

MINUTES FROM THE  
REGULAR ANTWERP TOWNSHIP BOARD MEETING  
TUESDAY, July 10, 2018  
approved

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

Pledge of Allegiance

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

Board Members Absent: Ron Derhammer-Trustee

Also Present: Four guests.

Motion by Cutting, second by Osborne to approve agenda with addition of **E. Entrance Sign** under New Business. All voted in favor. Motion carries.

**Public Comment:**

- Raj from Cask & Keg had questions on requirements for completing approved site plan.
- Randall Peat introduced himself. Mr. Peat is running for County Commissioner, 5<sup>th</sup> district, as a Republican.

Motion by Cutting, second by Mitchell to approve the June 12, 2018 Township Board Regular Meeting Minutes as presented. All voted in favor. Motion carries.

**Action on Planning Commission Recommendations:** None.

**Old Business:**

**A. Personnel Policy**

Tabled until August.

**New Business:**

**A. List of Financial Institutions for Antwerp Township**

Treasurer Osborne presented a list of all financial institutions to be used for taxpayer monies. List includes banks, credit unions, CDARS and ICS accounts all based within Southwest Michigan.

Motion by Osborne, second by Cutting to approval all institutions within those parameters. All voted in favor. Motion carries.

**B. Antwerp Township Activity Center and Board Policy for Public Use**

The Activity Center is being used almost daily between different community groups and the Senior program. Initial policy put together to create certain days and time frames for specific groups to allow more uniformity of availability. Board reviewed and discussed security deposits, requiring additional security, fee schedule for non-profit groups and ability to rent multiple times.

Board will each take time to review current policy presented and bring changes back to the August meeting to finalize policy.

Motion by Mitchell, second by Osborne to bring back changes and create final policy at August meeting. All voted in favor. Motion carries.

**C. Activity Center storage**

When Activity Center is rented, it's more difficult to separate Senior program supplies. It's imperative that those are separate from Township supplies. Idea is to take maintenance room and divide it in half in order to create a physical barrier where renters could not access anything related to Senior program. Township reached out to multiple contractors and received one bid from Hall Builders in the amount of \$12,740.

Motion by Mitchell, second by Osborne to approve bid for \$12,740 from Hall Builders.

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

**D. Harwick Cemetery and Antwerp Township grounds**

Maple Grove Cemetery is nearing 100% capacity. Discussion on ground owned by Antwerp Township east of Harwick Cemetery. Proposal from Wightman & Associates for surveying and engineering services for the expansion of Harwick and maintenance of Township Hall property. Proposal is broken down into phases.

Phase I: Boundary and Topographic Survey (\$2570)

Phase II: Harwick Cemetery Site Design (\$6630)

Phase III: Survey Monumentation (\$4320 with rerod or \$17280 concrete)

Phase IV: Township Hall Clearing Specifications: (\$1250) \*This is for land south of Township Hall

Summary of work \$14,770 - \$27,730.

Motion by Cutting, second by Osborne to approve Wightman to begin phases.

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

**E. Entrance Sign**

Access road is complete from Glidden to the south end of the parking lot. SignCrafters provided a quote to create signage for the area identifying Township Offices and Activity Center, Van Buren District Library.

Board asked for addition of "No Thru Traffic."

Motion by Cutting, second by Mitchell to approve sign at a total cost of \$750, including installation, from SignCrafters.

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

**Correspondence:**

- 2017 Annual Report of VBDL
- County Commissioner Update
- Letter of Resignation from Clerk Mitchell.

Motion by Cutting, second by Osborne to regretfully accept a letter of resignation from Clerk Mitchell. All voted in favor. Motion carries.

Special meeting will be scheduled for July 24 at 6:30 pm to discuss vacancy.

**Announcements:** Senior Picnic is July 18 in the Mattawan Park

**Reports:**

*Van Buren County Road Commission* Al Svilpe

No report

*Van Buren County Sheriff* Todd Skinner

Reviewed 65 calls for June for Antwerp Township and current blight situations. Reminder of August 7 vote to support 911 and Public Safety renewal millages.

*VBC Commissioner* Paul Schincariol

- No report

*Treasurer Bonnie Osborne*

\$237,814.99 in general fund checking. Treasurer Osborne would like to institute a \$3 over/under policy for 2018 tax year. The policy allows for anyone underpaying within \$3 will not have to receive a balance due notice and anyone overpaying within \$3 will not have to be sent a refund check.

Motion by Mitchell, second by Cutting to approve a \$3 over/under policy.

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

*Building Activity Heather Mitchell*

Antwerp: 39 permits for June including Building, Electrical, Mechanical, and Plumbing with fees of \$8,383.50.

Almena: 26 permits for June including Building, Electrical and Mechanical with fees of \$4,795.90.

*Sunshine Branch Library Bonnie Osborne*

314 kids signed up for summer reading. On July 11, Antwerp Township Sunshine Library will make an appearance at the Mattawan Farmer's Market.

*Lawton Fire Department Bruce Cutting*

Short meeting, paid bills.

*Mattawan Fire Department Bonnie Osborne*

Meeting is July 11.

*Mattawan Quick Response Bonnie Osborne*

No meeting.

*Cemeteries Heather Mitchell*

Zero burials in June.

*Planning Commission Gary Stock*

Reviewed size and setbacks of cemeteries. Working on ordinance language for entertainment attractions. Meeting minutes are available online at [www.antwerptownship.com](http://www.antwerptownship.com).

*Zoning Board of Appeals Heather Mitchell*

No meeting in June. 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 \$106,711.44.

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

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

Motion by Osborne, second by Mitchell to adjourn.

All voted in favor. Motion carries. Meeting adjourned at 8:15 pm.

Respectfully submitted by,

Heather Mitchell/Clerk