

MINUTES FROM THE  
REGULAR ANTWERP TOWNSHIP BOARD MEETING  
Tuesday June 8th, 2021

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

Pledge of Allegiance

Board Members Present: Daniel J. Ruzick-Supervisor (attending from Antwerp Township Hall), Bonnie Osborne-Treasurer (attending from Antwerp Township Hall), Chantel Reyna-Clerk (attending via zoom from Paw Paw, MI), Gary Stock- Trustee (attending from residence in Antwerp Township), Bruce Cutting (attending from residence in Antwerp Township).

Board Members Absent:

Also Present: Two guests

Motion by Reyna, second by Osborne to accept the agenda as submitted with the addition of item N. Trailway project. All voted in favor. Motion carries.

**Public Comment:**

Deputy Andrea Walker – *Van Buren County Sherriff Department*

Deputy Walker introduced herself to the Board as the new ordinance enforcement officer and provided a report of calls for service in Antwerp Township for the month of May. There were 69 calls for service.

Paul Schincariol – *Van Buren County Commissioner*

1. Delinquent tax payments were sent out to jurisdictions.
2. A 33-member committee was formed as a public section liaison on the western side of the County.
3. The victim advocate dog has been purchased by his handler.
4. Purchase of 30 bodycams with Synergy interfacing software for the Sherriff's Department.
5. An Election Deputy Clerk has been hired.

Motion by Osborne, second by Stock to approve previous minutes of May 11<sup>th</sup>, 2021, Township Board Meeting. All voted in favor. Motion carries.

Motion by Stock, second by Osborne to approve previous minutes of June 1<sup>st</sup>, 2021, Budget Hearing Meeting. All voted in favor. Motion carries.

**Action on Planning Commission Recommendations:**

None

**Pending Business:**

None

**New Business:**

**A. Antwerp Township 2021-2022 Budget**

Public Hearing was held on Tuesday, June 1, 2021. Budget highlights are detailed in minutes dated June 1, 2021.

Motion by Cutting, second by Osborne to approve the budget for the 2021-2022 fiscal year as presented. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

**B. Antwerp Township Zoning Text Amendments for Variance Standards**

The Planning Commission held a public hearing on January 6, 2021, to propose an amendment to the Zoning Ordinance to revise the standards for granting variances. The proposed changes are intended to better reflect Michigan case law and to provide further guidance on what constitutes “unique circumstances” and “self-created problems.” There were no public comments at the hearing. Planning Commission voted to recommend the text amendments on April 7, 2021. The Van Buren County Planning Commission concurred. \*\* The public posting was not published in a timely manner, resulting in the Township Board having to vote again for approval.

Motion by Stock, second by Reyna to approve the text amendment for the Zoning Ordinance regarding Variance Standards. All voted in favor. Motion carries.

**C. Fee Schedule and Permit Fee Schedule 2021-2022.**

The fee schedule will remain the same except for:

- The cost of accessory building permits would be \$0.22 per sq. ft up to 1200 sq. ft and \$0.10 per sq. ft over 1200 sq ft.
- The cost of commercial buildings would be \$.25 per sq. ft for buildings without interior finish.
- The cost of graves. The proposed cost would be \$700 per grave and 4 graves \$2400.
- The cost of grave opening and closing is proposed at \$600 for a regular burial during the weekdays. The cost would be \$700 on the weekend or a holiday. The cremation prices would be \$200 during the weekdays and \$300 on a weekend or holiday.
- A proposed change to the electrical permit with each line item increasing.

**D. Board Appointments**

**a. Mattawan Fire Board**

Logan King

Motion by Stock, second by Osborne to appoint Logan King to the Mattawan Fire Board with term ending 2024. Roll call vote; Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

Andrew Martz

Motion by Osborne, second by Stock to appoint Andrew Martz to the Mattawan Fire Board with term ending 2024. Roll call vote; Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

**b. Zoning Board of Appeals**

Daniel Seibert

Motion by Osborne, second by Stock to appoint Daniel Seibert to the ZBA with term ending 2025. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

Phil Tarchala

Motion by Osborne, second by Reyna to appoint Phil Tarchala to the ZBA with term ending 2025. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

**c. Lawton Fire Board**

Joe Mayne

Motion by Osborne, second by Cutting to appoint Joe Mayne to the Lawton Fire Board with term ending 2025. Roll call vote; Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes. Motion carries.

**d. Planning Commission**

Denise Schultz

Motion by Reyna, second by Osborne to appoint Denise Schultz to the Planning Commission with term ending 2025. Roll call vote; Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

Phil Tarchala

Motion by Stock, second by Osborne to appoint Phil Tarchala to the Planning Commission with term ending 2025. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

**E. Resolution to impose Property Tax Administrative Fee**

Board adopted a resolution in 2017 which set the administrative fee a 1%. Board agrees to continue to leave the rate at 1%.

Motion by Cutting, second by Osborne to continue with 1% in accordance with adopted resolution in 2017. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

**F. Proposal by Siegfried Crandall PC for audit year ended June 30, 2021.**

Siegfried & Crandall mailed the customary engagement letter to secure interest in audit of fiscal year ending June 30, 2021.

