

Keyser Township Board Meeting Minutes for January 7, 2020

A regular meeting was held on January 7, 2020 at 7:00 PM at Garrett City Hall in the Trustees Office. Present were Don Chaffin, John Cutshall, and Mike Lilly.

Meeting was called to order at 7:05 PM. The minutes were approved as written.

Fiscal Officer's Report:

The Garrett State Bank statement has not been received. There will be no report this evening. At the February regular meeting of the Board the Annual Financial Report will be approved from 2019.

Reorganization of Officers for 2020:

John Cutshall resigned from the Fire Territory Board, and as the Finance Chairman for Keyser Township Board due to health concerns.

John Cutshall made a motion, with a second from Don Chaffin, to keep Don Chaffin as President. Motion carried.

Don Chaffin made a motion, with a second by John Cutshall, for Kathryn Sattison to be the Secretary AND Finance Chairperson for the Board. Motion carried.

John Cutshall made a motion, with second by Don Chaffin, that Don Chaffin be placed on the Fire Territory Board, and as Secretary for the Township Board of Finance. The motion carried.

John Cutshall shall remain as a Keyser Township Board Member. If his health status changes, and he is not available to attend meetings, he will inform the Board promptly.

Trustees Report:

Lilly reported that the AFR, The Annual Financial Report, has to be completed by February 18, 2020 and filed with the State Board of Accounts by February 29, 2020.

Lilly suggested that the board members could possibly receive monthly bank statements by email from the bank. He is going to check to see if it possible to do so.

Lilly presented the 2020 Assistance Guidelines to the Board. He went through some of the changes from 2019 to 2020 on a page by page basis. He also showed the board the packet of materials he hands out to those seeking township relief. There was a motion by Don Chaffin, with a second by John Cutshall, to approve the 2020 Township Assistance Guidelines and Materials Packet for Township patrons. The motion carried.

Old Business:

There was no report. There hasn't been any additional information regarding the Fire Territory.

New Business:

There was no new business and there were no comments from the community.

The next reuglar meeting is scheduled for 2/11/2020 at 7:00 PM.

At 7:50 PM the meeting adjourned.

Respectfully submitted,


Don Chaffin

Board President


Shelly Patterson
Board Secretary