

Keyser Township Trustee Board Meeting Minutes

A regular meeting was held on December 22, 2021 at 7:00 p.m. at Garrett City Hall in the 2nd Floor Trustee office. Present were Cherrie Wells, Don Chaffin, and Trustee Mike Lilly.

Meeting was called to order by Don Chaffin at 7:01 p.m. A motion was made to approve the September 9th meeting minutes as presented, and approved.

Financial Reports -October and November 2021

Statement balance	\$18,468.72 (October 2021)	\$18,012.41 (November 2021)
Deposits in transit	\$ 0.00 (October 2021)	\$ 0.00 (November 2021)
Outstanding checks	\$ 450.00 (October 2021)	\$ 820.00 (November 2021)
Balance	\$18,018.72 (October 2021)	\$17,192.41 (November 2021)
Ledger balance	\$18,018.72 (October 2021)	\$17,192.41 (November 2021)

Cheri Wells made a motion to accept the monthly Financial Reports as presented. Motion carried.

Trustee Report/New Business

The Nepotism Policy was reviewed. (Per current Indiana law, each year the policy has to be signed by all Board members, and the Trustee, before commencing business for the following year.) Those in attendance signed the Nepotism Policy for the year 2022.

The Trustee requested that category funds from Professional Services (\$640) be transferred to Repair and Maintenance (\$240) and Other Services (\$400) A motion to move funds as requested was approved.

The Trustee asked that the Salaries Schedule for 2022 be approved. Currently the Board members receive \$400 annually, and the Trustee receives \$7,500 annually. After a discussion, there was a motion to keep the Board members annual salaries at \$400 and increase the Trustees salary to \$7,800 annually. The motion was approved, and signed as Resolution 21-2.

The Trustee has received a Rental Lease Agreement from the City of Garrett for January through June of 2022. The Board members in attendance commented on the hopes that the lease would continue through all of 2022 if at all possible. Trustee Mike Lilly stated he will keep the Board informed on this issue. Currently, he isn't aware of other possible office spaces available to rent

in the Township area.

There was a discussion concerning the Sunny Meadows County Home and the cemetery where their past deceased residents were buried. DeKalb County Recorder Leta Hullinger had made a report to Trustee Lilly as to what was being done in this abandoned cemetery. It is located in Keyser Township. Being that the property is County owned, it was determined by attending Board members, and the Trustee, that it isn't the responsibility of the Township to take over the care of said property.

Patron Requests Report

For the year there were 77 phone call requests.

Of those phone call requests, there were 38 applications that were picked up. (49%)

Of those applications picked up, 8 applications were turned in. (21%)

Of those applications turned in, there were 5 that met applications guidelines that merited trustee approval. (62 1/2%)

Trustee Mike Lilly stated that the Board would have to meet on January 4th to comply with current Indiana Law. The Finance Committee will have to meet by February 22nd to approve yearly budget. It was decided to have the January 4th meeting at 7:00 p.m.

Old Business

There was no old business.

There were no comments given by community members to the Board.

There was a motion to adjourn the meeting at 7:55 p.m. by Don Chaffin. The motion carried.

Respectfully Submitted ,

Don Chaffin

Don Chaffin

Acting Board Secretary

