

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
Tuesday, June 11th, 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, Gary Stock- Trustee, Bruce Cutting-Trustee

Board Members Absent:

Also, Present: Eight guests

Motion by Cutting, second by Stock to approve agenda as submitted with the addition of item J. Karl Brewer demolition bids. All voted in favor. Motion carries.

Public Comment:

- Jeff Moffat – *Van Buren County Road Commissioner*

The Township Board presented a list of items that they would like an update on. Moffat will get information regarding the status of these items and report back to the Board. Commissioner Moffat gave a brief update as to what is happening within the County.

1. Most projects have been completed within the Township.
2. The project on 63rd is scheduled to be complete by June 28th, 2019.
3. Roadside mowing within the Township is almost complete.
4. Chip & Seal is scheduled to start on June 12th, 2019.
5. VBCRC is currently working with the Village of Mattawan to begin work on C.R. 364 and C.R. 652.
6. VBCRC is looking to hire a manager then address the P.E. position. They will not be hiring both in one.

- Kris Adams – *Resident*

Kris is wondering who she should contact about utility poles that have been cut partially down when a new pole is put up in its place. There was discussion about contacting the utility companies and it was suggested that she call Senator Nesbitt's office or State Rep Beth Griffin to get some guidance.

Motion by Osborne, second by Cutting to approve the May 7th, 2019 Township Board Regular Meeting Minutes as presented. All voted in favor. Motion carries.

Motion by Osborne, second by Cutting to approve the June 4th, 2019 Township Board Special Budget Hearing Minutes as presented. All voted in favor. Motion carries.

Action on Planning Commission Recommendations:

- A. **Special Land Use and Site Plan. Red Arrow Storage Facility (Parcel # 80-02-009-005-81) located at 28133 Red Arrow Hwy.**

Planning Commission is recommending approval (5-0) with five conditions.

1. Combine parcels on the plan and provide combined parcel calculations.
2. Install an 8' high wood privacy fence from the west edge of the southern property boarder to the eastern end of the outdoor storage area and along the northern boarder to 10' beyond the northern edge of the northern – most building. The Planning Commission will allow a 75% reduction in the plant material for

the required buffer (as per the ordinance) with the planting to be comprised of evergreen trees, no shrubs or canopy trees, and concentrated along the area designated for outdoor storage.

3. Demonstrate compliance with off-street parking requirements (two spaces).
4. Provide evidence of Fire Department approval.
5. Prior to any development or site clearing, barrier fencing shall be installed at the limits of the soil disturbance adjacent to priority protection areas. Barrier fencing shall be a minimum of four feet in height and shall remain in place in good condition until the Township authorizes the developer to remove the fencing. No filling, excavating or storage of materials, debris or equipment shall take place within the fenced area, except where permitted by the Planning Commission.

Motion by Stock, second by Reyna to approve the Planning Commission recommendation of approval with conditions listed above. All voted in favor. Motion carries.

Old Business:

None

New Business:

A. Resolution to Appoint Ordinance Officers

A resolution was presented to appoint Van Buren County Deputy Paul Graham, Leonard Lux, and David Jirousek as Ordinance Enforcement Officers for Antwerp Township. Motion by Cutting, second by Osborne to accept the resolution as presented. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

B. Antwerp Township Zoning Texted Amendments-Public Utility Facilities.

The Planning Commission held a public hearing on April 3rd, 2019 to amend section 9.36 of the Zoning Ordinance. The changes would read:

- Public utility facilities on parcels one -quarter acre or less are exempt from all maximum lot coverage requirements included in the Zoning Ordinance.
- Public utility facilities on parcels greater than one-quarter acre shall be subject to a 50 percent lot coverage maximum.

The Van Buren County Planning Commission concurred with the Township Planning Commission's recommendation. Motion by Stock, second by Cutting to accept the text amendment to section 9.36 as presented by the Planning Commission. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

C. Antwerp Township 2019-2020 Budget

Public Hearing was held on Tuesday, June 4. Budget highlights are detailed in minutes dated June 4, 2019 as approved. Motion by Cutting, second by Osborne to approve Antwerp Township 2019-2020 budget. Roll call vote; Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes. Motion carries.

D. Fee Schedule and Permit Fee Schedule 2019-2020

Clerk Reyna presented a change to the Mechanical permit. The current form does not include a line item for the installation of a water heater. Reyna would like to add that line item to the permit and make it effective July 1, 2019. Motion by Cutting, second by Osborne to make appropriate changes to the permit to reflect the installation of a water heater. Roll call vote; Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

E. Board Appointments

a. Mattawan Fire Board

Kayla Dean

Motion by Osborne, second by Stock to appoint Kayla Dean to the Mattawan Fire Board with term ending in 2022. All voted in favor. Motion carries.

b. Zoning Board of Appeals

Douglas Cultra

Motion by Osborne, second by Cutting to appoint Doug Cultra to the Zoning Board of Appeals with term ending in 2022. All voted in favor. Motion carries

c. Board of Review

Virg Hendrickson

Motion by Osborne, second by Cutting to appoint Virg Hendrickson to the Board of Review with term ending in 2020. All voted in favor. Motion carries.

