

**Minutes of the Special Meeting of the
Batavia Township Board
131 Flinn St., Suite B
Batavia, IL 60510**

Tuesday – December 19, 2019

1. The Batavia Township Board meeting was called to order at 7:00 p.m. by Supervisor Leigh Tracy. Supervisor Tracy asked everyone to stand for the Pledge of Allegiance.

2. **Introductions and Announcements:** Supervisor Tracy welcomed Alex Turner, the evening's videographer from BATV, and his father. Tracy then introduced to the viewing audience the township trustees, clerk and highway commissioner. He explained that tonight's meeting was a Special Township Board meeting called to replace the December 10 meeting that was cancelled because it lacked a quorum. Other announcements included:
 - A reminder that all Batavia Township agendas and minutes are available for viewing on the township website. BATV recordings of township meetings can be viewed on You Tube.
 - Staff is reviewing the administration, design and content of the township website.
 - The 2020 Tax Levies have been filed with the Kane County Clerk.
 - The Ride in Kane committee met on December 3, 2019 to discuss concerns regarding costs, performance and provider contracts. An emergency meeting is scheduled for January 14, 2020.
 - An office cleaning contract is on the agenda for approval.
 - A proposed change to the Emergency Assistance program is also on the agenda to bring the assistance level more in line with the cost of local rents.
 - Three Freedom of Information requests (two from Ralph Padron from Naperville and one from Kaza Rhan) were received. Padron's responses were delivered via certified mailings on December 13 and 16, 2019 and Rhan's response delivered via email. The appointment of a FOIA Officer is on the agenda. The previous FOIA Officer was former Township Supervisor Jim Anderson.
 - The Batavia Township Budgets for 2020-21 will be presented at the next township meeting with a budget hearing scheduled in February.
 - A tour of the Clarke Mosquito Control Company in St. Charles, Illinois will be offered in January or February.
 - The next Batavia Township Board meeting will be held on January 14, 2020.
 - The Batavia Chamber of Commerce Inspire Awards 2020 event will be held on January 23 honoring Nan Phillips as the 2019 Citizen of the Year.

3. **Roll Call:** Clerk called the roll. Present: Trustees Walter Donat, John West and Supervisor Leigh Tracy. Absent: Joe Bertalmio (due to resignation)

Elected and appointed officials present: Township Highway Commissioner Chris Long and Township Clerk Penelope Tracy. Others present: Tom Sharp.

4. **Checking of Bills:** The bills for November 2019 to be paid from the Road and Bridge Fund, the General Assistance Fund and the Township General Fund were reviewed and authorization documents signed by the Board of Trustees.
5. **Checking Bank Accounts:** The November 2019 bank statements were also reviewed and reconciled by the trustees verifying that sufficient funds were present in all accounts to pay the month's bills.
6. **Approval of Minutes:** The minutes for the November 12, 2019 Township Board meeting were presented for approval. A motion was made by Trustee Donat and seconded by Trustee West to approve the minutes. Roll call: Ayes –, Donat, West and Tracy. Nays: None. Motion carried.
7. **Approval of Bills:** A motion to approve the November bills was made by Trustee Donat and seconded by Trustee West. Roll call: Ayes - Donat, West and Tracy. Nays: None. Motion carried.
8. **Assessor's Report:** There was no report.
9. **Highway Commissioner's Report:** Commissioner Chris Long reported that leaf collection was completed in November and that his equipment is prepared for the snow season. The salt supply is adequate for anticipated needs and his goal is to deplete the current salt inventory prior to refilling the supply.

Old Business - Supervisor Tracy reported that tonight's meeting was called as a Special Meeting of the Batavia Township Board because the minimum number of trustees required for a quorum were not present at the December 10 meeting and it was cancelled. Upon checking with the Township Officials of Illinois office in Springfield, Tracy confirmed that a special township meeting could be held upon giving 24-hour notice that a meeting was called. Notice of tonight's meeting was published within the time frame required.

10. **Appointment of Trustee to fill vacancy:** Supervisor Tracy outlined the requirements needed to qualify as a candidate for a township trustee position:
 - The candidate must live in Batavia Township

- The candidate must be registered as the same political party as the trustee who resigned.

