

Keyser Township Trustee Board Meeting Minutes

A regular meeting was held on December 18, 2023, at 6:00 p.m. at the Trustee Office at Garrett United Methodist Church, 110 W Houston St. Present were Kathryn Sattison, Cherrie Wells, Mike Lilly and Don Chaffin.

Meeting was called to order at 6:08 p.m. by Sattison.

Financial Report

Lilly presented financials.

Trustee Report

Lilly reported the following regarding applications:

- YTD there have been 59 applications handed out
- 9 applications have been received back
- 7 applications were granted assistance

Old Business

The company hired to repair headstones at the township cemetery have completed the first round. They submitted before and after photos to members to view. Board members were pleased with the work.

At some time, there was a burial that was completed in the wrong grave. The family was contacted, the casket was exhumed, and re-buried in the correct lot.

New Business

- Nepotism Compliance document was signed by all members.
- The only year-end transfer of funds that was needed was \$30 from Office Supplies to Professional Services. Sattison made a motion to approve the transfer of funds between series as presented. Motion passed.
- Wells made a motion to adopt a resolution for 2024 Salaries of Officers & Employees with no increase for board members and a salary of \$8,000 for the Trustee. Resolution adopted. *2023-3*
- Chaffin made a motion to extend 2024 Community Service Agreements to Community Care Food Pantry, St Martins, and DART in the amount of \$500 each. Motion passed.
- Updated Township Assistance Guidelines were presented. Sattison made a motion to approve as presented. Motion passed.

The next regular meeting is scheduled for 1/02/2024 at 6pm. Sattison made a motion to adjourn at 6:23 p.m.

Respectfully submitted,

Kathryn Sattison

Kathryn Sattison
Board Secretary

Donald C. Chaffin