

# Keyser Township Trustee Board Meeting Minutes

A regular meeting was held on September 26, 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 7:03p.m by Don Chaffin. All members read the minutes to the past meeting and Chaffin made a motion to approve minutes as presented.

## Financial Report

Ending balance	\$18,544.28 (July 31, 2019)	Ending balance	\$18,104.43 (August 31, 2019)
Deposits in transit	\$ 0.00	Deposits in transit	\$ 0.00
Outstanding checks	\$ 3,197.76	Outstanding checks	\$ 3,321.87
Balance	\$ 15,346.52	Balance	\$ 14,782.56
Ledger balance	\$ 16,042.35	Ledger balance	\$ 15,478.39
Diff from prior Trustee	<\$ 695.83>	Diff from prior Trustee	<\$ 695.83>

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

## Trustee Report

- Lilly notified the Board that, with the help of the Seigel Group, all taxes & W-2s' from 2013 – 2017 (Lilly had already completed 2018) have been filed and paid. In addition, a letter was sent to the IRS requesting a waiver of penalties and interest. Lilly has budgeted funds for the payment of those fees should the waiver be denied. At this time, there is no amount for penalties & fees so an estimate is being used. Seigel Group charged \$1440 for all the work on this project.
- Lilly reported that the above mentioned situation brought to light that employees were underpaid over a four year period. This will be revisited at year end 2019 to see if funds are available to disperse at that time.
- Lilly estimated a General Fund surplus for 2020 which should allow for paying IRS penalties and unpaid employee arrearages, if needed.
- ITA Conference was September 22-25. Lilly found it beneficial. He also met with George from the DLGF.

## New Business

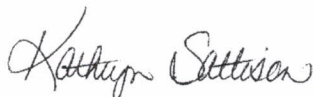
The floor was opened for community comments on the 2020 budget. There were no comments

## Old Business

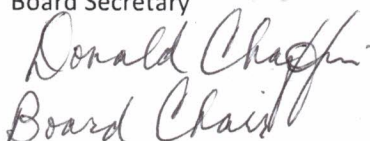
- This issue with the City's cleaning company has become an issue again. Don has posted a sign on the entrance door and will peak to the Mayor.
- A Fire Territory meeting was held. It was by unanimous Board agreed that we are not in support of a partnership with Altona due to their failure to pay for the services already received for the past several years. They are in direct violation of any good faith they held with the City of Garrett or Township.
- CJ Ley paid the \$700 deposit he owed the township and his check cleared.

The next regular meeting is scheduled for 10/10/19 at 7:00p.m. At 8:36p.m. Sattison made a motion to adjourn.

Respectfully submitted,



Kathryn Sattison  
Board Secretary

  
Board Chair