

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
TUESDAY, January 8th, 2019

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, Chantel Reyna-Clerk, Bruce Cutting- Trustee, Gary Stock- Trustee

Board Members Absent: none

Also Present: Nine guests

Motion by Osborne, second by Stock to approve agenda with moving item D. under new business to item A. and moving item A. to item D. and adding item E. Planning Commission annual report. All voted in favor. Motion carries.

Public Comment:

- Kris Adams- *Resident*
 1. Kris would like a follow up from Trustee Stock on his conversation with the attorney regarding the easement that AEP has. Trustee Stock has not gotten any additional information at this time.
- Deputy Skinner- *VBC Sheriff*
 1. Deputy Skinner briefly went over his report for the month of December.
 2. There are a few blight issues that he is still dealing with throughout the Township.
- Resident
 1. Resident is wondering what the procedure is to test ground water. He is also wondering how Charles River and the BASF plant get rid of their waste water. Dan stated that we rely on the Van Buren County Health Department to test the water when wells are tapped.
- Josh- Senator Aric Nesbitt's office
 1. Josh took a moment to introduce himself and hand out cards for Senator Nesbitt. Dan offered the meeting room as a place for the residents to meet with Senator Nesbitt's office to discuss issues they may be having.

Motion by Osborne, second by Cutting to approve the December 11th, 2018 Township Board Regular Meeting Minutes as presented. All voted in favor. Motion carries.

Action on Planning Commission Recommendations:

- A. **Special land use and site-plan requested by Prairie View Storage located at 51350 C.R. 652 Mattawan (Parcel # 80-02-002-015-01).**

Planning Commission is recommending approval conditions being complete as indicated in PC meeting report dated 1-2-19. Motion by Cutting, second by Osborne to approve plan subject to Dave Jirousek confirming that all conditions have been met. All voted in favor. Motion carries.

Pending Business:

None

New Business:

A. Boven Tire site-plan review process

Boven Tire has submitted a site plan to rebuild their building and increase the size by more than the 10% allowed without going through site plan renewal. Planner Dave Jirousek has looked at the plans and they are compliant with all setback requirements. At this time, Dave is recommending the Township issue the building permit with the Certificate of Occupancy being contingent on PC approval of site plan and all requirements being met. Motion by Stock, second by Cutting to allow Boven's to obtain the building permit and begin work per Dave Jirousek's recommendation. All voted in favor. Motion carries.

B. Antwerp Township/Almena Township agreement for inspection services

Almena Township has presented a contract for building inspection services. Upon review of this contract there were a few minor changes Antwerp Township made. Changes include: 1. Removing information stating that Antwerp will retain an exact duplicate of Almena records in item number 4. 2. Correct the dates in item number 11 to read January 1, 2019 through December 31, 2020. Motion by Osborne, second by Reyna to accept contract as submitted with changes made. All voted in favor. Motion carries.

C. Antwerp Township Code Enforcement Program

David Jirousek has submitted ordinances drafted by an attorney to begin the use of the Township Code Enforcement Program. There were five ordinances and one supplemental resolution presented for approval.

1. Construction Code MCI Ordinance: Designates violations of the State Construction Code as municipal civil infractions. Motion by Osborne, second by Reyna to approve ordinance as submitted. Roll call vote. Cutting-yes, Stock-yes, Reyna-yes, Osborne-yes, Ruzick-yes. Motion carries.
2. Litter Ordinance: Defines litter and prohibits litter on land in Antwerp Township (replaces Junk and Anti-Blight Ordinance). Motion by Osborne, second by Cutting to approve as submitted. Roll call vote. Stock-yes, Cutting-yes, Osborne-yes, Reyna-yes, Ruzick-yes. Motion carries.
3. Enforcement Officer Ordinance: establishes the position of the officer and outlines duties. Motion by Reyna, second by Osborne to approve as submitted. Roll call vote. Stock-yes, Osborne-yes, Reyna-yes, Ruzick-yes, Cutting-yes. Motion carries.
4. Supplemental resolution: designates certain individuals as enforcement officers. Motion by Osborne, second by Stock to approve resolution as submitted. Roll call vote. Ruzick-yes, Cutting-yes, Stock-yes, Osborne-yes, Reyna-yes. Motion carries.
5. Vehicle Repair and Storage: includes regulations for vehicles, RVs, and other equipment (replaces Junk and Anti-Blight Ordinance). Motion by Reyna, second by Osborne to approve ordinance as submitted. Roll call vote. Osborne-yes, Reyna-yes, Cutting-yes, Ruzick-yes, Stock-yes. Motion carries.
6. Zoning Code MCI Ordinance: designates violations of the Zoning Ordinance as municipal civil infractions. Motion by Cutting, second by Stock to approve ordinance as submitted. Roll call vote. Reyna-yes, Ruzick-yes, Cutting-yes, Stock-yes, Osborne-yes. Motion carries.

