

Keyser Township Trustee Board Meeting Minutes

A regular meeting was held on February 14, 2019 at 7:00p.m. at Garrett City Hall in the 2nd Floor Trustee Office. Present were Don Chaffin, John Cutshall, Kathryn Sattison, and Mike Lilly.

Meeting was called to order at 7:00p.m by Don Chaffin. All members read the minutes to the past meetings and Don made a motion to approve all minutes as presented. Motion carried.

Fiscal officer's report:

Ending balance	\$15,094.93 (Dec 31, 2018)
Deposits in transit	\$ 0.00
Outstanding checks	\$ 4574.54
Balance	\$10,520.39
Ledger balance	\$11,216.22
Diff from prior Trustee	<\$ 695.83>

Trustee Report

- Received an EFT from the County for \$670.67 for Local Income Tax for January & February 2019
- Ordered and received forms for the office
- Spoke with George at DLGF about the Fire Territory rate change. George stated that it is **not** required each year as was stated by Marcie Conkle at 2/06/19 meeting.
- Mike presented completed financials for 2017 & 2018 for Board review.

Don gave preliminary information on Zack Lightner as a possible Township attorney. His litigation rate would be \$235/hr, contract rate of \$100/hr, and menial items would be pro bono.

A discussion was held regarding setting Township standards for housing, burial, and other miscellaneous items. Don made a motion to accept the standards as discussed. Motion carried (standards attached).

The 2017 & 2018 financials, and 2019 additional budget appropriations were reviewed and approved. Don made a motion to publish the 2017 & 2018 financials. Motion passed. 2017 & 2018 financials will be filed with the County Auditor by 3/03/19 and with the local paper by 3/21/19.

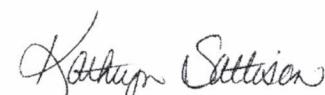
Mike asked for permission to submit a request to the state to receive a Tax ID number to allow for better internal controls. Permission was granted by the board. Don made a motion to allow the Finance Chairman to approve expense reimbursements. Motion carried.

Old Business

Don is going to speak with the Mayor and/or Marcie to seek more information on the City's incentive to raise the Fire Territory rate. Seth Waring of Absolute Services was contacted regarding mowing for the cemetery. The board will take his 2019 rates under advisement and look at additional contractors as well.

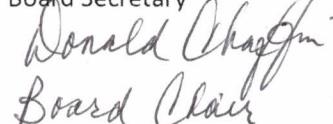
The next regular meeting is scheduled for 3/14/19 at 7:00p.m. At 9:30p.m. Kathryn made a motion to adjourn.

Respectfully submitted,



Kathryn Sattison

Board Secretary



Board Chair