

# Keyser Township Trustee Board Meeting Minutes

A special meeting was held on January 16, 2019 at 6:00p.m. at Garrett City Hall in the Trustee's Office. Present were Don Chaffin, John Cutshall, Kathryn Sattison, and Mike Lilly.

Mike had given CJ Ley advanced notice of the meeting and has advised him that, should he not attend, he would be turning the issue over to the DeKalb County Prosecuting Attorney. We waited until 6:15p.m. at which time Mike called Mr. Ley. He stated that he would not be attending. Mike again advised him of his fiduciary responsibility of turning it over to the Prosecuting Attorney as advised by the Indiana State Board of Accounts.

George Helton from the DLGF advised that we do not have a 2019 budget, therefore he has set one. However, since 2017 financials have not been submitted, our spending authority is paused. We must submit 2017 financials and appropriations in order to regain spending authority (Note: 2018 due in March).

After some investigation after the last meeting, Don made a motion to rescind a motion from the previous meeting to hire Cordes Associates for tax, payroll and miscellaneous services. He then made a new motion to hire Seigel Group for those services due to that firm offering more services at a lower price. Motion carried. Mike made the Board aware that recently became aware that we must carry Workers Comp insurance – something that has never been done in the past. Kathryn made a motion to pay Insurance Trustees \$200 for that coverage. Motion carried. John made a motion to approve a \$250 expenditure for dues to join the Indiana Townships Association. The benefits of the membership to the township outweigh the cost of the membership.

There is a \$486.86 unpaid balance with Boyce Forms from 2016. Mike will get this taken care of so that checks can be ordered (Note: there is an entire book of checks missing). Mike has spoken with some former Board members who have stated that they never received their 2018 checks. Those checks have not cleared the bank either. Mike has also been made aware that there are some missing cemetery deposits.

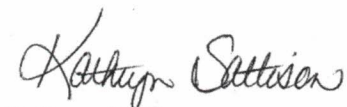
Mike needs the Board's assistance in securing a "designee" for times when he is unavailable. Jerry Weller was recommended. All are asked to help secure a great candidate. We are also asked to bring recommendations for attorneys to the next regular meeting as well as comments regarding a travel policy and daily per diems.

Don made a motion agree to pay the City of Garrett rental fees of \$125.00 per month for office space, phone, internet, and utilities for Room 22 in City Hall. Motion carried. He then wrote a Declaration of Intent, which all members signed and dated on 1/16/19.

The next regular meeting is scheduled for 2/06/19 at 7:00p.m.

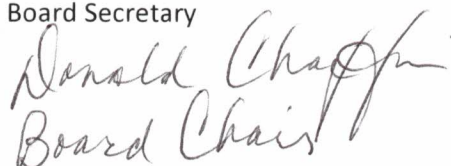
At 7:15p.m. Don made a motion to adjourn.

Respectfully submitted,



Kathryn Sattison

Board Secretary



Board Chair