

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

Tuesday – January 14, 2020

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 Cameron English, the evening's videographer from BATV, and his father. Tracy then introduced the township trustees, clerk, assessor and attorney. He also acknowledged the following persons attending the meeting: Kane County Sheriff Deputy Colin Kramer, residents Dawn Williams and Troy Tousana, and three representatives from local service agencies who would be making short presentations.
3. **Roll Call:** Clerk called the roll. Present: Trustees Walter Donat, Thomas Sharp, John West and Supervisor Leigh Tracy. Elected and appointed officials present: Township Assessor Tammy Kavanaugh and Township Clerk Penelope Tracy.
4. **Reports by Social Service Agencies:** Supervisor Tracy explained that he had invited representatives from three of the agencies financially supported by Batavia Township to attend tonight's meeting and outline the services the agencies provide.
 - Eileen Pasero, Executive Director of the Batavia Interfaith Food Pantry, thanked the township trustees for their support. She reported that the pantry serves 725 clients including 325 families and provides food and clothing assistance to those who apply. The agency's donations come from subsidized food purchases from the Northern Illinois Food Bank, rescued food from restaurants and grocery stores, and community support. Supervisor Tracy stated that the township contributed \$5,000 to the agency this year.
 - Ron Link, representing Batavia RSVP Inc., outlined the services available to persons aged 65 or older: transportation, installation and maintenance of smoke and carbon monoxide detectors, lock box installations, assistance with medication payments and referral assistance to other agency programs. He also reported that a dental check-up program would be starting in 2020. Supervisor Tracy stated that the township contributed \$20,000 to the agency this year.

- Melinda Kintz, Executive Director of Batavia United Way, reported that the agency supports 18 agencies in the tri-city area. She focused on a new program called Success by 6 that provides scholarships for preschool attendance and kindergarten aides for children from low-income households. Over a five-year period, the program serviced 69 kindergarten and 9 preschool children totaling \$74,387 in scholarships. She also reported that the Kane County agency referral help line 211 is now operating 24 hours a day, seven days a week. Supervisor Tracy stated that the township contributed \$7,000 to the agency this year.

Supervisor Tracy announced that the township budget will reflect a change in name for social agency support. The funds supporting agencies will now be called service agreements.

Sheriff Deputy Colin Kramer introduced himself to the township trustees and reported that he plans to represent the Kane County Sheriff's department at future township meetings, alternating his attendance between Batavia Township and Blackberry Township since both townships meet on the second Tuesday of each month.

5. **Checking of Bills:** The bills for December 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.
6. **Checking Bank Accounts:** The December 2019 bank statements were also reviewed and reconciled by the trustees verifying that there were funds present in all accounts to pay the month's bills.
7. **Approval of Minutes:** The minutes for the December 19, 2019 Special Township Board meeting were presented for approval. Supervisor Tracy stated that Item 16 would be corrected to include the motion to accept the resignation of Joseph Bertalmio. The motion was made by West, seconded by Donat and approved with 4 ayes (West, Donat, Sharp, Tracy). A motion was made by Trustee Donat and seconded by Trustee West to approve the minutes as corrected. Roll call: Ayes: Donat, Sharp, West and Tracy. Nays: None. Motion carried.
8. **Approval of Bills:** A motion to approve the December bills for payment was made by Trustee West and seconded by Trustee Donat. Roll call: Ayes - Donat, West, Sharp and Tracy. Nays: None. Motion carried.
9. **Assessor's Report:** Township Assessor Tammy Kavanaugh reported that her staff is analyzing neighborhoods and reviewing sales data from the past three years. She reported that there are two new subdivisions: Prairie Commons and Lincoln Valley. Alderman Donat asked why neighborhoods may be combined and Kavanaugh responded that small

subdivisions may not have enough sales data for comparison so the neighborhoods are combined with others having similar sales. She stated that analyzing sales delivers more accurate assessment values. There are currently 120 neighborhood units (these units are larger than subdivisions) in Batavia Township. She also reported some progress in obtaining building permit information from the City of Batavia.

10. **Highway Commissioner's Report:** There was no report as Commissioner Chris Long was out of town.
11. **Appointment of Trustee to fill vacancy:** Supervisor Tracy reported that there were two candidates interested in filing the trustee vacancy left by former Trustee Bertalmio's resignation. Both candidates meet the requirements to fill the vacancy. Tracy asked each candidate to introduce themselves. Dawn Williams told the trustees that she had been a Batavia Township Trustee approximately fifteen years ago and had recently been employed by the U.S. Coast Guard. Troy Tousana explained that he was interested in serving the community and has been involved in volunteer sports events. He is employed by Experian in the IT department.

Trustee Donat moved to adjourn into closed session for the purpose of considering the trustee vacancy appointment. Trustee West seconded the motion. Roll call: Ayes - Donat, Sharp, West and Tracy. Nays: None. Motion carried. The open meeting adjourned at 7:52 p.m.

Supervisor Tracy reconvened the open meeting at 8:04 p.m. and noted that all trustees were present. Trustee Donat moved to appoint Troy Tousana to fill the remaining term of the vacant trustee position. Roll call: Ayes - Donat, Sharp and West. Nays: Tracy. Motion carried. Clerk Tracy administered the Oath of Office to Trustee Tousana and Supervisor Tracy welcomed Tousana to the township board. He then thanked Dawn Williams for her interest in the position.

12. **Review Proposed Budgets:** Supervisor Tracy announced that a special budget hearing is scheduled for Tuesday, March 10 starting at 6:45 p.m. with the regular monthly meeting to follow. He asked the trustees to review the proposed 2020-2021 and outlined how the budget is prepared. He noted that budget amounts were increased over last year's amount for both the Ride in Kane and Mosquito Abatement budgets. Trustee Donat asked what happens if a budgeted amount is not spent. Tracy responded that the leftover funds result in a reserve carried over into the following year.
13. **Transfer Road District Funds:** Supervisor Tracy requested approval to transfer funds to cover unexpected vehicle maintenance expenses. 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, Tousana, West and Tracy. Nays: None. Motion carried.

14. Public Participation: None

Trustee Reports: None

Other Business: Supervisor Tracy announced that the next Batavia Township Board Meeting will be held February 11, 2020 at 7:00 p.m.

Adjournment: Trustee West moved to adjourn the meeting and the motion was seconded by Trustee Sharp. Voice vote: Ayes: 5 Nays: none. Motion carried. The meeting was adjourned at 8:22 p.m.

Respectfully Submitted,

Penelope L. Tracy, Batavia Township Clerk