

Keyser Township Trustee Board Meeting Minutes

A regular meeting was held on July 16, 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 meeting and Chaffin made a motion to approve minutes with corrections made to the May and June "ending balance" dates on the Financial Reports. Motion carried.

Financial Report

Ending balance	\$21,224.49 (June 30, 2019)
Deposits in transit	\$ 0.00
Outstanding checks	\$ 5,015.76
Balance	\$ 16,208.73
Ledger balance	\$ 16,904.56
Diff from prior Trustee	<\$ 695.83>

Sattison made a motion to accept the Financial Report as presented. Motion carried.

Trustee Report

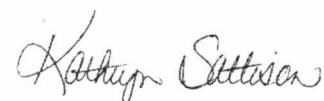
- Lilly notified the Board of the notification from the IRS of the delinquency of unfiled 941s' from
 - 1st & 2nd qtrs 2013, 2nd qtr & 3rd qtrs. 2014, 1st, 2nd, & 3rd qtrs 2015 totaling \$582.86 in fees and \$2639.30 in penalties.
 - Full reports for 2016, 2017, & 2018. Fees and penalties are not known at this time.
 - Lilly will pursue forgiveness for penalties and fees through The Seigel Group.
- Lilly gave CJ Ley a deadline of 8/15/19 for repayment of the missing deposits to avoid legal action.
- SBOA has been given documents for a possible audit.
- DART has reached out in hopes of a Community Service Agreement. We have tabled this request due to the IRS situation.
- ITA Conference is September 22-25. Lilly is planning to attend.
- Lilly's meeting with George from the DLGF is scheduled for 7/31/19.

Old Business

- This issue with the City's cleaning company entering the Trustee Office appears to be resolved.
- The Fire Territory will be meeting prior to year-end. Cutshall and Lilly to look for forthcoming email notifications.

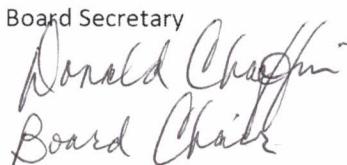
The next regular meeting is scheduled for 8/08/19 at 7:00p.m. At 8:11p.m. Sattison made a motion to adjourn.

Respectfully submitted,



Kathryn Sattison

Board Secretary



Donald Chaffin
Board Chair