Linda Fruin

Motion by Osborne, second by Reyna to appoint Linda Fruin to the Board of Review with term ending in 2020. All voted in favor. Motion carries.

Leigh Schincariol

Motion by Cutting, second by Osborne to appoint Leigh Schincariol to the Board of Review with term ending in 2020. All voted in favor. Motion carries.

F. Resolution to impose Property Tax Administrative Fee

Board adopted a resolution in 2017 which set the administrative fee a 1%. Board agrees to continue to leave the rate at 1%. Motion by Osborne, second by Reyna to continue with 1% in accordance with adopted resolution in 2017. Roll call vote; Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

G. Proposal by Siegfried Crandall PC for audit year ending June 30, 2019.

Siegfried & Crandall mailed the customary engagement letter to secure interest in audit of fiscal year ending June 30, 2019 with the fee not to exceed \$9300. Motion by Cutting, second by Osborne to authorize Clerk Reyna to sign on behalf of Antwerp Township to accept engagement letter. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

H. BHS Insurance Renewal

BHS sent a renewal policy with a cost of \$19,784. The previous year price was \$19,573 and was part of a three-year guarantee. After discussion with the agent, each year there is a 3% increase on the value of each piece of property. If the Township accepts that increase, the rate lock is no longer valid. The board discussed declining the 3% increase and keeping the current rate of \$19,573. BHS presented a new proposal with a rate of \$19,723. When asked why the rate was not the rate from the previous year, we were told that a risk control audit was done, and it was determined that the Activity Center and cemetery storage building were underinsured. By increasing the coverage on those buildings, we lost our rate lock pricing causing the pricing to increase to \$19,723. The Board then decided to agree to the 3% property and contents increase and accept the proposed rate of \$19,784. Motion by Osborne, second by Stock to accept the proposed policy and rate. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

I. Marihuana Regulation information "only"

Supervisor Ruzick presented some information that was prepared by Zoning Administrator Dave Jirousek for the Board to review.

J. Demolition bid for 29731 Dennis Sweet Drive (parcel# 80-02-371-055-00) Karl Brewer

A court order has been issued for clean up and removal of recreational vehicle, automobiles, snowmobiles, and boats by June 23rd, 2019. If this has not been completed, The Township is authorized to remove these items and attach the invoice for doing so to the property tax bill. McDonald's Towing presented a bid for removal of these items with an amount not to exceed \$1000. Motion by Cutting, second by Osborne to award the bid to McDonald's Towing. Roll call vote; Osborne-yes, Stock-yes, Ruzick-yes, Reyna-yes, Cutting-yes. Motion carries.

Correspondence:

- Dick Godfrey County Commission report
- Letter from attorney referencing merger of Mattawan Fire Department and Mattawan Quick Response.

Announcements:

- Antwerp Township Senior Picnic in the Park will be held Wednesday, July 17, 2019.

Reports:

Attorney

None

Treasurer- Bonnie Osborne

\$173,640.92 in the general fund

Building Activity- Chantel Reyna

Antwerp: 41 permits for May including Building, Electrical, Mechanical, and Plumbing with fees of \$10,501.

Almena: 18 permits for May including Building, Electrical and Mechanical with fees of \$4,762.

Van Buren District Library- Bruce Cutting

No report

Sunshine Branch Library- Bonnie Osborne

As of June 10, 2019, there are 257 people signed up for the summer reading programs.

Lawton Fire Department- Bruce Cutting

Short meeting. Paid bills. The air pack purchase is complete and paid for.

Paw Paw Fire Department -Dan Ruzick

No report.

Mattawan Fire Department - Bonnie Osborne

It was voted on at the meeting that Mattawan Fire and Mattawan Quick Response will begin the merger process.

Mattawan Quick Response - Bonnie Osborne

Discussion on the merger with the fire department.

Cemeteries - Chantel Reyna

Three burials in May.

Planning Commission - Gary Stock

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

Zoning Board of Appeals - Gary Stock

No meeting.

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 \$92,640.98.

Motion by Cutting, second by Stock to accept bills for payment. Roll Call Vote; Ruzick=yes, Reyna=yes, Osborne=yes, Cutting=yes, Stock=yes. Motion carries.

Motion by Osborne, second by Reyna to adjourn.

06/11/2019 minutes cont.

All voted in favor. Motion carries. Meeting adjourned at 8:18pm.

Respectfully submitted by,

Chantel Reyna