D. Wage and Benefit committee

a. Personnel policy life insurance & retirees

It was discovered that the personnel policy that was recently adopted states that each full-time employee will receive \$50,000 in life insurance provided by the Township. Each employee is receiving \$25,000. Clerk Reyna submitted a quote for the increase in insurance. The Township is currently paying \$68.14. For each employee to receive \$50,000, each employee would have to pass physicals. Clerk Reyna submitted a quote for each employee to receive \$40,000 in life insurance with no physical. The cost to the Township would be approximately \$109.00 per month. The committee will discuss the insurance and their next meeting and submit their recommendation. Retiree insurance was also discussed. There are three employees who were hired in under a personnel policy stating that they will receive health insurance once retired. The committee is going to discuss this matter as well and have a recommendation at the February 12th, 2109 Township Board Meeting.

b. Ben Brousseau

The committee is trying to determine the best route for the Township Assessor. Ben has been an employee at Antwerp for over 20 years, however, the committee thinks it may be best to make this a contract position. Again, the committee will meet and come back the February 12th, 2019 meeting with a recommendation.

c. Brenna Reder

Brenna is the current Senior Services Coordinator and has been for 2 years. Brenna has picked up more duties in the office and it is felt that she is deserving of a raise. It was discussed that her pay would remain the same from the Senior fund and the additional money from the general fund. Motion by Osborne, second by Reyna to increase Brenna’s pay to \$41,900 per year. Roll call vote. Stock-no, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-no. Motion carries.

E. PC Annual Report

David Jirousek submitted the annual report which includes; 9 meetings, 2 sets of text amendments, 1 site plan, 3 special land uses with site plans, 2 similar use reviews, and 2 parcels with rezoning requests. Two of two text amendment recommendations were approved. One of one site plan approved. Two of the three special land uses were approved with one being tabled on December 5th, 2018. One of two similar use reviews were approved. One of two rezoning requests were approved. Discussion at meetings include; general zoning issues, marihuana facilities and Harwick Cemetery. 2019 goals include; trail grant application, marihuana facilities ordinance and zoning ordinance updates. Motion by Stock, second by Osborne to approve report as submitted. All voted in favor. Motion carries.

Correspondence:

- VBCBC report: Ruzick briefly went through the report sent out dated January 1, 2019. Items discussed in the report include animal control, Van Buren/Cass Public Health Department, Homeland Security Grant, Road Commission Appointments, Finance Director and New Commissioners.

Announcements:

- None

Reports:

Attorney
None

Treasurer- Bonnie Osborne
\$141,140.95 in the general fund

Building Activity- Chantel Reyna
Antwerp: 14 permits for December including Building, Electrical, Mechanical, and Plumbing with fees of \$3,275.
Almena: 13 permits for December including Building, Electrical and Mechanical with fees of \$2,361.30.

Sunshine Branch Library- Bonnie Osborne – Bruce Cutting
Cutting announced that the Sunshine branch has had more circulation than any other library in the district. Osborne had no report submitted from the Sunshine branch.

Lawton Fire Department- Bruce Cutting
Short meeting, paid bills. The department has received their new truck. It is very nice.

*Paw Paw Fire Department-*Dan Ruzick
No report

Mattawan Fire Department Bonnie Osborne

Fire board purchased 23 air packs. The board is also working on job descriptions. Terron McLean reported that the fire system is changing effective January 1, 2019. There will be required classes that volunteers don't have time to complete in addition to having a full-time job. The department is trying to plan ahead.

Mattawan Quick Response Bonnie Osborne

The state is requiring more from the Quick Response just as they are from the fire departments.

Cemeteries Chantel Reyna

Two burials in December.

Planning Commission Gary Stock

It was suggested that the Township to decide on whether we will opt in or out with marihuana. The Township board is asking the Planning Commission to submit a recommendation.

Meeting minutes are available online at www.antwerptownship.com.

Zoning Board of Appeals Gary Stock

Meeting minutes are available online at www.antwerptownship.com.

Public Comment:

- Paul Schincariol- quick update on report covered in correspondence. He will also ask that Jeff Moffett start attending Township Board meetings.

Recommendation from the committee on Antwerp Township, Mattawan Quick Response, Mattawan Fire Department, and Senior Services bills in the amount of \$69,153.02.

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

Roll Call Vote: Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

Motion by Osborne, second by Reyna to adjourn.

All voted in favor. Motion carries. Meeting adjourned at 9:26pm.

Respectfully submitted by,

Chantel Reyna