

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
MEETING HELD VIA ZOOM
Tuesday, May 26th, 2020

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: Two guests

Public Comment:

- Paul Schincariol – *Van Buren County Commissioner*

Commissioner Schincariol joined the meeting via zoom to provide an update. The Sherriff's department will be getting a new storage facility. A Board was created to establish revolving loan funds for businesses to utilize due to the current pandemic. The 911 emergency service ballot request was approved. All County employees are continuing to work from home following the Governor's orders. The audit was complete, and the County has good overall financial health. There were five findings which were reporting issues. They have all been corrected.

Motion by Osborne, second by Cutting to approve agenda with the additions of items I. Resolution to support the Trail way in Antwerp, and item J. Strand Court order judgment. All voted in favor. Motion carries.

Motion by Osborne, second by Cutting to approve previous minutes from March 12th, 2020 Regular Township Board Meeting with one clerical error in item B. Hourly rate should read \$15 per hour. All voted in favor. Motion carries.

Action on Planning Commission Recommendations:

- A. Consideration of a Special Land Use and Site Plan Amendment. Tom Rossman, Prairie View Storage, 51350 C.R. 652, Mattawan, MI (Parcel# 80-02-002-015-20)**

The Planning Commission is recommending approval (7-0) with three conditions.

1. Gravel parking areas and drive lanes are acceptable.
2. The following should be satisfied prior to site development.
 - a. Combine parcels 80-02-002-015-02 and 80-02-002-015-30 so that building 11 complies with setback requirements.
 - b. Install protective fencing prior to site disturbance. The limits of disturbance should be tightly bound around the area of construction. Protective fencing must be installed to delineate preserved areas prior to development.
 - c. Secure the following approvals.
 - i. Drain Commission.

- ii. Fire Department
- 3. The following conditions shall be met prior to occupancy of buildings 7, 8 and 11.
 - a. Confirm that all building-mounted lighting is cut-off style.
 - b. Finalize stormwater retention pond construction per plans.
 - c. Install all parking spaces and finalize grading and drive surface around all existing and future building sites.

Motion by Stock, second by Osborne to approve request for special land use and site plan amendment with conditions listed above. All voted in favor. Motion carries.

B. Consideration of a Final Condominium Plan. John Bosker, Mattawan Airpark Estates, behind 26383 60th Ave, Mattawan, MI (parcel# 80-02-022-004-70, 80-02-022-004-65 and 80-02-023-014-00).

The Planning Commission recommends approval (7-0) of the final condominium plan. Approval by the Township Board will authorize site development (grading, road, stormwater management, etc.). Once the construction is complete and the Township approves the mater deed, the condo units (lots) can be sold, and building permits can be issued for individual homes.

Motion by Reyna, second by Stock to approve request for final condominium plan per the Planning Commissions recommendation. All voted in favor. Motion carries.

Pending Business:

- Wage and Benefit Committee
 - 1. Due to the ongoing pandemic, the Committee has not met to discuss retiree benefits.
 - 2. There was discussion regarding payment to each Committee member for attending meeting. The Committee provided a detail of two years meeting history to the Board for consideration.

Motion by Osborne, second by Reyna to pay each Committee member a per diem rate of \$60 per meeting attended and going retroactive back to 2018 for the three members. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-no, Stock- abstain. Motion carries.

New Business:

A. Resolution to Establish Salaries.

The Supervisor, Treasurer and Clerk’s wages are currently being divided into a portion being paid for statutory requirements and the remainder being paid for office management. The Committee is seeing a rate of inflation of roughly 1.7% across the Country. The recommendation is to increase the statutory rate from \$15,000 to \$15,250 and the office management wages from \$53,500 to \$54,350. For Trustee positions, the statutory rate would increase from \$5,000 per year to \$5,100 each year with a continued \$200 per diem for each meeting attended.

Motion by Stock, second by Cutting to approve \$15,250 statutory salary and \$54,350 office management salary for Township Clerk position effective July 1, 2020. Roll call vote; Reyna-es, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

Motion by Stock, second by Cutting to approve \$15,250 statutory salary and \$54,350 office management salary for Township Supervisor position effective July 1, 2020. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

Motion by Stock, second by Cutting to approve \$15,250 statutory salary and \$54,350 office management salary for Township Treasurer position effective July 1, 2020. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

Motion by Stock, second by Cutting to approve \$5,100 statutory salary and \$200 per diem for each meeting attended for Township Trustee positions effective July 1, 2020. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

B. Long Grove construction of culvert improvement along Robins Way

Wightman and Associates provided a preliminary plan for improvements along the Robins Way ditch line. The improvements include reshaping the south ditch line along Robins Way, placement of periodic rock check dams to reduce water velocities within the ditch, and removal of any debris blocking the existing ditch.

Motion by Cutting, second by Osborne to place the proposed project out for bid. The bids are to be opened at the next regular scheduled Township Board Meeting. All voted in favor. Motion carries.

C. TAMP discussion on road projects 5-year plan

Wightman and Associates provided a plan which includes a summary of the analysis performed and results determined, the 2019 PASER rating map and the detailed project report over the 5-year plan. Wightman also provided examples of cape seal projects that the Township could use as a preventative maintenance. There was discussion on possibly testing a road in the Township to determine if cape seal could be used.

D. Harwick Cemetery entrance improvements

Peters Construction is currently finishing the expansion at Harwick cemetery and provided a bid to repair the existing entrance to the cemetery. The bid is in the amount of \$5,376.25 to pulverize existing asphalt in north driveway, supplement aggregate base and widen entrance at County Road 657 and provide and place 1.5 inch of 13A HMA leveling in north driveway.

