

# Keyser Township Trustee Board Meeting Minutes

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

Meeting was called to order at 7:00p.m by Don Chaffin. Chaffin made a motion to approve minutes as presented. Motion carried.

Fiscal officer's report:

Ending balance	\$12,940.87 (January, 2019)	Ending balance	\$13,716.78 (February, 2019)
Deposits in transit	\$ 0.00	Deposits in transit	\$ 0.00
Outstanding checks	\$(3,756.19)	Outstanding checks	\$(4,044.84)
Balance	\$ 9,184.68	Balance	\$ 9,671.84
Ledger balance	\$ 9,880.51	Ledger balance	\$ 10,367.77
Diff from prior Trustee	<\$ 695.83>	Diff from prior Trustee	<\$ 695.83>

Sattison made a motion to accept the Fiscal Officer's report. Motion carried.

## Trustee Report

- Lilly reported he has accepted two applications since the 3/06/19 meeting.
- The additional appropriations for 2019 were published on 2/26/29 and approved on 3/14/19.

Sattison proposed a motion in the form of a resolution to accept a Nepotism Policy for employment & contracting services. Resolution carried.

Sattison also proposed a motion in the form of a resolution to accept a Materiality & Process for Reporting Material Items Policy. Thresholds were set at \$25 for cash and \$200 assets. Resolution carried.

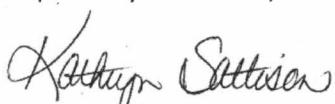
Cutshall proposed a motion in the form of a resolution to accept a Capital Assets Policy with a threshold of \$1,000. Resolution carried.

Chaffin proposed a motion in the form of a resolution to accept a Mileage and Travel Policy with thresholds to be set at standards as prescribed by SBOA. Resolution carried.

The next regular meeting is scheduled for 4/11/19 at 7:00p.m.

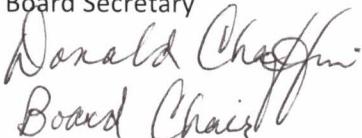
At 8:47p.m. Chaffin made a motion to adjourn.

Respectfully submitted,



Kathryn Sattison

Board Secretary



Donald Chaffin  
Board Chair