

# Keyser Township Trustee Board Meeting Minutes

A regular meeting was held on September 7, 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, and Mike Lilly. Don Chaffin was absent.

Meeting was called to order at 6:11 p.m. by Wells.

Wells made a motion to accept the minutes of the 6/14/23 meeting as amended. Motion carried.

## Financial Report

Lilly presented financials.

## Trustee Report

Lilly reported the following regarding applications:

- YTD there have been 27 applications handed out
- 5 applications have been received back, with the last being in March
- 3 applications were granted assistance
- 2 applications were denied

## New Business

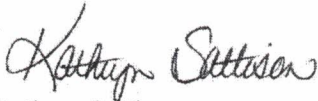
The proposed 2024 Budget was reviewed and discussed.

## Old Business

Although the Board unanimously opposed the request to make the Fire Chief position full-time, during the recent Fire Territory meeting, it was recommended to approve the full-time position with an adjusted salary of \$65,000/yr. The Board would like to revisit this discussion next year.

The next regular meeting is scheduled for 9/21/23 at 6pm. Sattison made a motion to adjourn at 6:30 p.m.

Respectfully submitted,



Kathryn Sattison  
Board Secretary



General	2022			2023			2024 Budget
	Budget	Actual	Diff	Budget	8/31/2023 Used	Left	
Salaries							
Salaries	9,600.00	8,700.00	900.00	9,600.00	5,159.43	4,440.57	9,600.00
Withholdings	1,000.00	665.55	334.45	1,000.00	344.25	655.75	1,000.00
	10,600.00	9,365.55	1,234.45	10,600.00	5,503.68	5,096.32	10,600.00
Supplies							
Office	1,000.00	549.24	450.76	1,000.00	378.22	621.78	1,000.00
	1,000.00	549.24	450.76	1,000.00	378.22	621.78	1,000.00
Other Services and Charges							
Professional Services	500.00	340.00	160.00	500.00	385.30	114.70	1,000.00
Communication and Transportation	200.00	160.52	39.48	2,000.00	1,092.08	907.92	2,000.00
Printing and Advertising	400.00	368.12	31.88	400.00	130.18	269.82	400.00
Insurance	1,600.00	1,416.00	184.00	1,600.00	1,461.00	139.00	1,600.00
Repair and Maintenance	7,400.00	6,740.00	660.00	17,500.00	5,092.75	12,407.25	15,000.00
Rentals	1,500.00	1,500.00	-	2,000.00	1,800.00	200.00	2,500.00
Other Services and Charges	1,300.00	1,704.59	(404.59)	1,300.00	283.50	1,016.50	2,000.00
Community Service Agreements	1,500.00	1,500.00	-	1,500.00	-	1,500.00	1,500.00
	14,400.00	13,729.23	670.77	26,800.00	10,244.81	16,555.19	26,000.00
Total General	26,000.00	23,644.02	2,355.98	38,400.00	16,126.71	22,273.29	37,600.00
Assistance							
Direct Assistance							
Funerals, Burials, Cremations	1,200.00	1,200.00	-	1,200.00	-	1,200.00	2,400.00
Housing	1,900.00	931.24	968.76	1,900.00	850.00	1,050.00	1,900.00
Utilities	1,900.00	367.90	1,532.10	1,900.00	193.35	1,706.65	1,900.00
	5,000.00	2,499.14	2,500.86	5,000.00	1,043.35	3,956.65	6,200.00
Total Assistance	5,000.00	2,499.14	2,500.86	5,000.00	1,043.35	3,956.65	6,200.00
Total Township	31,000.00	26,143.16	4,856.84	43,400.00	17,170.06	26,229.94	43,800.00