

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
Tuesday, June 11th, 2024

Supervisor Ruzick called the meeting to order at 6:30 pm.

Pledge of Allegiance

Board Members Present: Daniel J. Ruzick-Supervisor, Chantel Reyna-Clerk, Bonnie Osborne-Treasurer, Phil Tarchala-Trustee, Bruce Cutting-Trustee

Board Members Absent:

Also, Present: 10 guests

Motion by Osborne, second by Reyna to accept the agenda as submitted with the addition of item M. Harwick cemetery tree removal and item N. Van Buren County Road Commission land lease. All voted in favor. Motion carries.

Public Comment:

Deputy Scotty Borah – Van Buren County Sheriff Department

- 118 calls in Antwerp Township for the month of May.

Paul Schincariol – Van Buren County Commissioner

- Governor attempting to diminish Conservation Districts in the State. County Board of Commissioners sent a letter of opposition.
- Veteran’s social June 27, 2024 from 6:00pm - 8:00pm at the Veteran’s Building.
- Audit updates shows \$1,000,000 left in general fund at end of fiscal year.
- Courts had over 800 jury trial cases last year. The County will hire another public defender.
- Veteran’s Services has 172 contact in May.

Wayne Nelson – Van Buren County Road Commissioner

- 187 miles of sealcoat and fog seal will be completed throughout the County this year.
- Board unanimously and enthusiastically voted in favor of the land lease presented for a satellite building in Antwerp Township.

Scott Brooks – Mattawan Fire Chief

- Budget approved
- Manning Enterprises and Riley Manning Foundation attended fire tower building training with hopes of constructing a training tower in the future.
- New website went live.
- 25 firefighters got NFPA required physicals.

Krystal Seibert – Paw Paw District Library Board

- Krystal provided information on summer programs as Paw Paw District Library

Jacob Diljak – Van Buren County Conservation District

- Saturday June 15th at Van Buren Community Mental Health building there will be a recycling collection.
- Annual meeting will be July 31st at Brookside Blueberry's.

Motion by Tarchala, second by Cutting to approve previous minutes from Regular Scheduled Township Board Meeting on May 14th, 2024. All voted in favor. Motion carries.

Motion by Tarchala, second by Osborne to approve the previous minutes from Special Budget hearing meeting on June 4, 2024. All voted in favor. Motion carries.

Action on Planning Commission Recommendations:

- A. Consideration of Special Land Use and Site Plan amendment. Charles Brandt requests an amendment to allow on-site parking for guests of Nightmare Realm for the 2024 and 2025 seasons for property located at 23492 Red Arrow Hwy, Mattawan, MI 49071 (Parcel # 80-02-001-017-02). Planning Commission recommends approval with conditions below.
1. The approval of on-site parking is granted for the 2024 and 2025 seasons.
 2. No more than 150 tickets are sold for each half-hour block.
 3. Fire Department approval is secured prior to the 2024 and 2025 event seasons.
 4. The operation remains in continued compliance with all Road Commission requirements and conditions of approval.
 5. Emergency procedures shall be established to accommodate parking beyond what is available on-site in the case of unanticipated traffic generation.
 6. Temporary lighting shall be used to illuminate all new parking spaces. Installation of permanent lighting for the proposed permanent eastern and western parking rows is deferred until the 2026 season.
 7. Upon implementation of the revised stormwater management system for the site, a maintenance plan shall be executed between the township and the owner.

Motion by Ruzick, second by Cutting to approve the special land use and site plan amendment request with the conditions listed by the Planning Commission with the exception of having an administrative review after one season to determine if the traffic plan is working. There will be no additional cost to the applicant and the amendment will extend out to cover the 2025 season. Roll call vote: Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

- B. Antwerp Township Zoning Ordinance Text amendments to Outdoor Storage displays or sales, outdoor storage and indoor vehicle sales. Planning Commission recommends approval of the text amendment.

Motion by Tarchala, second by Reyna to approve the zoning ordinance text amendment for Outdoor Storage displays or sales, outdoor storage and indoor vehicle sales. Roll call vote: Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes. Motion carries.

Pending Business

None

New Business:

A. Tax Bill and Senior Service insert for burning

Clerk Reyna provided an insert to be placed in the tax bill in reference to open burning in the Township.

Motion by Cutting, second by Osborne to approve the insert to be placed in the summer tax bill. All voted in favor. Motion carries.

B. Luc's Light Leigh Schincariol

Leigh Schincariol provided an update on Luc's Light youth arts program. The Township had previously pledged ARPA funds to the project in Antwerp Township. The Board reiterates that they will pledge \$60,573.00 as previously discussed.

Motion by Osborne, second by Reyna to pledge \$60,573.00 to Luc's Light Youth Arts Program. Roll call vote; Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

C. Antwerp Township 2024-2025 Budget

Proposed budget was discussed at budget hearing. Brief recap includes: 3% salary increase for all Township employees and Board members excluding trustees, in lieu of insurance compensation increased to \$650 per month, health coverage will now be 100% employer paid, all representatives on Boards compensation increase to \$100 per member and \$110 for Chair and Secretary, Hall coordinator position created for hall rentals with compensation of \$400 monthly salary.

Motion by Osborne, second by Tarchala to approve the 2024-2025 budget. Roll call vote; Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

D. Antwerp Township and Mattawan Fire Budget adjustments

Mattawan fire presented two adjustments to be made for fiscal year ending June 30, 2024. Antwerp Township also presented two adjustments for fiscal year ending June 30, 2024.

