

MINUTES FROM THE
REGULAR ANTWERP TOWNSHIP BOARD MEETING
Tuesday, July 12, 2022

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

Pledge of Allegiance

Board Members Present: Daniel J. Ruzick-Supervisor, Chantel Reyna-Clerk, Bonnie Osborne-Treasurer, Gary Stock-Trustee, Bruce Cutting-Trustee

Board Members Absent: None

Also Present: Five guests

Motion by Reyna, second by Osborne to approve the agenda as submitted, with the addition of item F. CertaSite proposal, and item G. Almena Township Inspections Service Contract. All voted in favor. Motion carries.

Public Comment:

Deputy Tarnier – Van Buren County Sheriff

- 143 calls for the month of June.
- Deputy is continuing to work with blight throughout the Township

Kyle Gabrielse – Mattawan Fire Department

- The Mattawan Fire Department picnic will be held on August 6th

Pauline Wendzel – Candidate for State Representative

Ms. Wendzel gave a brief introduction of herself

Consideration of previous minutes from the Township Budget Hearing June 7, 2022, and Township Board meeting June 14, 2022.

Motion by Cutting, second by Stock to approve the minutes of the Township Budget Hearing of June 7, 2022 as submitted. All voted in favor. Motion carries.

Motion by Osborne, second by Reyna to approve the minutes for the Township Board meeting on June 12, 2022 as submitted. All voted yes. Motion carries.

Action on Planning Commission Recommendations:

A. Zoning Ordinance Text Amendments. Commercial, Kennel, and Pet Services

The Planning Commission proposed changes to the Zoning Ordinance regarding commercial kennels and pet services. There is currently a five-acre requirement to have a commercial kennel (6+ dogs). The definition is broad and includes a number of pet-related services. The proposed ordinance re-titles the land use, clarifies the various pet service uses and allows for indoor operations in the General Commercial district to be a permitted use, rather than special. All other locational and minimum acre requirements remain the same. Additionally, the specific use requirements for commercial kennels and pet services were improved and clarified, and they include general requirements and requirements specific to outdoor activities. The Planning Commission is recommending approval of the text amendment ordinance. The Van Buren County Planning Commission also recommended the text amendment.

Motion by Osborne, second by Stock to approve the Planning Commissions recommendation of the text amendment. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

Old Business:

Blue Cross Blue Shield renewal beginning September 1, 2022

The wage and benefit committee would like to table the renewal.

New Business:

A. List of Financial Institutions for Antwerp Township

Treasurer Osborne presented a request to use financial institutions within the State of Michigan

Motion by Stock, second by Cutting to approve Treasurer Osborne’s request to use Michigan based financial institutions. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

B. Policy over/under \$3 for tax bills

Treasurer Osborne would like to institute a \$3 over/under policy for the 2022 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 Stock, second by Cutting to approve Treasurer Osborne’s policy request for over/under \$3. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

C. Robert Half services for assistant clerk position

Clerk Reyna is requesting to hire a new part time deputy through Robert Half with a max of 30 hours per week and a 90-day probationary period.

Motion by Cutting, second by Osborne to authorize Clerk Reyna to hire a part time deputy through Robert Half with a max of 30 hours per week and a 90-day probationary period. Roll call vote; Cutting-yes, Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes. Motion carries.

D. Maple Grove cemetery for new pump house

Supervisor Ruzick presented three quotes for a pump house. Mallory Pole Building quoted an 8’ x 10’ metal shed with 42” deep footings in the amount of \$6,498.00. Meyer Wood Products quoted two different sheds. One 8’ x 10’ metal prebuild shed with 16” plywood floor in the amount of \$7,263.28 and another quote for an 8’ x 10’ prebuild shed with ¾” dryply floor in the amount of \$4,970.36.

Motion by Osborne, second by Ruzick to purchase the pump house from Mallory Pole Building in the amount of \$6,498.00. Roll call vote; Stock-yes, Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes. Motion carries.

E. Conduit line proposal for Activity Center

Supervisor Ruzick is working with contractors for quotes to present to the Board.

F. CertaSite proposal

The Township currently works with Confessco for fire protection in the Activity Center. With the upgrade to 5G cellular service, it is creating issues for the monitoring in the building. The alarm sounds and alerts dispatch every time it sends communication to the monitoring company. It has been determined that the system needs to be updated in order to be compatible with the 5G upgrade. Supervisor presented a quote from CertaSite in the amount of \$900 for the upgrade and a monthly fee of \$60 for monitoring.

Motion by Cutting, second by Stock to approve the quote from CertaSite in the amount of \$900 installation fee with \$60 monthly monitoring fee. Roll call vote; Ruzick-yes, Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes. Motion carries.

G. Almena Township Inspections Contract

The current contract for inspections with Almena Township is expired. Antwerp Township sent a letter dated May 11, 2022 stating services would end August 30, 2022 unless a new contract was signed. The new contract stated that Antwerp Township would collect 100% off permit fees with the addition of a per permit fee. At this time, Antwerp has gotten no response to the proposed contract. Supervisor Ruzick will draft a letter to be sent for an update on where the contract stands.

Correspondence:

Announcements:

Antwerp Township Senior Picnic will be held July 13, 2022.

Reports:

Attorney

None

Treasurer- Bonnie Osborne

\$327,045.69 in the general fund

Building Activity- Chantel Reyna

Antwerp: 47 permits for June including Building, Electrical, Mechanical, and Plumbing with fees of \$7,344.00.

Almena: 23 permits for June including Building, Electrical and Mechanical with fees of \$5,779.00.

Sunshine Branch Library- Bonnie Osborne

There are 390 participants in the summer reading program.

Van Buren District Library- Bruce Cutting

Short meeting. Paid the bills.

Lawton Fire Department - Bruce Cutting

Short meeting. Paid the bills.

Mattawan Fire Department - Bonnie Osborne

3 new members. 91 calls for service. Paid the bills.

Paw Paw Fire Department - Dan Ruzick

Paid the bills.

Cemeteries - Chantel Reyna

Two burials.

Planning Commission - Gary Stock

Meeting minutes are available online at www.antwerptownship.com.

Zoning Board of Appeals - Gary Stock

No meeting. Supervisor Ruzick invited applicants for the recent ZBA vacancy. So far there have been none.

Public Comment:

None

Recommendation from the committee on Antwerp Township, Mattawan Fire Department, and Senior Services bills to be paid.

Motion by Cutting, second by Stock to approve bills to be paid in the amount of \$78,792.88. Roll call vote; Reyna-yes, Osborne-yes, Cutting-yes, Stock-yes, Ruzick-yes. Motion carries.

Motion by Osborne, second by Cutting to adjourn. All voted in favor. Motion carries.

Meeting adjourned at 7:40 pm.

Respectfully submitted,

Chantel Reyna