

Keyser Township Trustee Board Meeting Minutes

A special meeting was held on January 2, 2019 at 11:00a.m. at Garrett City Hall in the Trustee's Office. Present were Don Chaffin, John Cutshall, Kathryn Sattison, and Mike Lilly.

First order of business was to establish officers for the Financial Oversight Committee and for the Trustee Board. John Cutshall was elected as Chairman and Kathryn Sattison as Secretary of the Financial Oversight Committee. Don Chaffin was elected as Chairman and Kathryn Sattison as Secretary of the Trustee Board. Mike reported that the balance in the checking account as of 1/05/19 is \$14944.93 with \$4424.54 in outstanding checks leaving a true balance of \$10520.39.

Don made a motion to grant Mike use of the debit card for office supplies as needed. Motion carried. Mike made the Board aware that he has been working with George Helton with the Indiana Department of Local Government Finance. George stated that no budget was filed by the former trustee for 2018 or 2019 and that no financials were submitted for 2017 or 2018. Mike will continue to work with IDLGF and Indiana State Board of Accounts (ISBOA). Don made a motion to approve a \$25 registration fee for Mike to attend training for a session being held by the Trustee Association on 1/14/19. Motion carried.

After some discussion, John made a motion to set salaries for 2019 at: Trustee \$7200, Assistant \$1200-\$1600, Board members \$400. Motion carried. Don made a motion to hire Cordes Associates to take care of tax payments for township employees. Motion carried. Much discussion was had regarding the cell phone that Mike was given from CJ Ley under the Township's name. However, upon further investigation, Mike found that the account is a personal account with other family members on it and it has an unlimited data package and other features not needed for township use. Kathryn made a motion to return the phone, pay 50% of December charges, excluding all data charges, and January charges pro rated per day up to the date of return. Motion carried.

Mike made us aware of a rule that if an outgoing Trustee does not turn over financials by the second Monday in January (14th), the new Trustee is to call the County Prosecuting Attorney. Ley still has possession of the Township's computer. The office also has outstanding invoices for a surety bond and insurance in the amount of \$1465.00 and the post office box. Mike will check on the limits necessary on the bond and insurance for renewals. 2/19/19 is the last day for financials to be approved by the Board.

Board is responsible for Emery Cemetery. Expenses were \$2200 in 2018. Mike will get mowing quote for summer 2019. Current lot prices are \$350.

A special meeting has been scheduled for 1/16/19 at 6:00p.m. to review the Annual Report.

At 1:30p.m. Kathryn made a motion to adjourn.

Respectfully submitted,



Kathryn Sattison
Board Secretary