Motion by Cutting, second by Osborne to authorize Clerk Reyna to sign the letter accepting Siegfried Crandall for the audit year ending June 30, 2021. All voted in favor. Motion carries.

**G. BCBS Insurance Renewal**

The wage and benefit committee would like to table this renewal until a later date.

**H. VBCRC Engineers proposal for Hickory Point and Woodhenge Subdivision drain area.**

VBCRC provided a proposal to provide better drainage to Hickory Point and Woodhenge subdivisions for an estimated amount of \$54,222.50. This proposal is considered Phase 1 of the project.

Motion by Osborne, second by Cutting to allow VBCRC to place the project out for bids. Roll call vote; Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

**I. Maple Grove Cemetery water lines.**

This item will be tabled until next month.

**J. VBCRC 29<sup>th</sup> Street, Jasmine Way and Indian Hill drainage and ditching clean out.**

VBCRC provided a project sheet to provide ditching clean out in the amount of \$3,684.16.

Motion by Cutting, second by Reyna to sign project sheet in the amount of \$3,684.16 for ditching clean out. Roll call vote; Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

**K. Billie Redmon clean-up 28879 49<sup>th</sup> Ave.**

The Township received one bid for clean up at 28879 49<sup>th</sup> Ave. Clerk Reyna opened the bid from Lantz Excavating in the amount of \$1,800.00 to clean and dispose of rubble on property leaving concrete foundation.

Motion by Osborne, second by Reyna to accept the bid for clean up at 28879 49<sup>th</sup> Ave. in the amount of \$1800.00. Roll call vote; Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

**L. BHS Insurance Renewal**

Chris from BHS provided a renewal for insurance. During the meeting it was discussed that Mattawan Fire should verify coverages on equipment. Chief Brooks reported at the meeting that he is working with Chris

from BHS to tweak a few minor coverages. There was discussion on increasing the deductibles from \$500 to possibly \$2500.

Motion by Reyna, second by Cutting to approve the proposal if the minor adjustments do not change the premiums significantly. If the premium changes, the proposal will come back to the Board for reapproval. Roll call vote; Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

**M. Hours of operation**

Supervisor Ruzick has been seeking guidance from the Van Buren County Health Department on how to handle events happening in the Activity Center. Currently the vaccination rate in Michigan is around 60%. It is being said that it is safe to open events up two weeks after the State hits a 65% vaccination rate. The Health Department is guessing that the timeline for that would be sometime in July. The Board feels that the advice from the Health Department is a safe practice to follow and will continue to not host events until the rate of vaccination hits 65% or the Health Department advises otherwise.

**N. Trailway project**

Sam Leatch from Wightman provided an update on the application submitted for the project. The application has been submitted and reviewed. After review, MDOT Transportation program member, Chris Valvano, mentioned that there were several comments about the funding match/split. Mr. Valvano stated that if an additional \$50,000 could be pledged by the Township the odds of the project approval would significantly increase.

Motion by Osborne, second by Stock to pledge an additional \$50,000 to the trailway project costs. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

**Correspondence:**

- VBCRC weekly updates
- Dick Godfrey County Commission Report
- VBCRC boom mowing and dust control information

**Announcements:**

None

**Reports:**

*Attorney*

None

*Treasurer- Bonnie Osborne*

\$182,871.00 in the general fund

*Senior Services-* Drive thru lunches have reopened. Average weekly attendance is 150.

*Building Activity-* Chantel Reyna

Antwerp: 46 permits for May including Building, Electrical, Mechanical, and Plumbing with fees of \$13,642.00.

Almena: 46 permits for May including Building, Electrical and Mechanical with fees of \$6,199.00.

*Van Buren District Library-* Bruce Cutting

Short meeting. Paid bills.

*Sunshine Branch Library-* Bonnie Osborne

No Report

*Lawton Fire Department*- Bruce Cutting  
Hired auditors, moment of silence for Bill Cronenwett Jr., pd bills.

*Paw Paw Fire Department* -Dan Ruzick  
Paid bills.

*Mattawan Fire Department* – Bonnie Osborne  
Department will be using Citgo for fuel rather than Speedway. Committee formed to purchase of new truck. July 31<sup>st</sup> picnic date set. New radios received.

*Mattawan Quick Response* – Bonnie Osborne  
New radios received.

*Cemeteries* - Chantel Reyna  
Six burials in May.

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

*Zoning Board of Appeals* - Gary Stock  
No meeting.  
Meeting minutes are available online at [www.antwerptownship.com](http://www.antwerptownship.com).

**Public Comment:**

Recommendation from the committee on Antwerp Township, Mattawan Quick Response, Mattawan Fire Department, and Senior Services bills in the amount of \$105,473.23.

Motion by Cutting, second by Stock to accept bills for payment. Roll call vote; Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

Motion by Osborne, second by Reyna to adjourn.  
All voted in favor. Motion carries. Meeting adjourned at 8:39pm.

Respectfully submitted by,

Chantel Reyna