

MINUTES FROM THE  
REGULAR ANTWERP TOWNSHIP BOARD MEETING  
TUESDAY, August 14, 2018

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, Bruce Cutting-Trustee  
Board Members Absent: Ron Derhammer-Trustee

Also Present: Eight guests.

Motion by Osborne, second by Cutting to approve agenda with addition of F. Ron Derhammer Resignation and G. Jim Evans Resignation under New Business. All voted in favor. Motion carries.

**Public Comment:**

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

Motion by Cutting, second by Osborne to approve the July 24, 2018 Township Board Special Meeting Minutes as presented. All voted in favor. Motion carries.

Motion by Osborne, second by Cutting to approve the July 31, 2018 Township Board Special Meeting Minutes as presented. All voted in favor. Motion carries.

**Action on Planning Commission Recommendations:**

- A. Sketch Plan Review. Wolf Kubota located at 24561 Red Arrow Hwy, parcel #80-02-002-017-00. Application submitted requests approval of sketch plan to move a commercial accessory storage building. The existing building will be moved to a different location on the same site. The Planning Commission recommended approval of the building relocation contingent upon fire department approval.

Motion by Cutting, second by Osborne to approve the sketch plan review.

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

**Old Business:**

**A. Personnel Policy**

A copy of the updated personnel policy was forwarded to all board members last month for review. The board wants to publicly thank Trustee Cutting, Bob Lambert, and Gary Stock for their time commitment, efforts, and hard work that went into this review.

Motion by Cutting, second by Osborne to approve personnel policy with separate contractual terms needing to still be met with certain employees.

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

**New Business:**

**A. Township Clerk Vacancy**

Antwerp Township Board accepted Heather Mitchell's resignation at the July 10 meeting. The vacancy was publicized, and a special meeting was held on July 24, 2018. Few inquiries were made, and one letter of interest was received from Deputy Clerk, Chantel Reyna. Clerk Mitchell made mention at the July 24 special meeting that she was completely confident in Chantel's abilities.

Motion by Osborne, second by Cutting to appoint Chantel Reyna to fulfill term of Township Clerk until November 2020.

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

**B. Bid Specifications: Township Property**

Wightman & Associates provided bid specifications for broad earthwork and turf improvements at Township Hall. Gary Stock reminded Board that there is a large section of prairie grass which has been maintained and needs to be marked off before any improvement project begins. At the July meeting, the Township board approved Wightman to begin process of Harwick Cemetery improvement project and turf improvement project specifications and to oversee projects now that the access road has been completed.

**C. Refrigerator in Activity Center**

Two bids were received to add an additional refrigerator to the Activity Center solely for Senior use:

US Foods @ \$3632.36

Great Lakes @ \$3723.89

Great Lakes is a local company and offered to match lowest price of \$3632.36.

Motion by Cutting, second by Osborne to accept bid from Great Lakes at \$3632.36 for refrigerator.

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

**D. Air Conditioner Bid Library**

After attempts at repairing the air conditioning units for the library, they need to be replaced with newer units. Mattawan Mechanical has agreed to install matching units installed earlier this year at the Activity Center at the same price per unit, \$2700.

Motion by Osborne, second by Cutting to approve \$5400 for 2 new air conditioning units to be purchased and installed by Mattawan Mechanical.

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

**E. Rental Hall & Non-Profit Policy**

New policy has been drafted to assign specific days to non-profit group use for the Activity Center. Days included are Mondays, Tuesdays, and Thursdays. Assignment of days are necessary to keep certain days accessible. However, those groups will be limited to 12 bookings a year to keep availability for multiple groups and not just a few. The entire policy is available for review at the Township Offices.

Motion by Cutting, second by Osborne to adopt non-profit rental policy for Activity Center. All voted in favor.

Motion carries.

**F. Ron Derhammer Resignation**

Supervisor Ruzick read a resignation letter from Trustee Ron Derhammer because of his recent health struggles.

Motion by Osborne, second by Cutting to regretfully accept Trustee Derhammer's resignation and wish him a speedy recovery. All voted in favor. Motion carries.

