

Keyser Township Trustee Board Meeting Minutes

A regular meeting was held on December 12, 2020 at 9:00 a.m. at Garrett City Hall in the 2nd Floor Trustee Office.

Present were Don Chaffin, Cherrie Wells, Kathryn Sattison, and Mike Lilly.

Meeting was called to order at 9:03 a.m. by Don Chaffin. An amendment to the 9/22/20 minutes was added to clarify that Chaffin abstained from the vote on the township budget. Sattison made a motion to approve minutes as amended. Motion carried.

Financial Report

Ending balance	\$ 10,795.18 (October 31, 2020)
Deposits in transit	\$ 0.00
Outstanding checks	\$ 490.79
Balance	\$ 10,304.39
Ledger balance	\$ 11,000.22
Diff from prior Trustee	<\$ 695.83>

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

Trustee Report

- 2020 statistics: 83 requests, 60 applications given, 13 applications turn in, 4 provided assistance.
- There is a Fire Territory meeting scheduled for later this month. He received a revenue report for Garrett Clerk-Treasurer and it does not reflect any revenue received from Altona. Lilly will follow-up with Conkle as she reported that those monies had been received.
- Lilly reported that he was contacted by Auburn's Mayor Ley about the City of Auburn adding additional territories to the TIF district.

Old Business

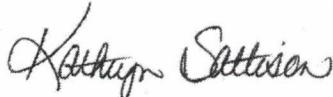
- The 2021 budget was reviewed and revisions were made. Wells made a motion to approve the budget as revised. Motion carried.
- Wells made a motion to change the designee for Community Service monies from DART to DeKalb County Council on Aging. Motion passed.

New Business

- All members completed the Nepotism paperwork for 2021.
- Resolution 20-04 for 2021 salaries was presented. After some discussion, board members' salaries will remain the same and Lilly's salary will increase to \$7500. Wells made a motion to adopt the resolution. Motion carried.
- Transfers within a series were presented. Chaffin made a motion to approve the transfers. Motion carried.
- The floor was opened for any community comments. There were none.

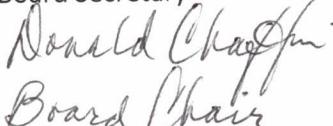
The next regular meeting is 1/05/21. Chaffin made a motion to adjourn at 10:04 a.m.

Respectfully submitted,



Kathryn Sattison

Board Secretary



Donald Chaffin
Board Chair

Fund	Category	From:		Amount:	To:		Amount
		Sub-Category	Fund		Category	Sub-Category	
Township	Supplies	Operating Supplies	-900	Township	Other Services and Charges	Repair and Maintenance	900
Township	Other Services and Charges	Professional Services	-500	Township	Other Services and Charges	Repair and Maintenance	500
	Other Services and Charges	Communication and Transportation	-100	Township	Other Services and Charges	Repair and Maintenance	100
	Other Services and Charges	Printing and Advertising	-250	Township	Other Services and Charges	Repair and Maintenance	250
	Other Services and Charges	Insurance	-100	Township	Other Services and Charges	Repair and Maintenance	100
	Other Services and Charges	Other Services and Charges	-800	Township	Other Services and Charges	Repair and Maintenance	800
			-2650				2650
Assistance	Other Direct Support	Utilities	-1500	Assistance	Medical Hospital	Funerals, Burials, Cremations	1500
Assistance	Other Direct Support	Housing	-600	Assistance	Medical Hospital	Funerals, Burials, Cremations	600
Total			-2100	Total			2100

RESOLUTION
SALARIES OF TOWNSHIP OFFICERS AND EMPLOYEES

20-09

BE IT RESOLVED by the Township Board of Keyser Township, DeKalb County;

THAT pursuant to law, it is hereby resolved that the salaries stated below be fixed for the officers and employees of the township for the year 2021.

