

Minutes

December 17, 2024

1. **Opening of Meeting**

Trustee Ulrich called the meeting to order at 4:04 PM . Administrator Weckbach called the roll with members Ulrich and Baker present.

2. **Approval of Minutes**

- a. Motion to Approve Minutes of the October 5, 2022 Records Commission Meeting
Trustee Ulrich motioned to approve the minutes of the October 5, 2022 meeting. Fiscal Officer Baker seconded the motion.

A roll call vote was conducted and the motion passed unanimously.

3. **New Business**

- a. Updated Records Listing

Administrator Weckbach reviewed the changes and updates to the records listing for the Township and all document destruction over the past year. No action was requested or taken by the Board and there was no discussion.

4. **Adjournment**

With no further business to come before the Board, at 4:05 PM, Fiscal Officer Baker made a motion to adjourn and Trustee Ulrich offered the second. The roll was called and the motion passed unanimously.

Trustee Ulrich

Fiscal Officer Baker