

MINUTES FROM THE  
REGULAR ANTWERP TOWNSHIP BOARD MEETING  
Tuesday, November 12th, 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: 9 guests

Supervisor Ruzick called the Fox Creek Street Light Special Assessment District hearing to order.

- There were two residents in attendance. One resident stated that they objected to the special assessment district being established. There was discussion on how the special assessment district petition was brought to the Township Board by a majority of the residents of Fox Creek.

Supervisor Ruzick closed the hearing at 6:42pm.

Motion by Tarchala, second by Osborne to approve the agenda as submitted with the addition of item I. MEC proposal for high speed internet at transfer station. All voted in favor. Motion carries.

**Public Comment:**

Deputy Scotty Borah – Van Buren County Sheriff Department

- 103 calls in Antwerp Township for the month of October.

Kyle Gabrielse – Mattawan Fire

- 759 call for the year
- 74 calls in October

Randy Graham – Resident

- Randy wanted to thank Clerk Reyna for all of her work before and during the election.

Leigh Schincariol – Luc’s Light

- Leigh provided an update on the building that Luc’s Light is in the process of purchasing. Supervisor Ruzick stated that the Township legal counsel does not recommend allocating funds to an organization outside of the Township. Leigh will provide updates.

Motion by Tarchala, second by Cutting to approve previous minutes from Regular Scheduled Township Board Meeting on October 8<sup>th</sup>, 2024. All voted in favor. Motion carries.

**Action on Planning Commission Recommendations:** None

**Old Business:** None

**New Business:**

**A. Fox Creek Farms Subdivision Street Light Special Assessment District**

Resolutions presented to approve the streetlight special assessment district for Fox Creek Farms.

Motion by Tarchala, second by Reyna to adopt a Resolution to proceed with the establishment of the special assessment district for street lighting in Fox Creek Farms. Roll call vote: Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

Motion by Tarchala, second by Reyna to adopt a Resolution to approve the special assessment for street lighting in Fox Creek Farms. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

**B. Kalamazoo County Household Hazardous Waste contract amendment**

KCHHW submitted an amendment to the current contract in the amount of \$1500.00 in additional funds for hazardous waste. Previously the Township had allocated \$6000.00 in funds for the program.

Motion by Cutting, second by Osborne to authorize Supervisor Ruzick to sign the amendment and allocate an additional \$1500.00 to the program. Roll call vote; Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

**C. Planning Commission appointment Christopher B. Reiter term ending 2027**

Application for Christopher B. Reiter was received for appointment on the Planning Commission with a term ending 2027.

Motion by Tarchala, second by Reyna to appoint Christopher B. Reiter to the Planning Commission with a term ending 2027. All voted in favor. Motion carries.

**D. BS&A Payment Systems**

Treasurer Osborne and Clerk Reyna attended a BS&A conference regarding software upgrades and are presenting a payment systems option to offer the acceptance of credit/debit cards either in person or online. There is no fee to the Township for the service. There is a one-time fee of \$350.00 for the terminal to process. This system will tie to General Ledger and Cash Receipting.

Motion by Tarchala, second by Osborne to purchase the terminal and start allowing credit/debit card payments to residents. Roll call vote; Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

**E. Trail way request for work from Metro Consulting Associates**

Metro Consulting is submitting a request for an additional funds to continue work on the easement requests with AEP and Wal-Mart. After discussion, the Board authorized Sam from Wightman to request an addition in the federal funding grant in order to continue with the project. At this time the Board will wait to hear back from Sam to determine if additional funds will be used to continue the project.

**F. VBCRC barn for C.R. 657/64<sup>th</sup> Ave.**

Supervisor Ruzick provided an estimate for a building to be placed on the property going to be used by the Van Buren County Road Commission. This is just a rough idea of what will potentially be needed. This is for informational purposes only at this time.

**G. Cameras for Transfer Station**

Supervisor Ruzick received two quotes for security cameras at the Transfer Station.

Summit Fire Protection provided a quote in the amount of \$23,287.35.

EPS provided a quote in the amount of \$14,855.12 however, the Township Board would like to add an additional camera which increased the quote to \$16,190.44.

Motion by Osborne, second by Tarchala to award the bid to EPS in the amount of \$16,190.44 for cameras at the Transfer Station with the use of ARPA funds for the project. Roll call vote; Ruzick=yes, Reyna=yes, Osborne=yes, Cutting-No, -yes Tarchala. Motion carries.

**H. Rose Creek Estate Final PUD & Condominium Plan**

Applicant is requesting approval of final PUD condominium plan for a 39-unit residential site development. Planning Commission is recommending approval of the final PUD and condominium plan subject to administrative approval of PUD condition 1 & 3 and confirmation of Road Commission approval.

Motion by Tarchala, second by Cutting to approve the final PUD condominium plan for Rose Creek Estates and do all the paving for the development at once. Roll call vote; Reyna=yes, Osborne=yes, Cutting=yes, Ruzick=yes, Tarchala=yes. Motion carries.

**I. MEC Internet at Transfer Station**

MEC provided a quote in the amount of \$500.00 for fiber to be ran to the building and a monthly service fee in the amount of \$70.00.

Motion by Osborne, second by Reyna to run fiber to the building at the Transfer Station and pay the monthly fee of \$70. Roll call vote; Reyna=yes, Osborne=yes, Cutting=yes, Ruzick=yes, Tarchala=yes. Motion carries.

**Correspondence:** KCHHW 3<sup>rd</sup> Quarter report, VBCRC weekly updates

**Announcements:**

**Reports:**

*Attorney*  
None

*Treasurer-* Bonnie Osborne  
\$345,973.94 in general fund  
Treasurer Osborne would like to waive interest and penalty from February 15<sup>th</sup> until March 1<sup>st</sup> on property taxes paid moving forward.

Motion by Tarchala, second by Reyna to waive penalties and interest on property taxes paid between February 15<sup>th</sup> until March 1<sup>st</sup>. Roll call vote; Ruzick=yes, Osborne=yes, Reyna=yes, Cutting=yes, Tarchala=yes. Motion carries.

*Building Activity-* Chantel Reyna  
Antwerp: 65 permits for October including Building, Electrical, Mechanical, and Plumbing with fees of \$15,483.00.  
Almena: 31 permits for October including Building, Electrical and Mechanical with fees of \$5,463.00.

*Van Buren District Library-* Bruce Cutting  
Compensation for Director has been set. Budget is good.

*Sunshine Branch Library-* Bonnie Osborne  
Holiday carnival will be December 7<sup>th</sup>.

*Lawton Fire Department-* Bruce Cutting  
Short meeting. Paid bills. New fire truck discussion

*Paw Paw Fire Department -*Daniel Ruzick  
Contract renewals coming.

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*Mattawan Fire Department* – Bonnie Osborne  
Annual meeting will be November 30<sup>th</sup> at Heritage Glen.

*Cemeteries* – Chantel Reyna  
Two burials

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

*Zoning Board of Appeals* -  
Meeting minutes are available online at [www.antwerptownship.com](http://www.antwerptownship.com).

**Public Comment:**

None

Recommendation from the committee on Antwerp Township, Mattawan Fire Department, and Senior Services bills in the amount of \$133,562.17

Motion by Tarchala, second by Cutting to pay the bills in the amount of \$133,562.17. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

Motion by Osborne, second by Reyna to adjourn.

All voted in favor. Motion carries. Meeting adjourned at 8:52 pm.

Respectfully submitted by,

Chantel Reyna