

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
Tuesday, May 13th, 2025

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

Board Members Absent: Bruce Cutting, Trustee

Also, Present: 7 guests

Presentation:

Sam Leatch – Wightman and Associates, Trailway

- All easements have been secured
- Environmental process needs to be secured
- Construction cost has increased from \$3.2 million (2020) to \$4.6 million (2025).
- Grant funding needs to be confirmed. Previously there was 67% of \$3.2 million secured. Letter will be drafted to confirm that 67% will be awarded of new project amount of \$4.6 million.
- Additional grant opportunity available
- Roughly \$200,000 in additional costs for environmental study, preliminary plans, and final plans

Board would like Wightman to draft letter to confirm the amount granted to determine if we move forward.

Alan Smaka – Welch's wastewater

- Need for Welch's upgrade is a direct result of increased regulatory requirements by EGLE and not changes at Welch's
- EGLE is drafting Administrative Consent Order
- Those present at meeting were willing and interested in the idea of a regional wastewater treatment solution
- Apprehension by EGLE on the ability of all major stakeholders to achieve agreement and implementation of solution in the near future.
- EGLE is very persistent a solution will need to be in place in the near-term and that the prospect of a regional solution cannot delay this outcome.

Public Comment:

Randy Graham – Transfer station building is nice.

Deputy Zach Hathaway – Van Buren County Sheriff Department
173 calls in Antwerp Township for the month of April.

Motion by Tarchala, second by Osborne to approve the agenda as submitted with the addition of item L. electric proposal for new Township sign and item M. Additional cameras for Transfer Station. All voted in favor. Motion carries.

Motion by Tarchala, second by Osborne to approve previous minutes from Regular Scheduled Township Board Meeting on April 8th, 2025. All voted in favor. Motion carries.

Action on Planning Commission Recommendations:

A. Jennifer and Tammy VanNiman, 68333 C.R. 652. Special land use and site plan for a non-commercial dog kennel (over 10 dogs). Planning Commission recommends approval with conditions outlined in memo dated May 8, 2025. Conditions are as follows:

1. Secure all necessary permits for the use (kennel license and septic/well, if applicable).
2. The facility will house no more than 30 dogs at any one time.
3. The kennels and runs will have partitions that will block visibility from one dog kennel to the next.

Motion by Reyna, second by Tarchala to approve the special land use and site plan with the conditions listed above. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Tarchala-yes. Motion carries.

Old Business: None

New Business:

A. Antwerp Township Trailways Easement Acquisition

After presentation by Sam regarding increase in costs, the Board would like to table this item until we know for sure what the funding amount will be for the grant.

Motion by Osborne, second by Reyna to table the request for payment by Metro Consulting. Roll call vote; Reyna-yes, Osborne-yes, Tarchala-yes, Ruzick-yes. Motion carries.

B. Mattawan Fire Administrative Assistant posting

Mattawan Fire Chief presented a job description to fill the administrative assistant position. After discussion, it is felt that the position is a full-time position.

Motion by Osborne, second by Tarchala to authorize Chief Brooks to post the position for administrative assistant as a full-time position with a 90-day probationary period. All voted in favor. Motion carries.

C. Antwerp Township GIS for Harwick cemetery with discussion on Maple Grove

Clerk Reyna presented a proposal from Wightman and Associates to switch from the current software company to Wightman. The current cost for annual maintenance is \$670.00. After this year, the cost will go to \$2370.00. Wightman is offering the same service in the amount of \$715.00 annually.

Clerk Reyna presented a proposal to GIS Maple Grove cemetery from Wightman in the amount of \$16,000.00. The Board was not interested in doing that at this time.

Motion by Reyna, second by Osborne to authorize Clerk Reyna to switch to Wightman for GIS mapping. Roll call vote; Osborne-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

D. Sign proposal for Transfer Station

Supervisor Ruzick presented two quotes for signage at the Transfer Station for tire collections.

Motion by Tarchala, second by Osborne to award Fast Signs the bid in the amount of \$1,066.11 for signage at the Transfer Station. Roll call vote: Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

E. Antwerp Township Road project add on 2025

Van Buren County Road Commission presented three additional projects for 2025.

