



## MINUTES

**Board of Commissioners Chambers  
219 East Paw Paw Street**

**November 25, 2025**

### Commissioners

Gail Patterson-Gladney, District 1  
Mike Chappell, District 2  
Kurt Doroh, District 3  
David DiStefano, District 4  
Randall Peat, District 5  
Tina Leary, District 6  
Paul Schincariol, District 7

## Board of Commissioners Meeting

1. Call to Order  
On the above date the regular meeting of the Board of Commissioners was called to order at 02:20 PM by Paul Schincariol, Vice-Chairman of the Board.
2. Recital of the Pledge of Allegiance / Prayer  
Invocation given by Commissioner Doroh.
3. Roll Call  
The roll was called by County Clerk Suzie Roehm with the following commissioners answering to their name and district: Gail Patterson-Gladney, Kurt Doroh, David DiStefano, Tina Leary, Paul Schincariol. Commissioners Chappell and Peat absent and excused.
4. Additions/Deletions to the Agenda
5. Approval of Agenda  
All items on the agenda marked with '\*\*\*' are part of the consent agenda. Commissioners or the public can request that items be removed from the consent agenda.  
  
Motion to approve the agenda as presented.  
Motion by Gail Patterson-Gladney, Second by David DiStefano, Carried
6. Approval of Minutes  
  
A. \*\*November 13th, 2025 Board of Commissioners Meeting Minutes  
Motion by Gail Patterson-Gladney, Second by David DiStefano, Carried
7. Public Comment
8. Administrative Affairs  
  
A. \*\*Opioid Steering Committee - Grant Award Recommendations  
**ADMINISTRATIVE AFFAIRS RESOLUTION A68/11-25-2025**  
WHEREAS, the Board previously created the Opioid Settlement Steering Committee (OSSC) to recommend the allocation of national opioid settlement funds for eligible remediation activities, with final award authority retained by the Board; and,  
WHEREAS, allowable uses of settlement funds are defined in the national settlement's Exhibit E (Opioid Remediation), and the Opioid Settlement Steering Committee developed and issued a competitive Request for Proposals (RFP) for the 2025–2026 cycle that required each applicant to (a) meet Exhibit E eligibility, (b) align with local priorities, (c)

avoid duplication of existing services, and (d) commit to measurable outcomes; and, WHEREAS, the Grant Review Subcommittee of the OSSC conducted a multi-step review for the 2025–2026 cycle, including Exhibit E eligibility screening, conflict of interest protections, structured scoring, and targeted applicant follow up to clarify budgets, implementation, outcomes, and coordination; and, WHEREAS, through this process, the Subcommittee affirmed the following consensus principles to guide awards:

1. Prioritize locally operated, evidence-based programs addressing prevention, treatment, harm reduction, and recovery;
2. Emphasize measurable outcomes, accountability, and non-duplication of services already offered (e.g., CMH trainings);
3. Favor proposals with clear local implementation and partnerships (schools, courts, CMH, transportation supports);
4. Where funding is limited, support core functions most tied to opioid outcomes (e.g., treatment/recovery court services and participant transportation) and require reasonable rightsizing of budgets; and
5. Explore establishing a future emergent needs micro funding mechanism to address urgent gaps between grant cycles; and

WHEREAS, consistent with these principles and Exhibit E:

1. School based prevention was supported where delivered locally and paired with pre/post evaluation (e.g., collaboration with CMH);
2. Justice involved treatment and recovery supports (e.g., Specialty Courts) were prioritized, with partial funding recommended to preserve core treatment/recovery and transportation access; and
3. Proposals that were primarily out of county, lacked local presence duplicated existing offerings, or fell outside Exhibit E were not recommended; and,

WHEREAS, the OSSC received and reviewed the Grant Review Subcommittee's recommendations, expressed unanimous support, and now forwards the recommended 2025–2026 grant awards to the Board of Commissioners for final approval, NOW, THEREFORE, BE IT RESOLVED, that the Van Buren County Board of Commissioners accepts the OSSC recommendations and approves the 2025–2026 Opioid Settlement Grant Awards, subject to standard County contracting, insurance, and reporting requirements.

