

MINUTES FROM THE  
REGULAR ANTWERP TOWNSHIP BOARD MEETING  
TUESDAY, June 13, 2017 6:30 PM  
approved

Supervisor Ruzick called the Township Board meeting to order at 6:30 PM.

Pledge of Allegiance

Board Members Present: Daniel J. Ruzick-Supervisor, Bonnie Osborne-Treasurer, Heather Mitchell-Clerk, Bruce Cutting – Trustee, Ron Derhammer - Trustee.

Also Present: Seven guests

Motion by Mitchell, second by Osborne to approve agenda as mailed. All voted in favor. Motion carries.

**Public Comment:** None

Motion by Osborne, second by Cutting to approve the May 9, 2017 meeting minutes as mailed. Four voted in favor; one abstained. Motion carries.

Motion by Osborne, second by Derhammer to approve the June 6, 2017 meeting minutes. All voted in favor. Motion carries.

**Action on Planning Commission Recommendations:**

**A. Site Condominium Plan Amendment: Powell Custom Homes, Single Family Residential Development CR 652/48<sup>th</sup> Avenue (Parcel # 80-02-002-002-01). Planning Commission makes recommendation for amendment with connection to Brownstone only "B."**

Alternate option "B" was recommended for approval by Planning Commission with conditions as outlined in Planning Commission minutes dated 6-7-17. Option "B" details entrances from both Brownstone Subdivision and CR 652.

Motion by Derhammer, second by Cutting to approve plan amendment "B" as recommended by the Planning Commission with conditions.

- Trees along rear yards of lots 27-29, 30-32, and 66-69 shall be preserved for wildlife habitat and a buffer between the developments of Brownstone and Silver Oaks.
- Prior to any development or site clearing, barrier fencing shall be installed at the limits of soil disturbance adjacent to priority protection areas, as per the Zoning Ordinance.
- Appropriate stop control be implemented at 48<sup>th</sup> and Silver Oaks West, 48<sup>th</sup> and Silver Oaks Blvd; Trumpet Lane and Silver Oaks Blvd, all contingent upon Van Buren County Road Commission approval.
- Fire Department Approval
- Legal review of development master deed
- Outside approvals necessary prior to issuance of Township building permits.
  - Road Commission
  - Drain Commission
  - Health Department

Roll Call Vote: Ruzick-yes; Mitchell-no; Osborne-no; Cutting-yes; Derhammer-yes. Motion carries.

- Supervisor Ruzick has drafted a letter to the VBCRC detailing all conditions for options set forth.

**B. Special Land Use and Site plan Review: Tim Moran Home Based Business. 51133 25<sup>th</sup> St. (Parcel #80-02-002-042-00). Planning Commission denies request.**

Application was submitted to the Planning Commission requesting approval of a special land use permit and site plan for a home based business. Subject property is approximately 5 acres and supplication seeks approval of a flooring installation business on the residential property.

Judge McKay did find the applicant guilty of running an unpermitted home based business during a non-jury trial, which resulted from Township code enforcement efforts. After the decision, the Township recommended a delay of sentencing contingent upon Mr. Moran's submittal of an application for review. After submittal, items remained that needed to be addressed, applicant did not attend the Planning Commission meeting nor did he send a proxy, therefore, items were not addressed.

Planning Commission did recommend denial.

Motion by Derhammer, second by Osborne to deny request for special land use and site plan for a home based business at 51133 25<sup>th</sup> St as submitted by Tim Moran.

Roll Call Vote: Mitchell-yes; Osborne-yes; Cutting-yes; Derhammer-yes; Ruzick-yes. Motion carries.

**New Business:**

**A. Brownfield District: Erik Peterson EnviroLogic**

Supervisor Ruzick received an email from Erik Peterson on June 13 which indicated that a millage needs to be corrected in the plan. It was discovered at the County Brownfield meeting; therefore, Erik will make the correction and will be amending the plan.