1. 56th Ave. between Village of Paw Paw and C.R. 653
2. Sandy Pines Circle
3. Spring Haven Court

Motion by Tarchala, second by Osborne to authorize Supervisor Ruzick to sign the pre-bid deposit forms. Roll call vote; Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

F. Van Buren County Conservation District request for funding

Van Buren County Conservation District submitted a request for funding. After discussion, it was decided that the Board did not want to contribute to the District as we have our own recycling programs.

Motion by Osborne second by Reyna to deny the Van Buren Conservation District and their request for funding. All voted in favor. Motion carries.

G. Van Buren County satellite garage changes and upgrades

Van Buren County Road Commission submitted a request for changes to the previous plan of the satellite building.

Motion by Tarchala, second by Osborne to approve the request for changes on the satellite building. Roll vote: Ruzick-yes, Reyna-yes, Osborne-yes, Tarchala-yes. Motion carries.

H. Set Budget hearing date June 3rd, 2025 at 6:00pm

Supervisor Ruzick is requesting the budget hearing date be set for June 3rd, 2025 at 6:00 pm.

Motion by Osborne, second by Tarchala to set the budget hearing date for June 3d, 2025 at 6:00pm. All voted in favor. Motion carries.

I. Township Parking lot proposals

Supervisor Ruzick presented four proposals for the Township Hall parking lot to be resurfaced.

Motion by Osborne, second by Tarchala to accept the bid from Michigan Paving in the amount of \$126,400.00 to resurface the Township Hall parking lot including the Activity Center, Library and back drive. Roll call vote; Osborne-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

J. 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 reviewing wage information from other municipalities and using current CPI numbers the Board is recommending a 5% increase for the Clerk, Treasurer, Supervisor and Trustees.

Motion by Tarchala, second by Osborne to increase the Clerk wages by 5%. Roll call vote; Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries

Motion by Tarchala, second by Reyna to increase the Treasurer wages by 5%. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Tarchala-yes. Motion carries.

Motion by Tarchala, second by Reyna to increase the Supervisor wages by 5%. Roll call vote; Reyna-yes, Osborne-yes, Tarchala-yes, Ruzick-yes. Motion carries.

K. Budget Amendments

Clerk Reyna presented budget amendments that need to be made before the end of the fiscal year.

Motion by Osborne, second by Tarchala to accept the budget amendments Clerk Reyna presented. Roll call vote; Osborne-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

L. Electric proposal for new Township sign

Wilcox Electric submitted a proposal for electric to be ran out to the new Township sign in the amount of \$2180.00.

Motion by Tarchala, second by Osborne to accept the bid from Wilcox Electric for \$2180.00. Roll call vote; Osborne-yes, Tarchala-yes, Ruzick-yes, Reyna-yes. Motion carries.

M. Additional cameras for Transfer Station

EPS submitted a supplemental quote for additional cameras for the Transfer Station in the amount of \$5196.77.

Motion by Reyna, second by Osborne to accept the bid from EPS Security for \$5196.77 for additional cameras at the Transfer Station. Roll call vote; Tarchala-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

Announcements: Budget hearing June 3rd at 6:00 pm.

Correspondence: Household Hazardous Waste 1st Quarter report, VBCRC updates

Reports:

Attorney

None

Treasurer- Bonnie Osborne
\$124,511.43 in general fund

Building Activity- Chantel Reyna
Antwerp: 37 permits for April including Building, Electrical, Mechanical, and Plumbing with fees of \$5,012.00
Almena: 40 permits for April including Building, Electrical and Mechanical with fees of \$8,441.00.

Van Buren District Library- Bruce Cutting
No report

Sunshine Branch Library- Bonnie Osborne
Brenda Decker retired. June 7th starts Reading program and there will be over 500 attendees.

Lawton Fire Department- Bruce Cutting
No report

*Paw Paw Fire Department -*Daniel Ruzick
Paid bills. Department will use \$10,000 contribution to put towards air packs.

Mattawan Fire Department – Bonnie Osborne
Paid bills. Purchase of windows approved. 74 calls for the month. Budget approved by fire board. Ethan Wegler was appointed as new Treasurer.

Cemeteries – Chantel Reyna
One burial

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:
None

Recommendation from the committee on Antwerp Township, Mattawan Fire Department, and Senior Services bills in the amount of \$846,323.96
Motion by Tarchala, second by Osborne to pay the bills in the amount of \$846,323.96. Roll call vote; Reyna-yes, Osborne-yes, Tarchala-yes, Ruzick-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