Tracy introduced Tom Sharp, a resident of Batavia Township, who has offered to serve as a trustee. Tracy reported that the office of the Kane County Clerk certified that Tom Sharp voted in the last primary for the same party as the previous trustee James Anderson who resigned.

A motion was made by Donat and seconded by West to appoint Tom Sharp as Batavia Township Trustee to fill the remaining term of office vacated by the resignation of Trustee Anderson. Ayes: Donat, West and Tracy. Nays: None. Motion carried.

- 11. Transfer General Fund:** Supervisor Tracy explained the need to transfer funds from the General Fund to cover the cost of one additional spraying for mosquitos. The additional treatment was due to a high mosquito count and West Nile virus concerns. Trustee West reported that the township follows the same spraying schedule as the City of Batavia. It is cost effective to have Clarke spray township areas when the company is spraying for the city. A motion was made by West and seconded by Donat to transfer \$3,000 from the General Fund to cover the cost of the additional spray. Ayes: West, Donat, Sharp and Tracy. Nays: None. Motion carried.
- 12. Transfer Road District Funds:** Highway Commissioner Long requested approval to transfer funds to cover unexpected vehicle maintenance expenses. Trustee Donat asked about the age of the trucks. Long explained that there are four trucks, the oldest is a 2003 truck and they are usually kept in service for ten years. The approximate cost of a new truck is \$160,000 purchased through the State of Illinois bid program. The bid program offers a savings benefit but restricts the type of truck available for purchase. Donat moved to approve the transfer of \$5,000 from the Road Maintenance fund to the Vehicle and Equipment Maintenance fund. The motion was seconded by West. Roll call: Ayes - Donat, Sharp, West and Tracy. Nays: None. Motion carried.
- 13. Office cleaning contract with Image One:** Supervisor Tracy reported that a cleaning service has been retained to clean the township offices once a week for a monthly fee of \$250. Trustee West moved to approve the cleaning contract with Image One to be paid monthly with an automatic deduction from the Township General Fund. Donat seconded the motion. Roll call: Ayes - West, Donat, Sharp, and Tracy. Nays: None. Motion carried.
- 14. Change emergency Assistance Guidelines and Payment Levels:** Supervisor Tracy explained the need to revise the rent assistance guidelines available to residents who qualify. The current guidelines allow a one-time payment of \$500. Tracy requested approval to raise that amount to \$750. He explained that the increase is based on current rental rates in Batavia. West moved to approve the one-time payment for emergency assistance to \$750

effective January 1, 2020. Donat seconded the motion. Roll call: Ayes - West, Donat, Sharp, and Tracy. Nays: None. Motion carried.

15. Appoint FOIA (Freedom of Information Act) Officer: Supervisor Tracy discussed the need to appoint a FOIA officer to respond to information requests that come to the township under the Freedom of Information Act. The previous officer was Township Supervisor Jim Anderson. Supervisor Tracy offered to complete the online FOIA training and assume the position. Trustee Donat moved to appoint Supervisor Leigh Tracy as the township's FOIA Officer. The motion was seconded by West. Roll call: Ayes: Donat, Sharp, West and Tracy. Nays: None. Motion carried.

16. Accept resignation of Joseph Bertalmio as Trustee: Supervisor Tracy reported that he received an email from Trustee Joseph Bertalmio submitting his resignation effective December 19, 2019. Trustee West moved to accept the resignation. The motion was seconded by Donat. Roll call: Ayes: West, Donat, Sharp and Tracy. Since Bertalmio's political affiliation at the time of his election was declared Democrat, Tracy said the vacancy must be filled by a registered Democrat living in Batavia Township. Anyone interested in serving as a trustee and fulfilling the requirements should contact Supervisor Tracy at the township office.

17. Public Participation: None

Trustee Reports: Trustee West wished everyone a happy and safe holiday.

Other Business: Supervisor Tracy announced that the next Batavia Township Board Meeting will be held January 14, 2020 at 7:00 p.m.

Adjournment: Trustee Donat moved to adjourn seconded by Trustee Sharp. Voice vote: Ayes: 4 Nays: none. Motion carried. The meeting was adjourned at 7:53 p.m.

Respectfully Submitted,

Penelope L. Tracy, Batavia Township Clerk