POSITION OF OFFICE	Number of Positions	Rate of Compensation	Per
Township Trustee	1	\$7500	Year
Township Clerk	○	—	Year
Township Board	3	\$460.00	Year
Administrative Assistant	○	—	Year
Part-time clerical	○	—	Hour
Part-time maintenance	○	—	Hour
Township Assistance Investigator	○	—	Year
Administrative Assistant/Maintenance Personnel	○	—	Year
Facilities Manager	○	—	Year

Adopted this day, 12th of December 2020.

Donald C. Chaffin

Darby S. Johnson
OB Bledsoe

ATTEST: M. J. Lly Trustee

**CERTIFICATION OF TOWNSHIP TRUSTEE ON COMPLIANCE
WITH
TOWNSHIP NEPOTISM POLICIES**

I, Michael J Lilly (printed name), the elected Township Trustee of Keyser Township certify that I have not violated the Keyser Township Nepotism in Employment Policy or the requirements of IC 36-1-20.2 or the Nepotism in Contracting Policy or the requirements of IC 36-1-21. I understand that "relative" means my spouse, parent or stepparent, child or stepchild, brother, sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law (including half-bloods and adopted children). I intend for this to be submitted to the Trustee prior to the end of this calendar year.

I hereby verify under the penalty of perjury that the foregoing statements are true.

Dated this 11 day of December, 2020.


(Signature)
Michael J Lilly
(Printed Name)

**CERTIFICATION OF TOWNSHIP BOARD MEMBER
TO THE TRUSTEE ON COMPLIANCE WITH
TOWNSHIP NEPOTISM POLICIES**

I, Donald C. Chaffin (printed name), the elected Township Board Member of Keyser Township certify that I have not violated the Keyser Township Nepotism in Employment Policy or the requirements of IC 36-1-20.2 or the Nepotism in Contracting Policy or the requirements of IC 36-1-21. I understand that "relative" means my spouse, parent or stepparent, child or stepchild, brother, sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law (including half-bloods and adopted children). I intend for this to be submitted to the Trustee prior to the end of this calendar year.

I hereby verify under the penalty of perjury that the foregoing statements are true.

Dated this 12th day of December, 2020.

Donald C. Chaffin
(Signature)

Donald C. Chaffin
(Printed Name)

**CERTIFICATION OF TOWNSHIP BOARD MEMBER
TO THE TRUSTEE ON COMPLIANCE WITH
TOWNSHIP NEPOTISM POLICIES**

I, Kathryn J. Sattison (printed name), the elected Township Board Member of Keyser Township certify that I have not violated the Keyser Township Nepotism in Employment Policy or the requirements of IC 36-1-20.2 or the Nepotism in Contracting Policy or the requirements of IC 36-1-21. I understand that "relative" means my spouse, parent or stepparent, child or stepchild, brother, sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law (including half-bloods and adopted children). I intend for this to be submitted to the Trustee prior to the end of this calendar year.

I hereby verify under the penalty of perjury that the foregoing statements are true.

Dated this 12 day of December, 2020.

Kathryn J. Sattison
(Signature)

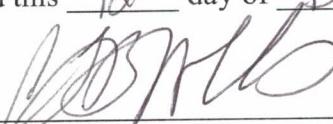
Kathryn J. Sattison
(Printed Name)

**CERTIFICATION OF TOWNSHIP BOARD MEMBER
TO THE TRUSTEE ON COMPLIANCE WITH
TOWNSHIP NEPOTISM POLICIES**

I, Cherie L B Wells (printed name), the elected Township Board Member of Keyser Township certify that I have not violated the Keyser Township Nepotism in Employment Policy or the requirements of IC 36-1-20.2 or the Nepotism in Contracting Policy or the requirements of IC 36-1-21. I understand that "relative" means my spouse, parent or stepparent, child or stepchild, brother, sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law (including half-bloods and adopted children). I intend for this to be submitted to the Trustee prior to the end of this calendar year.

I hereby verify under the penalty of perjury that the foregoing statements are true.

Dated this 12th day of December, 2020.


(Signature)

Cherie L B Wells
(Printed Name)