Award Schedule:

1. Van Buren County Specialty Courts – Treatment & Recovery Supports (including transportation) \$155,000
2. Van Buren County Youth Initiative (VBISD) – School-Based Speaker Series - \$55,000

BE IT FURTHER RESOLVED that each award is contingent upon execution of a County grant agreement specifying scope, deliverables, Exhibit E alignment, performance measures (including any required pre/post evaluations), reporting schedule, reimbursement mechanics, and compliance with applicable laws and policies.

BE IT FURTHER RESOLVED that the Chairperson of the Van Buren County Board of Commissioners is authorized to execute, on behalf of the County, all grant agreements and related documents necessary to effectuate these awards, including non-material amendments consistent with budget, term, and scope parameters.

BE IT FURTHER RESOLVED that the OSSC will monitor funded projects for compliance and outcomes and will report progress and any recommended adjustments to the Board at regular intervals.

Motion by Gail Patterson-Gladney, Second by David DiStefano, Carried

## 9. Buildings and Grounds

## 10. Finance

A. **\*\*Village of Paw Paw - Payment in Lieu of Taxes (PILOT) Settlement**

**FINANCE RESOLUTION F54/11-25-2025**

WHEREAS, the Village of Paw Paw has identified an error in the administration of certain Payments in Lieu of Taxes (PILOT) collected from three affordable housing developments, whereby it failed to distribute the required share to other taxing jurisdictions, including Van Buren County; and,

WHEREAS, these PILOT agreements allowed the property owners to make reduced payments in lieu of standard property taxes in exchange for maintaining affordable rental housing, and it was the responsibility of the Village to distribute these payments proportionally to impacted taxing units; and,

WHEREAS, the Village has acknowledged that it did not properly remit Van Buren County's share of these PILOT payments over a period covering Fiscal Years 2018 through 2023, and now seeks to rectify this by offering full payment of the amounts due for those years; and,

WHEREAS, the Michigan Department of Treasury has reviewed the PILOT payment history and determined that Van Buren County is owed 10.203 percent of the total \$567,218.41 collected by the Village during FY18–FY23, amounting to \$57,873.29, which will be remitted to the County in a single payment upon execution of the settlement agreement; and,

WHEREAS, for Fiscal Year 2024, the Village will separately remit the full PILOT share due to the County in the amount of \$11,222.90, based on the most recent computation by the Department of Treasury, reflecting a distribution rate of 9.946 percent; and,

WHEREAS, the Village has also committed to full compliance with proper PILOT distribution practices moving forward, including distribution from an additional PILOT agreement recently executed for the Paw Paw Arms and Vineyard Villas developments, with the first payment expected in 2026 for FY2025; and,

NOW, THEREFORE BE IT RESOLVED, that we, the Van Buren County Board of Commissioners, approve the Settlement Agreement with the Village of Paw Paw for the recovery of outstanding PILOT payments totaling \$57,873.29 for Fiscal Years 2018–2023 and acknowledge the forthcoming payment of \$11,222.90 for Fiscal Year 2024.

Motion by Gail Patterson-Gladney, Second by David DiStefano, Carried

B. **\*\*Claims**

**CLAIMS RESOLUTION C11/11-25-2025**

WHEREAS, claims in the amount of \$15,595,439.02 were submitted and reviewed; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approve of the total claims in the amount of \$15,595,439.02 for the month of October 2025.

Motion by Gail Patterson-Gladney, Second by David DiStefano, Carried

C. **\*\*Purchase of Truck - Drain Office**

**FINANCE RESOLUTION F55/11-25-2025**

WHEREAS, there has been a request to purchase a new truck for the Office of the Drain Commissioner to replace a 2009 vehicle that has been in service since 2013; and,

WHEREAS, this vehicle purchase was included and approved in the FY2025 Capital Improvement Plan, with a budget allocation of \$43,000 for this purpose; and,

WHEREAS, the proposed purchase cost for the replacement truck is \$38,445, which is under the approved budget amount; and,

WHEREAS, the expense for this vehicle will be paid from the Capital Improvement Fund, line item 101.0-442.00-980.000; and

NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the purchase of a new truck for the Office of the Drain Commissioner in the amount of \$38,445, to be paid by the Capital Improvement Fund.

