

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
Tuesday, May 12th, 2026

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

Pledge of Allegiance

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

Board Members Absent:

Also, Present: 17 guests

Public Hearing: Higley's Orchard Downs Tree preservation SAD

Supervisor Ruzick opened the public hearing at 6:31 pm.

- Resident: Thanked the Board for assisting in the establishment of the special assessment district. Says neighborhood and trees look healthy and great.
- Resident: States this is money well spent. Appreciates the Board assisting.
- Resident: Encourages residents to look at surrounding neighborhoods to determine whether the treatment is necessary for next year. Also thanked the Board for the guidance throughout this process.

Supervisor Ruzick closed the public hearing at 6:37 pm.

Public Comment:

Zach Hathaway – Van Buren County Sheriff Department

- 202 total calls for service in Antwerp Township in April
- Discussion on where the speed trailer will be placed in the Township

Wayne Nelson – Van Buren County Road Commissioner

- Wayne is joined by Managing Director, Bret Witkowski who will provide the report for the Van Buren County Road Commission

Bret Witkowski – Managing Director, Van Buren County Road Commission

- Villages and Cities are responsible for their road systems. VBCRC is responsible for County Roads and Township roads.
- Bret thanked the Township Board for the satellite building on C.R. 657 in Antwerp Township
- Boom mowing has begun. There are 2600 miles of roads being mowed. VBCRC will mow 3 times throughout the season.
- C.R. 657 bridge near 62nd Ave has weight restrictions in effect due to needed bridge repairs. VBCRC is working with the State to establish funding.
- Future road projects include:
 - C.R. 653 from M-40 to I-94
 - C.R. 652 from 62nd Ave to Robinson Rd.
- VBCRC used 50% more salt this winter than last.
- The sand to salt ratio was changed from 5:1 to 2:1

- Approximately \$17,000 in fuel charges per month
- There are 37 plow routes within the County
- The five busiest roads in Antwerp are:
 - C.R. 653 with 3000 vehicles per day
 - C.R. 652 south of Red Arrow with 3250 vehicles per day
 - C.R. 657 with 3400 vehicles per day
 - C.R. 652 north of Red Arrow with 11,000 vehicles per day
 - Red Arrow Highway with 11,500 vehicles per day

Resident – Antwerp Township Resident

Addressed concerns with 60th Ave. The section in question is in the Village of Mattawan. There were also concerns with the intersection of C.R. 652 and 60th Ave. The Township is interested in working with the Village of Mattawan and the Van Buren County Road Commission to make it safer.

Motion by Tarchala, second by Osborne, to approve the agenda as submitted. All voted in favor. Motion carries.

Motion by Osborne, second by Tarchala, to approve previous minutes from Township Board Meeting held on April 14, 2026. All voted in favor. Motion carries.

Action on Planning Commission:

1. Le Huy Vu Nguyen 24228 Red Arrow Highway with Tax ID # 80-02-002-011-01/10. Site plan for a proposed Commercial Nail Salon in the Commercial Zoning District. Planning Commission recommends approval with conditions listed below:
 - a. Confirm compliance with Section 3.5, Corner Clearance and Visibility.
 - b. Provide an updated landscaping plan (Section 12.1 L) with the following
 - i. Detailed planting list demonstrating compliance with the requirements of Section 12.1 E.
 - ii. Compliant minimum installation sizes (Section 12.1 E).
 - iii. Provide at least three evergreen trees in the front yard (Section 12.1 G).
 - c. Provide an updated lighting plan (Section 12.2 F) with the following:
 - i. Illumination of the westernmost and southern parking spaces with pole-mounted fixtures (Section 12.2 E).
 - ii. Color temperature of fixtures not exceeding 3,000k (Section 12.2 E).
 - iii. Compliant illumination levels (Section 12.2 E).
 - d. Shift sign location to comply with the 15-foot setback requirement (Section 12.4).
 - e. Install protective fencing before site disturbance. The limits of disturbance should be tightly bound around the area of construction. Protective fencing must be installed to delineate preserved areas before site development.
 - f. Secure the following approvals before site development and building permitting:
 - i. Drain Commission (SESC permit, if applicable, and stormwater plan)
 - ii. Road Commission (driveway permit)
 - iii. Health Department (well and septic)
 - iv. Fire Department (access and maneuverability)

Motion by Reyna, second by Osborne to approve the recommendation from the Planning Commission with the conditions listed above. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

Old Business: Van Buren County District Library addendum

Supervisor Ruzick sent a letter in April to the VBDL Board requesting some correspondence. To date, there has been no correspondence. Supervisor Ruzick has drafted a letter dated May 12, 2026, outlining interim framework once the June 14, 2026, deadline arrives. The letter states that the Board does not intend to remove the library from Antwerp Township, however, there needs to be something in place to ensure services are uninterrupted.

Motion by Tarchala, second by Reyna to authorize Supervisor Ruzick to send the letter drafted. Roll call vote; Reyna-yes, Osborne-yes, Cutting-no, Tarchala-yes, Ruzick-yes. Motion carries.

New Business:

A. Higley's Orchard Downs Resolution

Clerk Reyna presented a Resolution to treat the spongy moths in Higley's Orchard Downs neighborhood and have the assessment be levied on the 2026 winter tax bill.

