

**TOWN OF SAXEVILLE MEETING MINUTES FROM  
Monday February 17, 2025  
HELD AT THE SAXEVILLE TOWN HALL**

Notice for this meeting was posted at the following: the Saxeville Town Hall, Leon/Saxeville Library, and on the Town's Website. Chairman called the meeting to order at 7:00 pm. All officials were present: Chairman John vanAmerongen, Supervisor Ken Hansen, Supervisor Bart Peterson & Clerk/Treasurer Theresa Szczublewski. The Pledge of Allegiance was spoken.

Clerk/Treasurer gave all officers a meeting packet containing the following: a copy of the Chairman approved meeting agenda dated for this night's meeting with all attachment information needed, the Town's current monthly disbursements, financial report, meeting minutes from the previous meeting and checking reconciliation all to be reviewed for approval. After review, motion was made by Supervisor Hansen and seconded by Supervisor Peterson to accept the minutes and all reports as presented. Upon voice vote, motion passed.

**NEW BUSINESS -**

1. Board reviewed a request presented by Surveyor Dave Bosshard, for the land owned by Virginia Cartwright, to split the approximate 45-acre parcel into 4 separate parcels. After review, motion was made by Supervisor Hansen and seconded by Supervisor Peterson to give the Boards blessing to approve the split as presented. Upon voice vote, motion passed.
2. Board reviewed a request presented by Paul & Debi Smith, to have the Boards blessing in their seek for a conditional use permit from zoning, for their property to be leased by the USPS for a postal building premise in Saxeville. After review, motion was made by Supervisor Hansen and seconded by Supervisor Peterson to give the Boards blessing, and asked the Clerk to email Zoning, expressing the Boards blessing and the need for the Post Office in Saxeville. Upon voice vote, motion passed.
3. Board discussed the need to have more persons training for the Board of Review (BOR) meeting in May, due to the turnover in the governing body that will take place after the April election of new officers. Clerk contacted alternate BOR member, Debi Smith, and offered the training to her, she agreed she could be available for a virtual session. The Board suggested the persons nominated for the April elections also be BOR trained. Clerk would contact WTA and find out. After discussion, motion was made by Supervisor Hansen and seconded by Supervisor Peterson to approve all three to be trained and have the Clerk register them for the virtual training, as long as WTA permitted this action. Upon voice vote, motion passed.

4. Fire/Rescue department comments were heard from attending department. No action was taken by the Board.
5. Board discussed the need to have current Clerk Treasurer be available to help and train the April newly elected clerk treasurer. After discussion, motion was made by Supervisor Hansen and seconded by Supervisor Peterson to hire Theresa Szczublewski as a deputy clerk treasurer paying her \$20/hour as needed. Upon voice vote, motion passed. Clerk Treasurer also reminded the Board of the need to have a designated phone line for the new elect to use, in the past the policy was the Town paid half of the Clerks personal phone bill as it was used for Town business. No action was taken on the phone subject at this time.
6. Clerk reviewed several tasks that she believed should be done by the Board in the future to relieve the new elected clerk treasurer a little bit. The duties discussed were: weekly filling the Town Hall toilet paper and hand towels after senior meals, prep of the Hall for rentals, post inspection after Hall rentals and fill of supplies needed, taking the garbage to the dump, replacing the plug in air fresheners monthly or as needed and reporting supply purchase needs to the Clerk. After discussion, the Board agreed they would take over these duties.
7. Board reviewed the 2025 blanket consent contract received from ACEC, allowing ROW work to be conducted. After review, motion was made by Supervisor Hansen and seconded by Supervisor Peterson to approve and sign the contract as presented. Upon voice vote, motion passed. Board signed the contract; Clerk would mail the signed contract to ACEC.
8. Board reviewed Town road/bridges updates/projects: **1)** the Akron bridge project recommended bid that was received from MSA from Egbert Excavating Inc in the amount of \$296,845.00. After review, motion was made by Supervisor Hansen and seconded by Supervisor Peterson to approve and sign the contract as presented. Upon voice vote, motion passed. Board signed the contract; Clerk would email the signed contract to MSA. **2)** Clerk has been fielding several calls concerning unreadable road signs and she has noted several herself. Board agreed when they do the spring drive around to assess the roads, they will make a list to give to County Hwy to replace. **3)** Clerk received another call concerning a fire sign and post that was knocked down and was in need of a new pole. Chairman was going to connect with Zoning to see if it was the Town's responsibility to replace and report back. **4)** Clerk and Chairman have fielded several calls concerning snowplowing complaints, one of which was from the contracted company stating a property owner pushed his snow into the adjoining road and the plow had to plow it away to open the road. Chairman has been unable to contact the owner yet, but he would continue to try, as this is against state statute.
9. Board reviewed the list of Town Hall Rentals and discussed having an electrician check on the woman's bathroom light/fan sensor and maybe seeing if they could install a locked

outside plug-in receptacle. Supervisor Peterson said he would contact Krueger's for a quote and report back.

10. Public comments were heard from attending visitors. No action taken by the Board.

**UNFINISHED BUSINESS LOG REMINDER FOR BOARD -**

1. From March 2021 Snow Shelter for Back Door of Town Hall Meeting Room – Awning Purchased - Pending Installation of Rain Gutter - Tabled.
2. From October 2021 Town Form for Right of Way Property Owner Wood Clean-Up Options – Pending Supervisor Peterson to create form and bring to meeting.
3. From July 2022 – Policy Conflict w/Policy #11-15-2021 & #06-20-2022 written by Supervisor Peterson – Tabled.
4. From September 2023 – Town Hall Fire Inspections Violation – Tabled.
5. From June 2024 –Replacement Road Signs Ordered – Tabled.
6. From August 2024 – USPS New Building Location – Tabled.
7. From February 2025 – Phone & Internet Access & Pay Policy for Town.
8. From February 2025 – Spring Drive Around to Create List of Faded Road Signs That Need to be Replaced-p.

**BILLS** - were presented/reviewed by the Board, a motion was made by Supervisor Hansen and seconded by Chairman vanAmerongen to pay all necessary bills as presented in the reports. Upon voice vote, motion passed.

**MEETING ADJOURNED** - at 7:56 pm with motion made by Supervisor Hansen and seconded by Chairman vanAmerongen. Upon voice vote, motion passed. The next regular board meeting would be Monday March 17, 2025.

Submitted by: Theresa Szczublewski  
Saxeville Town Clerk/Treasurer

Minutes Approved by the Board on Monday March 17, 2025.