Motion by Mitchell, second by Osborne to table the discussion until July meeting. All voted in favor. Motion carries.

**B. Insurance Bid**

Township received one liability insurance bid from BHS. Total amount is \$19,350. The breakdown includes \$12,800 for the Mattawan Fire Department and \$6,550 for the Township.

Motion by Mitchell, second by Derhammer to accept bid from BHS for \$19,350.

Roll Call Vote: Osborne-yes; Cutting-no; Derhammer-yes; Ruzick-yes; Mitchell-yes. Motion carries.

**C. Antwerp Township Budget 2017-2018**

Supervisor Ruzick went over the highlights from the Budget hearing which was held on June 6, 2017. Minutes are also posted online which gives an overview of the changes.

Motion by Mitchell, second by Cutting to approve the Antwerp Township Budget for 2017-2018 fiscal year.

Roll Call Vote: Osborne-yes; Derhammer-yes; Ruzick-yes; Mitchell-yes; Cutting-yes. Motion carries.

**D. Fee Schedule & Permit Fee Schedule 2017-2018**

Clerk Mitchell presented changes to the "Grave and Grave Opening Costs" sheet. After comparing to surrounding townships, the fee charged for internment of cremains should be slightly increased and the weekend rate for infant burial should be decreased. On the same topic, the question was raised as to why the extra money collected for the weekend internments is not passed on to Jim Evans who is performing the work. Clerk Mitchell proposed paying Jim Evans an additional \$100 for weekend internments.

Supervisor Ruzick asked for the Activity Center rental to be lowered to \$700 rental if set up was performed by party renting the Activity Center. Trustee Derhammer pointed out the need to have a strong disclaimer in agreement stating that any and all of the security deposit will be kept if the setup of the event causes damage to the floor or walls.

Discussion turned to the time the rental should end on Saturday nights. Treasurer Osborne suggested midnight. After a brief discussion it was decided to pull the time back to 1:00 am from the current 2:00 am ending time. Clerk Mitchell will make changes to the agreement and bring them back to the Board in July for their perusal.

Motion by Derhammer, second by Mitchell to change the cost of internment for cremains from \$100 to \$150 during the week; \$150 to \$250 on the weekends or holiday; change the infant burial rate on the weekends from

\$350 to \$300; to pay Jim Evans \$300 for full burials during the week and \$400 for the weekend or holiday and to pay Jim Evans \$100 for internment of cremains during the week and \$200 for the weekend or holiday; to change the rental fee from \$800 to \$700 IF the party is willing to set up tables and chairs on their own, otherwise rental fee will remain at \$800.

Roll Call Vote: Derhammer-yes; Ruzick-yes; Mitchell-yes; Osborne-yes; Cutting-yes. Motion carries.

## **E. Board Appointments**

### **a. Planning Commission**

- i. Leslie Cronenwett: Motion by Osborne, second by Derhammer to appoint Leslie Cronenwett with a term ending June 2020. All voted in favor. Motion carries.
- ii. John Paquin: Motion by Osborne, second by Derhammer to appoint John Paquin with a term ending June 2020. All voted in favor. Motion carries.
- iii. Zach Morris: Motion by Mitchell, second by Osborne to appoint Zach Morris with a term ending June 2020. All voted in favor. Motion carries.

### **b. Mattawan Fire Board**

- i. Terron McLean: Motion by Mitchell, second by Osborne to appoint Terron McLean with a term ending June 2019. All voted in favor. Motion carries.
- ii. Ken King: Motion by Derhammer, second by Mitchell to appoint Ken Kin with a term ending June 2020. All voted in favor. Motion carries

### **c. Zoning Board of Appeals**

- i. Gary Stock: Motion by Osborne, second by Cutting to appoint Gary Stock with a term ending June 2020. All voted in favor. Motion carries.
- ii. Ron Stoyhoff: Motion by Mitchell, second by Osborne to appoint Ron Stoyhoff with a term ending June 2020. All voted in favor. Motion carries.