Motion by Osborne, second by Tarchala to accept the budget adjustments for both Mattawan Fire and Antwerp Township. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

E. Fee Schedule and Permit Fee Schedule 2024-2025

There are no proposed changes to the current fee schedule and permit fee schedule for the 2024-2025 fiscal year.

Motion by Osborne, second by Tarchala to accept the 2024-2025 proposed fee schedule and permit fee schedule. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes. Motion carries.

F. Board Appointments

- a. Mattawan Fire Board – Appointment of Logan King and Andrew Martz with term ending 2027.
- b. Zoning Board of Appeals – Appointment of Mark Lefkes with term ending 2027
- c. Planning Commission – Appointment of Jamie Kneeshaw with term ending 2027

Motion by Osborne, second by Reyna to appoint Logan King and Andrew Martz to the Mattawan Fire Board with term ending 2027. All voted in favor. Motion carries.

Motion by Cutting, second by Osborne to appoint Mark Lefkes to the Zoning Board of Appeals with term ending 2027. All voted in favor. Motion carries.

Motion by Reyna, second by Osborne to appoint Jamie Kneeshaw to the Planning Commission with term ending 2027. All voted in favor. Motion carries.

G. Proposal by Siegfried Crandall PC for audit year ending June 30, 2024

Letter of engagement received for audit year ending June 30, 2024.

Motion by Cutting, second by Osborne to accept the letter of engagement for audit year ending June 30, 2024 pending delivery of paper copies of June 30, 2023 audit report. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes. Motion carries.

H. Transfer Station Change Order Fence, Wall for dumpster, and Excavation

Supervisor Ruzick provided bids for fencing around the recycling area in the amount of \$36,084.00, Aleksich Excavating in the amount of \$16,940.00 and Cherry Valley in the amount of \$15,850.00.

Motion by Tarchala, second by Cutting to approve the bids for additional work at the transfer station in the amounts of \$36,084.00, \$16,940.00 and \$15,850.00. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes. Motion carries.

I. Authorization for Permanent and Temporary Easements William & Kathryn Multhaupt and Marilynne Mikulich

Appraisals of the properties have been concluded and an authorization in the amount of \$2,000 (Parcel # 80-02-009-033-00) and \$10,200 (Parcel # 80-02-010-018-00) has been presented for two easements.

Motion by Tarchala, second by Cutting to authorize Supervisor Ruzick to sign the authorization for payment for permanent and temporary easements on the properties listed above. Roll call vote; Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

J. Banks and Over and Under policy for Treasurer

Treasurer Osborne is requesting Resolutions for Michigan based financial institutions to be used for Township business as well as a Resolution to implement a \$3.00 over/under policy on property tax.

Motion by Reyna, second by Osborne to adopt Resolution for a \$3.00 over/under policy on the collection of property tax. Roll call vote; Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

Motion by Cutting, second by Tarchala to adopt a Resolution for Antwerp Township to continue to use Michigan based financial institutions for Township business. Roll call vote; Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

K. Resolution for Antwerp Township Road Millage 2025 through 2028 Ballot language

Supervisor Ruzick provided a Resolution to be adopted to renew the current road millage being levied.

Motion by Osborne, second by Tarchala to adopt the presented Resolution with ballot language for the Antwerp Township road millage renewal. Roll call vote; Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

L. Special Event Make-A-Wish

Van Buren County Road Commission is requesting a Resolution be adopted for a special event that will take place in Antwerp Township.

Motion by Tarchala, second by Osborne to adopt a Resolution in support of a Make-A-Wish special event that will take place in Antwerp Township. Roll call vote; Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

M. Harwick cemetery tree removal

Supervisor Ruzick provided two bids for the removal of a dead tree at Harwick cemetery. J.C and Sons submitted a bid in the amount of \$4800.00 and Abraham Solis submitted a bid in the amount of \$4500.00

Motion by Tarchala, second by Cutting to accept the bid from Abraham Solis in the amount of \$4500.00 for the removal of the tree at Harwick cemetery. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

N. Van Buren County Road Commission Land lease

Van Buren County Road Commission returned the lease submitted with one addition in regard to signage. The Board approves the addition.

Motion by Tarchala, second by Osborne to authorize Supervisor Ruzick to sign the lease between Antwerp Township and the Van Buren County Road Commission. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes. Motion carries.

Correspondence:

Announcements

Reports:

Attorney

None

Treasurer- Bonnie Osborne
\$251,965.96 in general fund

Building Activity- Chantel Reyna
Antwerp: 53 permits for May including Building, Electrical, Mechanical, and Plumbing with fees of \$10,477.00.
Almena: 29 permits for May including Building, Electrical and Mechanical with fees of \$6,865.00.

Van Buren District Library- Bruce Cutting
Discussion on millage. Summer programs are in full force.

Sunshine Branch Library- Bonnie Osborne
100 participants signed up for summer reading program.

Lawton Fire Department- Bruce Cutting
Short meeting. Paid bills. July meeting moved due to July 4th.

*Paw Paw Fire Department -*Dan Ruzick
Paid bills.

Mattawan Fire Department - Bonnie Osborne
July meeting moved due to July 4th.

Cemeteries - Chantel Reyna
Two burials in May.

Planning Commission -
Meeting minutes are available online at www.antwerptownship.com.

Zoning Board of Appeals -

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

Public Comment:

None

Recommendation from the committee on Antwerp Township, Mattawan Fire Department, and Senior Services bills in the amount of \$634,490.86.

Motion by Cutting, second by Tarchala to pay the bills in the amount of \$634,490.86. Roll call vote; Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

Motion by Osborne, second by Reyna to adjourn.

All voted in favor. Motion carries. Meeting adjourned at 8:40 pm.

Respectfully submitted by,

Chantel Reyna