

MINUTES FROM THE  
REGULAR ANTWERP TOWNSHIP BOARD MEETING  
Tuesday, October 8<sup>th</sup>, 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: Four guests

Motion by Stock, second by Osborne to approve agenda with the addition of item K. Mark Boven request for refund of site plan review fees. All voted in favor. Motion carries.

**Public Comment:**

- Paul Schincariol – Van Buren County Commissioner

Paul gave a brief overview of what is going on throughout the County.

- a. The public defender office is in full operation and has partnered with Allegan County.
  - b. There was an emergency planning grant that was approved.
  - c. Lawton High School has become a “green school.”
  - d. VBC drain assessment was submitted at \$427,998.39
  - e. EDC Board expressed gratitude for receiving a \$78,000 grant for 85 acres in Mattawan.
  - f. There has been discussion about space needed within the courthouse for staff. Options include a \$7 million upgrade or \$35 million new facility.
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- Jeff Moffat – VBCRC
  - a. VBCRC is considering a different chip & seal approach due to failure in the past.
  - b. Applications are being accepted for the Manager position. Applications will be opened on October 24<sup>th</sup>.
  - c. Traffic counts will be included on PASER rating reports this year.

Motion by Osborne, second by Cutting to approve previous minutes from September 10th, 2019 Regular Township Board Meeting. All voted in favor. Motion carries.

**Action on Planning Commission Recommendations:**

None

**New Business:**

**A. Transfer Station proposal**

Clerk Reyna opened two bids for work to be done at the Transfer Station. Aleksich Excavating submitted a bid to regrade area for dumpsters, strip gravel, change sub-grade, strip top dirt, balance, and replace gravel and driveway in the amount of \$1980.00 Ray Owsiany submitted a bid to grade, delivery up to three ten yard loads of 22A grade around containers, and finish grade in the amount of \$1200.00

Motion by Cutting, second by Stock to approve bid from Ray Owsiany in the amount of \$1200.00 for work to be done at the Transfer Station. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

**B. RFP for property repairs and clean-up at 29579 64<sup>th</sup> Ave. Lawton**

Per court order issued on July 23, 2019, the homeowner had 30 days to repair or replace siding, repair roof and roof overhang, repair or replace exterior stairs, repair exterior walls and repair or replace roof flashing. Defendant failed or refused to complete requirements. Township now has authority to enter the property and bring the property into compliance with International Property Maintenance Code and charge all cost incurred to the Defendant as if and in the same manner as a tax upon the property and may have a lien in the amount of the costs.

Clerk Reyna opened two bids for work to be completed at 29579 64<sup>th</sup> Ave. McDonald's Towing submitted a bid to remove and dispose of two vehicles with no out of pocket expense to the Township as long as they are able to hook and book within a fifteen minute time frame. Any time after with result in a charge of \$100 per hour per vehicle. Aleksich Excavating submitted a bid to remove all debris as outlined in line item 3 of the RFP in the amount of \$2100.00. Hiscock Siding submitted a bid to repair siding, roof, wood walls, and deck in the amount of \$5230.00.

Motion by Cutting, second by Stock to have Supervisor Ruzick present the costs to the homeowner/taxpayer with the option of an additional 30 days to complete. If not complete in 30 days, Township will move forward with condemnation of property. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

**C. Silver Oaks Condominiums**

**1. Resolution accepting roadways**

Motion by Osborne, second by Cutting to accept Resolution as submitted. Roll call vote; Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes. Motion carries.

**2. Agreement process for final asphalt**

Motion by Cutting, second by Osborne to accept agreement as presented. Roll call vote; Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

**3. Maintenance agreement**

Motion by Cutting, second by Stock not to accept agreement as presented per legal advice from Township attorney. All voted in favor. Motion carries.

**D. Conveyance of property located at M-40/C.R. 653 to VBCRC**

Supervisor Ruzick drafted a letter asking for an explanation as to why the request for reimbursement was denied. In the letter, dates and emails were referenced regarding the project dating as far back as December 2014. The Township has no use for the land now that the project is complete and has every intention of conveying the property to the Van Buren County Road Commission.