## **F. Property Tax Administrative Fee**

Property tax law allows jurisdictions to levy up to a 1% administration fee in order to help offset costs of preparing, maintaining, and mailing tax statements and assessment notices. For the last four (4) to five (5) years the Township has maintained a .75% administrative fee in efforts to give tax payers a savings as the economy was not strong. Treasurer Osborne presented the Board with a new resolution.

Motion by Mitchell, second by Derhammer to set the property tax administrative fee to 1%.

Roll Call Vote: Ruzick-yes; Mitchell-yes; Osborne-no; Cutting-yes; Ruzick-yes. Motion carries.

## **G. Antwerp Township Board Room Policy**

Discussion ensued on how to better extend the life the Board Room and it's amenities as the last carpet did not fare well. Most of the issued with the last carpet was the amount of staining from food and beverages. Much thought went into how to best protect the new carpet and policies that might need to be in place in order to better protect it. With the range of organizations using the Board Room for meetings, it makes it difficult to keep it clean. Best possible scenario would be to limit Board Room to adult meetings without food.

Motion by Cutting, second by Osborne to direct Supervisor Ruzick to create a policy that mirrors the discussion and present it to the Board in July. All voted in favor. Motion carries.

## **H. Resolution for grant to purchase new voting system**

The resolution will authorize the Township Clerk to submit the grant to the Secretary of State to purchase a new voting system from Dominion Voting. The preliminary numbers are that the Township will pay a portion of the new system by contributing \$750 per precinct. Antwerp has five (5) precincts along with an absentee voter counting board for a total of six (6). Commission Schincariol commented the total number contributed will decrease based on a different allocation the County Board of Commissioners have configured.

Motion by Osborne, second by Mitchell to adopt resolution 2017-0613.

Roll Call Vote: Mitchell-yes; Osborne-yes; Cutting-yes; Ruzick-yes; Derhammer-yes. Motion carries.

**I. Demolition Bids**

**a. 29698 Dennis Sweet Dr.**

Three closed bids were opened at the meeting by Clerk Mitchell for the property clean up.

Lounsbury Excavating: \$12,680 – Aleksich Excavating: \$9500 – Powell Custom Homes: \$8800

Motion by Osborne, second by Cutting to accept the bid from Powell Custom Homes for \$8800.

Roll Call Vote: Ruzick-yes; Mitchell-yes; Osborne-yes; Cutting-yes; Derhammer-yes. Motion carries.

**b. 31427 E Red Arrow Hwy**

Three closed bids were opened at the meeting by Clerk Mitchell for the property clean up.

Lounsbury Excavating: \$10,860 – Powell Custom Homes: \$7,350 – Aleksich Excavating: \$7,500

Motion by Mitchell, second by Cutting to accept the bid from Powell Custom Homes for \$7,350.

Roll Call Vote: Mitchell-yes; Osborne-yes; Cutting-yes; Derhammer-yes; Ruzick-yes. Motion carries.

**J. Bids for Tree Removal in Maple Grove Cemetery**

One bid was received from VanNiman to remove two (2) dying trees from Maple Grove Cemetery, grind the stumps, and remove all debris for \$2000.

Motion by Cutting, second by Osborne to accept the bid from VanNiman for \$2000.

Roll Call Vote: Osborne-yes; Cutting-yes; Derhammer-yes; Derhammer-yes; Mitchell-yes. Motion carries.

**K. Bids for Phone System**

Township office is in need of an updated phone system. CCI South Inc is current phone provider. Quoted \$4,122 for Toshiba CIX 40 VM package with 4 port voicemail, expansion card, new phones, on hold unit and labor to install.

Motion by Derhammer, second by Osborne to accept bid from CCI South for \$4,122.

Roll Call Vote: Cutting-yes; Derhammer-yes; Ruzick-yes; Mitchell-yes; Osborne-yes. Motion carries.

