

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

WORK SESSION

DAYTON LEGAL BLANK, INC., FORM NO. 10148

December 4, 2020

Held _____ 20 _____

The work session meeting of the Saybrook Township Trustees to discuss the new fire station was called to order at 9:00 am by Chairperson Gloria Baum and along with Trustees Norman Jepson, Robert Brobst and Fiscal Officer Larry Johnson. Members of the public: Bill Olin and Architects Todd Nagy and Mike Crislip from Onyx/Creative were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

The following minutes reflect action taken by this Board. The recording of this meeting is on file at the Administrative Office. More detailed information can be obtained by listening to it at our office (Job # 11042020).

Gloria Baum stated that the meeting was being recorded for record purposes, if anyone else is recording, please state so for the record. No one stated they were recording.

Discussion(s)


1. Reviewed a preliminary site plan prepared by Onyx Creative, Inc. illustrating a proposed location for the fire station as well as the various parcel size options for this project.
2. Discussed the proposal submitted by MS Consultants, Inc. for the environmental assessment of the property.
3. Discussed the potential challenges of the fire station's location on the property with regards of obtaining approval from ODOT for the curb cut location relative to the Center(SR 45)Rd., Carpenter Rd. and Lake (SR 531)Rd. interchange.
4. Discussed the next steps in the development of this project.
5. A draft copy of the contract between Saybrook Twp. & Onyx Creative, Inc. (AIA B101) was submitted to the trustees to review with their legal counsel.

Action Items

- | Action Items | Person Responsible |
|--|--------------------|
| 1. Onyx will have a discussion with Tim Martin, Ashtabula County Engineer what services or assistance his department can provide for this project. | T. Nagy - Onyx |
| 2. With the assistance from Tim Martin, ACED, contact Ohio Department of Transportation (ODOT) – District 4 Office to discuss the upcoming project and inquire about approval process for the proposed curb cut onto the site. | T. Nagy - Onyx |
| 3. Once confirmation has been received from ODOT of the placement of the curb cut is acceptable, the next step will be to release MS Consultants Inc. to conduct Phase 1 – Environmental Site Assessment. | Saybrook Trustees |

Norman Jepson moved to adjourn the meeting at 10:15 am seconded by Gloria Baum.


 Gloria Baum, Chairperson


 Larry Johnson, Fiscal Officer