Meeting minutes are available online at www.antwerptownship.com.

Zoning Board of Appeals Heather Mitchell
No meeting in May. Meeting minutes are available online at www.antwerptownship.com.

Public Comment: None.

Recommendation from the committee on Antwerp Township, Mattawan Quick Response, Mattawan Fire Department, and Senior Services bills in the amount of \$47,743.19.

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

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

Motion by Osborne, second by Mitchell to adjourn.

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

Respectfully submitted by,

Heather Mitchell/Clerk