

# Keyser Township Trustee Board Meeting Minutes

A regular meeting was held on June 13, 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 and Don made a motion to approve minutes as presented. Motion carried.

## Financial Report

|                         |                            |
|-------------------------|----------------------------|
| Ending balance          | \$11,221.05 (May 31, 2019) |
| Deposits in transit     | \$ 0.00                    |
| Outstanding checks      | \$ 3,377.76                |
| Balance                 | \$ 7,843.29                |
| Ledger balance          | \$ 8,539.12                |
| Diff from prior Trustee | <\$ 695.83>                |

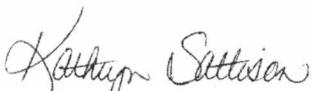
Kathryn made a motion to accept the Financial Report as presented. Motion carried.

## Trustee Report

- Lilly suggested considering a Community Service Agreement with Women's Care Center for the next budget year for the benefit of Keyser Township residents. The Board will take this under consideration along with other organizations such as Alliance, St Martin's, etc.
- Lilly reported that the new mowing service has completed 3 mowings so far this season and is doing a good job. However, he was made aware that the gentleman was arrested over the weekend for drugs. Mike will look into this more to see if any action needs to be taken.
- The GPD has talked to CJ Ley regarding the \$700 in missing deposits and advised that the Township can press charges. Lilly talked to Mr. Ley and he has agreed to pay back the money. Lilly will contact Ley and set a date of 8/15/19 as a deadline for the full \$700 to be paid back or the matter will be turned over to the DeKalb County Prosecuting Attorney.
- Ley asked to be reimbursed for making copies. The Board voted against this request.
- The Seigel Group is checking on the 941s' for the past two years.
- The Spring Tax distribution should be coming soon.
- The City's cleaning contractor has been coming into the office to clean. Don & Mike will address the situation with the Mayor again and a lock will be put on the adjoining door for security.
- Lilly will be on vacation June 17-21. Tara Lilly will be checking messages in his absence.

The next regular meeting is scheduled for 7/11/19 at 7:00p.m. Kathryn made a note that she will be on vacation and will not be in attendance. At 7:57p.m. Don made a motion to adjourn.

Respectfully submitted,



Kathryn Sattison

Board Secretary