**L. Bids for Amplifier**

Amplifier which had been located in the Activity Center kitchen stopped working. In order to replace it and relocate to the back election room in the Activity Center, the cost will be \$1158.84.

Motion by Osborne, second by Cutting to accept bid from Ken Hagen to replace and relocate amplifier for \$1158.94.

Roll Call Vote: Derhammer-yes; Ruzick-yes; Mitchell-yes; Osborne-yes; Cutting-yes. Motion carries.

**M. Brenna Redder, Program Administrator, Senior Services**

Senior Services board extended an offer to Brenna Reder to become the Program Administrator for Senior Services Program. Brenna will be contracted through Robert Half.

Motion by Cutting, second by Derhammer to approve contract with Robert Half to employ Brenna Reder at 20 hours a week for the Senior Services Program.

Roll Call Vote: Ruzick-yes; Mitchell-yes; Osborne-yes; Cutting-yes; Derhammer-yes. Motion carries.

**N. Nancy Johnson, Maintenance Position**

With the resignation of Jim Kozminske, the Activity Center is in need of someone to set up for special events and reoccurring meetings. Nancy Johnson has asked to be considered for the position of Maintenance Set Up.

Motion by Cutting, second by Osborne to hire Nancy Johnson at \$12/hr not to exceed 20 hours a week.

Roll Call Vote: Osborne-yes; Cutting-yes; Derhammer-yes; Ruzick-yes; Mitchell-yes. Motion carries.

**Correspondence:**

- County Commission Report, Dick Godfrey
- Parking Lot Expansion Options A & B

**Announcements:** None

**Reports:**

*Van Buren County Commissioner Paul Schincariol*

- John Faul has been named Van Buren County Administrator
- Van Buren County Tire Pick up
- County agreement for new Voting Systems

*Van Buren County Road Commissioner Al Svilpe*

- All road projects have been completed
- Striping of roads is done at one time in order to achieve better cost savings

*Van Buren County Sheriff's Office Mark Hamre*

Deputy Hamre reviewed current blight in Antwerp Township and calls dispatched for May.

*Treasurer Bonnie Osborne*

\$186,195.86 in general fund checking.

*Building Activity Heather Mitchell*

45 permits for May including Building, Electrical, Mechanical, and Plumbing with fees of \$10,283.20.

*Sunshine Branch Library Bonnie Osborne*

Summer reading programs have begun. Ryan Wieber, Director, has tendered his resignation.

*Lawton Fire Department Bruce Cutting*

Reviewed draft audit report. Paid bills.

*Mattawan Fire Department Bonnie Osborne*

Paid bills.

*Cemeteries Heather Mitchell*

Four burials in May.

*Planning Commission Ron Derhammer*

Reviewed Home Based Business application on 25<sup>th</sup> St; Sign Ordinance; Trails; Parking Lot Expansion. Scheduling a public hearing in August for Sign Ordinance. All meeting minutes are available online at [www.antwerptownship.com](http://www.antwerptownship.com).

*Zoning Board of Appeals Heather Mitchell*

Meeting on May 25 to review decision for Silver Oaks Site Condo development. Board found that the Planning Commission's decision was not arbitrary or capricious; was not based on erroneous findings of a material fact; did not constitute an abuse of discretion; and was not based on an erroneous interpretation of the Zoning ordinance or zoning law. All meeting minutes are available online at [www.antwerptownship.com](http://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 \$75,004.84.

Motion by Cutting, second by Derhammer to accept bills for payment.

Roll Call Vote: Mitchell-yes; Osborne-yes; Cutting-yes; Ruzick-yes; Derhammer-yes. Motion carries.

Motion by Osborne, second by Mitchell to adjourn.

All voted in favor. Motion carries. Meeting adjourned at 8:07 pm.

Respectfully submitted by,

Heather Mitchell/Clerk