Motion by Tarchala, second by Osborne to adopt Resolution 2026-0512 for the treatment of Higley's Orchard Downs. Roll call vote: Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

B. Mattawan Fire Administrative Assistant recommendation by Fire Board committee

Chief Brooks provided a recommendation from the Mattawan Fire Board to hire Shannon White as the administrative assistant effective Wednesday May 13, 2026.

Motion by Osborne, second by Tarchala, to hire Shannon White as the Administrative Assistant for Mattawan Fire under the new employee guidelines. Roll call vote: Cutting-no, Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

C. Clarification in employee handbook on work week and overtime.

Clerk Reyna presented an amendment to the handbook regarding the number of hours to be worked in a week before overtime is paid. The current handbook states 36 hours and the amendment would change that to 40 hours.

Motion by Cutting, second by Osborne to amend the handbook to state that an employee must work 40 hours in a week to be eligible for overtime. All voted in favor. Motion carries.

D. Proposal for Transfer Station tree removal and fence repair

Supervisor Ruzick received two bids for the fence repair at the transfer station.

Motion by Tarchala, second by Osborne, to accept the bid from Justice Fence in the amount of \$1086.00 to repair the fence at the transfer station from storm damage. Roll call vote; Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

Supervisor Ruzick received two bids for the tree removal at the transfer station.

Motion by Tarchala, second by Reyna, to accept the bid from J.C. and Sons in the amount of \$1600.00 to remove the tree at the transfer station from storm damage. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes. Motion carries.

E. Antwerp Township 2026 road projects

VBCRC received bids for the six roads projects in the amount of \$667,492.10 which is \$193,748.00 less than original estimates. The Township generally spends \$800,000 each fiscal year on roads. It was suggested we get bids for two additional projects.

Motion by Cutting, second by Tarchala to accept the bids for the 2026 road projects and get estimates on two more projects. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes. Motion carries.

F. Van Buren Conservation District request for funding

The Township utilizes its own transfer station for recycling; therefore, the Board does not participate in the Van Buren Conservation District program.

G. Set Budget hearing date June 2nd, 2026, at 6:00 pm.

Township Board set the budget hearing date for June 2nd, 2026, at 6:00 pm and it will be published in the newspaper.

H. Salaries for Clerk, Treasurer, Supervisor and Trustees

The salaries for elected officials are discussed at the May meeting. Historically, current CPI numbers as well as wage information gathered have been a factor in determining the wages. After discussing current CPI numbers before seasonal adjustments, the Board is recommending a 5% increase for the Clerk, Treasurer, Supervisor Trustees and employees.

Motion by Tarchala, second by Cutting to increase all wages by 5% for all elected officials as well as employees. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes. Motion carries.

I. Budget Amendments

Clerk Reyna presented budget amendments to be made before the fiscal year end on June 30, 2026.

Motion by Osborne, second by Reyna to make budget amendments. All voted in favor. Motion carries.

J. BS&A software proposal

BS&A submitted a proposal to convert from .net to the cloud in the spring of 2027.

Motion by Tarchala, second by Reyna to sign the contract to convert to BS&A cloud version and authorize Clerk Reyna and Treasurer Osborne to attend the BS&A conference in October 2026. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Tarchala-yes, Ruzick-yes. Motion carries.

K. BS&A conference request by Treasurer and Clerk

Trustee Tarchala made the motion during discussion on item J. to authorize Clerk Reyna and Treasurer Osborne to attend the BS&A conference in October.

Announcements: Budget hearing set for June 2nd, 2026, at 6:00 pm.

Correspondence: Household hazardous waste 1st qtr. 2026 report and VBCRC weekly updates

Reports:

Attorney

None

Treasurer- Bonnie Osborne

\$222,029.43 in general fund

Building Activity- Chantel Reyna

Antwerp: 59 permits for April including Building, Electrical, Mechanical, and Plumbing with fees of \$8,260.00.

Almena: 33 permits for April including Building, Electrical and Mechanical with fees of \$5,383.00

Van Buren District Library- Bruce Cutting
Discussion took place at beginning of meeting

Sunshine Branch Library- Bonnie Osborne

- Parent Resource Day for expecting parents – April 25th
- Chapter Quest had a full group
- Teen night Friday May 15th
- Summer reading program starts June 6th

Lawton Fire Department- Bruce Cutting
Short meeting. Paid bills.

*Paw Paw Fire Department -*Daniel Ruzick
Paid bills. New truck being delivered

Mattawan Fire Department – Bonnie Osborne
64 calls for service in April

Cemeteries – Chantel Reyna
No burials

Planning Commission -
Meeting minutes are available online at www.antwerptownshipmi.gov

Zoning Board of Appeals -
Meeting minutes are available online at www.antwerptownshipmi.gov

Public Comment:

Resident suggests we discuss AI vulnerabilities with BS&A at conference.

Recommendation from the committee on Antwerp Township, Mattawan Fire Department, and Senior Services bills in the amount of \$96,047.55

Motion by Cutting, second by Tarchala to pay the bills in the amount of \$96,047.55. 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 9:15 pm.

Respectfully submitted by,

Chantel Reyna