Motion by Gail Patterson-Gladney, Second by David DiStefano, Carried

D. **\*\*Specialty Court FY 2026 Grant Award Contracts**

**FINANCE RESOLUTION F56/11-25-2025**

WHEREAS, the Van Buren County Specialty Courts have received formal notice of grant awards for Fiscal Year 2025–2026 from the State Court Administrative Office (SCAO) and the Michigan Department of Corrections – Office of Community Corrections (MDOC-OCC); and,

WHEREAS, these funding applications were previously submitted with Board support in Spring 2025 and are now presented for final approval and authorization to accept and execute; and,

WHEREAS, the grant funds are essential for maintaining the operations, staffing, and service delivery of five Specialty Court programs and the Office of Community Corrections, which together provide a coordinated system of treatment and accountability that promotes participant success and long-term community well-being; and,

WHEREAS, the awarded amounts are as follows: Adult Drug Court (\$182,272), Adult Mental Health Court (\$185,241), DWI Sobriety Court (\$73,728), Family Treatment Court (\$63,226), Swift and Sure Sanctions Probation Program (\$69,398), and Office of Community Corrections (\$137,900); and

WHEREAS, these programs are funded on a reimbursement basis, requiring the County to initially incur eligible expenses to be reimbursed following submission and approval by the granting agencies, with continued County support being critical for uninterrupted operation; and,

WHEREAS, acceptance of these grant awards ensures the ongoing success and sustainability of Specialty Court and OCC programming, preserving the County's commitment to rehabilitation, public safety, and effective justice system innovation; and,

NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the acceptance of the 2025–2026 Specialty Court and Community Corrections grant awards and authorize the Chairperson to execute all necessary agreements, including those issued via DocuSign and email distribution.

Motion by Gail Patterson-Gladney, Second by David DiStefano, Carried

11. Labor, Negotiations, and Contracts

A. **\*\*Position Creation - Community Services Assistant**

**LABOR RESOLUTION L14/11-25-2025**

WHEREAS, the request is to approve the creation of a full-time Community Services Coordinator position to provide critical operational and administrative support within the Community Services Department; and,

WHEREAS, this position will streamline communications, manage daily department operations, and coordinate the activities of six advisory boards and commissions, including the Planning Commission, Parks & Recreation Commission, Brownfield Redevelopment Authority, Land Preservation Board, and the Opioid Settlement Steering Committee, among others; and,

WHEREAS, core responsibilities of the position will include agenda and meeting material preparation, Open Meetings Act compliance, website and communication management, and support for housing and grant-funded initiatives; and,

WHEREAS, the role is vital to enhancing public transparency, increasing responsiveness, supporting board and department efficiency, and reducing administrative workload on senior staff; and

WHEREAS, the full-time position will be classified at Range 23, with salary and benefits aligned with the County's approved pay scale, and funding will be provided through annual contributions from the Parks and Recreation Commission, the Opioid Settlement Steering

Committee, and other available sources; and,  
NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of  
Commissioners, approve the creation of a full-time Community Services Coordinator  
position at a Range 23 classification.

Motion by Gail Patterson-Gladney, Second by David DiStefano, Carried

12. Public Transit

13. Veterans Services

14. Commissioner's Roundtable

- City of South Haven election
- MAC Opioid Settlement
- South Haven Lifeguards
- Facilities Master Plan Meeting with Tower Pinkster
- Southwest Michigan Behavioral Health

15. Chairman's Update

16. Board Correspondence

17. Closed Session

18. Public Comment

19. Adjournment

Motion to adjourn.

Motion by Tina Leary, Second by Gail Patterson-Gladney, Carried

The meeting was adjourned at 02:51 PM.

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**Paul Schincariol, Vice-Chairperson**

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**Suzie Roehm, County Clerk**