Motion by Cutting, second by Osborne to have Supervisor Ruzick draw up a deed to the property and send with the letter that was drafted as well as respond the VBCRC request for easement of the property. Roll call vote; Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

**E. Mattawan Fire Department land purchase at current location**

Mattawan Fire Department is interested in purchasing a portion of property located to the south of the current location to add on to the existing location. There has been communication between the seller's agent and the Township/ Fire Department to come to an agreement on price. At this point no agreement has been met therefore, the Fire Department has chosen not to proceed with trying to purchase the property. It is requested that the Fire Department provide something in writing stating their intentions.

**F. 2020 dates for March Board of Review**

Assessor, Ben Brousseau, is requesting the Board to adopt and Resolution changing the March 2020 Board of Review dates due to the upcoming Presidential Primary Election. Motion by Stock, second by Osborne to adopt the Resolution providing alternative starting dates. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

**G. Todd Sokolowski request for foundations at Maple Grove**

Todd Sokolowski from Campbell Murch is requesting fees for three foundations to be waived for his family's headstones at Maple Grove cemetery.

Motion by Stock, second by Osborne to approve this request. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-no. Motion carries.

**H. Secant proposal for computer upgrades**

Effective January 2020 Microsoft will no longer support the Windows 7 version that are on all computers used by Township officials and employees. Secant, our current cloud-based service provider provided and assessment that was done on the computers which included new equipment and software in the amount of \$17,373.75. During the last month, we have had to call in a computer repair company to work on all computers within the office as they try to complete automatic updates and are unable to do so, causing the computer to crash.

Motion by Stock, second by Cutting to sign the proposal from Secant for the computer upgrades with the understanding that Secant will make sure our computers are brought back to full working order. Roll call vote; Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

**I. Harwick Cemetery change order for yucca plants transplanting**

Previously the Township Board had approved an additional amount for changes in the amount of \$500. To move the yucca plants to the outer perimeter of the property would have an invoice cost of \$720.00

Motion by Stock, second by Osborne to approve the additional \$250 cost to move the plants. All voted in favor. Motion carries.

**J. Tall grass ordinance**

A resident has submitted requests for the Township to establish an ordinance for tall grass. The Planning Commission has met and provided a recommendation to not establish an ordinance. The Township Board concurred with the recommendation of the Planning Commission and there will be no action taken at this time.

**K. Mark Boven refund request**

Planning Commission has had discussion regarding a more define fee schedule for different types of site plan reviews. In the coming months they will put together a more structured fee schedule and if at that time, the new schedule would result in a refund, Mark Boven will be issued a refund. There is no action from the Township Board currently.

**Correspondence:**

- VBCRC weekly updates
- VBCRC Board of Commissioners summary

**Announcements:**

- None

**Reports:**

*Attorney*

None

*Treasurer-* Bonnie Osborne

\$225,002.25 in the general fund

*Building Activity-* Chantel Reyna

Antwerp: 31permits for September including Building, Electrical, Mechanical, and Plumbing with fees of \$4,481.00.

Almena: 25 permits for September including Building, Electrical and Mechanical with fees of \$4,157.00.

*Van Buren District Library-* Bruce Cutting

Meeting was held at the Sunshine Library with Kayla as the host. Board is happy to have Kayla.

*Sunshine Branch Library-* Bonnie Osborne

The library had 17 programs with 322 attendees.

*Lawton Fire Department-* Bruce Cutting

Short meeting. Paid the bills.

*Paw Paw Fire Department -*Dan Ruzick

Revised agreement was presented.

*Mattawan Fire Department -* Bonnie Osborne

Discussion on land purchase. Board also asked Bonnie to relay to Trustee Stock how thankful they are for the house that he has provided for training.

*Mattawan Quick Response -* Bonnie Osborne

43 calls in September

*Cemeteries -* Chantel Reyna

One burial in September.

*Planning Commission -* Gary Stock

Meeting minutes are available online at [www.antwerptownship.com](http://www.antwerptownship.com).

*Zoning Board of Appeals -* Gary Stock

No meeting.

Meeting minutes are available online at [www.antwerptownship.com](http://www.antwerptownship.com).

**Public Comment:**

Recommendation from the committee on Antwerp Township, Mattawan Quick Response, Mattawan Fire Department, and Senior Services bills in the amount of \$72,687.70.

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 9:05pm.

Respectfully submitted by,

Chantel Reyna