Trustee Derhammer also provided a letter of recommendation for Gary Stock. Gary has lived in the Township for many years and has attended virtually every Planning Commission, Zoning Board of Appeals, and Township Board meeting over the course of his residency. There's no doubt that Gary is one of, if not the most, qualified person for this position. As a Township Board you never want to give the impression that when a seat opens on the Board you are simply appointing a person who is known to you. Supervisor Ruzick asked that even though Gary is a stellar candidate if it should remain open for a period of time.

Trustee Cutting and Treasurer Osborne agreed that Gary is the most qualified and to open it up allows for a false hope of appointing another individual. The appointment is for the remainder of the term (November 2020) and in no way limits another individual from filing to run for the office in 2020.

Motion by Cutting, second by Osborne to appoint Gary Stock to fulfill term of Township Trustee until November 2020.

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

**G. Jim Evans Resignation**

On Monday, August 13, Jim Evans, who currently acts as Township Cemetery sexton resigned. The Township is in the second year of a three-year contract. Ray Owsiany has offered to fill in as interim Cemetery Sexton.

Motion by Cutting, second by Osborne to appoint Ray Owsiany to finish current contract and put the contract out for bid at its conclusion.

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

**Correspondence:**

- Kalamazoo County Household Hazardous 2<sup>nd</sup> quarter report
- County Commission Update

**Announcements:** September Meeting will begin at 6:00 pm for special assessment hearings

**Reports:**

*Van Buren County Road Commission Al Svilpe*

No report

*Van Buren County Sheriff Todd Skinner*

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

*VBC Commissioner Paul Schincariol*

No report

*Treasurer Bonnie Osborne*

\$179,493.81 in general fund checking.

*Building Activity Heather Mitchell*

Antwerp: 50 permits for July including Building, Electrical, Mechanical, and Plumbing with fees of \$11,813.92.

Almena: 21 permits for July including Building, Electrical and Mechanical with fees of \$3,838.50.

*Sunshine Branch Library Bonnie Osborne*

Summer reading program ended with 457 kids and adults. Throughout the summer 46 programs took place with 1,020 participants.

*Lawton Fire Department Bruce Cutting*

Short meeting, paid bills. Securing equipment and gear for new truck.

*Paw Paw Fire Department Dan Ruzick*

Department celebrated 150 years on August 3 & 4. Reviewing current fire protection contracts and agreements since Almena Township has resigned to contract services in certain areas and Waverly Township is undecided on future agreements. Monies are being built up for capital outlay and can be more definitive once agreements are secured.

*Mattawan Fire Department Bonnie Osborne*

Community picnic will be August 26 from 11 am - 5 pm. Discussions on merging QR and MFD into once entity. Assessments would also merge.

*Mattawan Quick Response Bonnie Osborne*

63 calls; in favor of merger.

*Cemeteries* Heather Mitchell  
Three burials in July.

*Planning Commission* Gary Stock  
Reviewed sketch plan for Wolf Kubota; looked at minimum acreage for cemeteries; discussed special use for general entertainment districts. Meeting minutes are available online at [www.antwerptownship.com](http://www.antwerptownship.com).

*Zoning Board of Appeals* Heather Mitchell  
No meeting in July. Meeting minutes are available online at [www.antwerptownship.com](http://www.antwerptownship.com).

**Public Comment:**

- Personnel Committee will be sending over a proposal for an insurance consortium to cover employees. Savings could be substantial to both employees and Township as employer. Working on advantages versus disadvantages for assessor contract.
- Special thank you to Bob Lambert and Gary Stock for their hard work, time, and commitment to all changes concerning wage and benefits for Antwerp Township personnel.

Recommendation from the committee on Antwerp Township, Mattawan Quick Response, Mattawan Fire Department, and Senior Services bills in the amount of \$118,770.31.  
Motion by Cutting, second by Osborne to accept bills for payment.  
Roll Call Vote: Osborne-yes; Ruzick-yes; Cutting-yes. Motion carries.

Motion by Osborne, second by Cutting to adjourn.  
All voted in favor. Motion carries. Meeting adjourned at 8:07 pm.

Respectfully submitted by,

Heather Mitchell