

# Keyser Township Trustee Board Meeting Minutes

A regular meeting was held on December 16, 2024, at 7:00 p.m. at the Trustee Office at Garrett United Methodist Church, 110 W Houston St. Present were Kathryn Sattison, Cherrie Wells, Mike Lilly, Don Chaffin, and Shelly Hicks.

Meeting was called to order at 7:08 p.m. by Chaffin.

Wells made a motion to approve the minutes of the 10/23/24 joint meeting with the Garrett Fire Territory. Motion passed.

## Financial Report

Lilly presented financials.

## Trustee Report

Lilly reported the following regarding applications:

- YTD there have been 46 applications handed out
- 18 applications have been received back
- 6 applications were granted assistance, with 2 pending
- \$1920 in assistance was granted in 2024

## Old Business

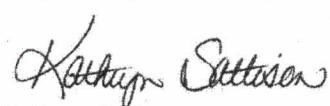
None

## New Business

- Nepotism Compliance document was signed by all members.
- Motion was made by Sattison to approve the year-end transfer of funds as presented. Motion passed.
- Wells made a motion to adopt Resolution 2024-3 as presented. For 2024, there is no increase in salaries of board members or Trustee. A Clerk position was added at \$15/ hr should the need arise for the position in 2025. Resolution adopted.
- Chaffin made a motion to extend 2025 Community Service Agreements to Community Care Food Pantry, St Martins, and DART in the amount of \$500 each. Motion passed.
- The new website and email service should be live soon. This is essential as, effective July 1, 2025, all meetings must be recorded. Lilly is establishing a YouTube channel for the Township Trustee to house those recordings.
- Wells will be resigning due to being appointed as the assistant City of Garrett attorney.

The next regular meeting is scheduled for 1/07/2025 at 7pm. Sattison made a motion to adjourn at 7:27 p.m.

Respectfully submitted,

  
Kathryn Sattison

Board Secretary

  
Donald Chaffin