

# Keyser Township Trustee Board Meeting Minutes

A regular meeting was held on December 12, 2019 at 7:00p.m. at Garrett City Hall in the 2<sup>nd</sup> Floor Trustee Office. Present were Don Chaffin, John Cutshall, Kathryn Sattison, and Mike Lilly.

Meeting was called to order at 7:04p.m by Don Chaffin. All members read the minutes to the past meeting. Chaffin made a motion to approve the minutes with a correction to clarify the board's decision to not extend our taxing authority, nor extend services regarding the Fire Territory.

## Financial Report

Ending balance	\$ 8,626.00 (November 30,2019)
Deposits in transit	\$ 0.00
Outstanding checks	\$ 225.97
Balance	\$ 8,400.03
Ledger balance	\$ 9,095.86
Diff from prior Trustee	<\$ 695.83>

- Sattison made a motion to accept the Financial Report as presented. Motion carried.
- Sattison made a motion to allow transfers with a series (attached). Motion carried.
- Sattison made a motion to pay the former employees who were short paid the remainder of what they are owed, with the exception of CJ Ley as he is under SBOA special investigation for funds owed to the township. Motion carried.

## Trustee Report

- Lilly will be mailing a check for \$5,175.83 on 1/1/20 to the IRS for penalties and interest to satisfy errors from previous administrators.
- State Board of Accounts recently followed-up with Lilly regarding the outstanding IRS case.
- Lilly has a new and improved Township Assistance packet for 2020 that he will present at the January meeting for approval.
- 2019 Annual Financial Report (AFR) must be approved at Township Board Annual Meeting no later than 2/18/20.

## Old Business

- The township still has a seat available on the DART Board.
- The Eagle Scout is making progress on the cemetery project having recently completed adding gravel and an upgrade to the culvert (as required by the county).

## New Business

- The floor was opened for any community comments. There were none.

The next regular meeting is scheduled for Tuesday, 1/07/20 at 7:00p.m.

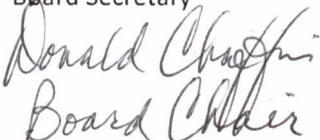
At 8:06p.m. Chaffin made a motion to adjourn.

Respectfully submitted,



Kathryn Sattison

Board Secretary

  
Donald Chaffin  
Board Chair