Motion by Cutting, second by Reyna to pay Peters Construction \$5,376.25 to repair the north entrance. Roll call vote; Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

E. Request for parking by Jaclyn Raab

Jaclyn Raab is an Occupational Therapist who works for Veterans Affairs in our area. Per VA policies, she is not permitted to park her work vehicle at her residence. The vehicle must remain parked at a government entity while not in use. Jaclyn is requesting that her vehicle be parked at the Township Hall parking lot. She has provided a memorandum of Understanding for the Township to sign.

Motion by Cutting, second by Osborne to sign the memorandum and allow the vehicle to be parked at the Township Hall when not in use. All voted in favor. Motion carries.

F. Budget amendments 2019-2020 budget

Treasurer Osborne has provided three amendments that would need to be made to the budget 2019-2020 year ending June 30, 2020. The first amendment would be a \$50,000 transfer from savings to general fund account 101-265-970 to account for the Activity Center upgrades and new entrance. The second amendment would be a \$100,000 transfer from savings to account 101-276-970-000 for the expansion of the Harwick cemetery. The third amendment would be a \$100,000 transfer from savings to account 101-446-800-000 for road repairs including 63rd Street bridge/culvert, and safety/hazardous intersection at 62nd/M40.

Motion by Osborne, second by Cutting to make the requested amendment of \$50,000 to account 101-265-970-000 for the Activity Center upgrades and new entrance. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

Motion by Osborne, second by Cutting to make the requested amendment on \$100,000 to account 101-276-970-000 for the expansion of Harwick cemetery. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Motion carries.

Motion by Osborne, second by Cutting to make the requested amendment of \$100,000 to account 101-446-800-000 for the 63rd street bridge/culvert replacement and safety/hazardous intersection at 62nd/M40. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

G. Consumers Energy Retention area along Long Grove

Supervisor Ruzick has been in contact with Consumers Energy to request an easement to help eliminate some of the water issues in Long Grove subdivision. Consumers provided an agreement with a cost of \$5000 per year. Township Board thought that was expensive and grant Supervisor Ruzick the ability to negotiate a possible sale with the owners or reduce the amount owed for the easement from Consumers. Will discuss at next month’s regular scheduled meeting.

H. General discussion about opening for business

Per Governor Whitmer’s executive order office work that can be done remotely should remain done remotely. Currently the Township employees are working from home answering emails and phone calls, processing and issuing permits, and making appointments for any in person work that needs to be done. A contractor will need to come in to make the office a safer environment for both workers and residents. The Board is working with our attorney to come up with a plan as to how and when we should resume all in person business.

I. Resolution to support Trail way in Antwerp Township

Planning Commission Chair, Phil Tarchala is collecting resolution of support for the proposed trail way that will run through Antwerp Township.

Motion by Osborne, second by Reyna to prepare a resolution of support for the trail way. All voted in favor. Motion carries.

J. Strand court order judgment

The Township sent notice of violation for litter and debris, vehicle repair and storage, and code violation to the owner at 66782 26th ST Lawton, MI. After months of no progress, a civil infraction judgement was signed by the judge stating they 60 days to complete the necessary repairs. The judgement was signed on March 3, 2020. To date, the repairs have not been done. The judgement states that the Township may go in and complete all work needed to satisfy the judgement and for the cost to be placed on the homeowner’s tax bill.

Motion by Osborne, second by Cutting to place the project out for bid and for the bids to be opened at the next regular scheduled Township Board Meeting. All voted in favor. Motion carries.

Correspondence:

- Dick Godfrey County Commission report

Announcements:

- Budget hearing June2, 2020 at 6 pm
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Reports:

Attorney

None

Treasurer- Bonnie Osborne

\$326,302.97 in the general fund

Building Activity- Chantel Reyna

Antwerp: There were 31 permits in the month of March including Building, Electrical, Mechanical, and Plumbing with fees of \$6,15513 permits in the month of April including Building, Electrical, Mechanical and Plumbing with fees of \$1691.60.

Almena: 18 permits in the month of March including Building, Electrical and Mechanical with fees of \$3026.00. There were 4 permits in the month of April including Building, Electrical and Mechanical with fees of \$555.00.

Van Buren District Library- Bruce Cutting

The District library board is working on a pandemic procedure plan and will proceed cautiously about the reopening of libraries. Paid bills.

Sunshine Branch Library- Bonnie Osborne

No report

Lawton Fire Department- Bruce Cutting

There have previously been some Township billing issues at the Village of Lawton. The board feels those issues have been resolved.

*Paw Paw Fire Department -*Dan Ruzick

No report.

Mattawan Fire Department - Bonnie Osborne

There will be a new fire chief effective July 1, 2020. Scott Brooks was elected as the new chief.

Mattawan Quick Response - Bonnie Osborne

Paid bills.

Cemeteries - Chantel Reyna

One burial in March

Four burials in April

Planning Commission - Gary Stock

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:

None

Recommendation from the committee on Antwerp Township, Mattawan Quick Response, Mattawan Fire Department, and Senior Services bills in the amount of \$65,200.89 for the month of March and the amount of \$58,154.51 for the month of April.

Motion by Stock, second by Cutting to approve bills. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

Motion by Osborne, second by Reyna to adjourn.

All voted in favor. Motion carries. Meeting adjourned at 8:54 pm.

Respectfully submitted by,

Chantel Reyna