

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

Tuesday – May 12, 2020

1. The Batavia Township Board meeting was called to order at 7:04 p.m. by Supervisor Leigh Tracy who then led the Pledge of Allegiance.
2. **Introductions and Announcements:** Supervisor Tracy reported that the meeting was being held via Zoom conferencing due to continued concerns over the spread of the coronavirus (COVID-19). In the absence of a videographer from BATV, a recording of the meeting was being made.
3. **Roll Call:** The Clerk called the roll. Present at the Batavia Township Office were Supervisor Leigh Tracy and Clerk Penelope Tracy. Attending remotely via Zoom conferencing were Trustees Walter Donat, Thomas Sharp, Troy Tousana and John West, Assessor Tammy Kavanaugh, Deputy Assessor Riley Kavanaugh and Township Attorney Van Larson.
4. **Reports by Social Service Agencies:** Supervisor Tracy reported that representatives from two more of the agencies financially supported by Batavia Township had been invited to attend tonight's meeting and outline services the agencies provide. A representative from the Tri-Cities Health Partnership was unable to attend due to a last-minute family emergency.

The second agency invited, Suicide Prevention Services, was represented by Executive Director Stephanie Weber, who participated in the meeting via Zoom. She gave a brief history of the agency which has existed for 22 years and noted that former Batavia Township Supervisor Jim Anderson was one of their first volunteers to answer phone calls. The agency is located at 528 South Batavia Avenue in Batavia and offers counseling and support group services, operates a 24-hour hotline answering service, sponsors workshops and holds fundraising events. They also provide outreach programs to local schools teaching children survival skills. The agency has five master-level clinicians who provide counseling and outreach training. Weber thanked the township for the \$6,000 grant awarded to the agency last year.

5. **Approval of Minutes:** The minutes for the April 14, 2020 Township Board meeting were presented for approval. A motion was made by Trustee West and seconded by Trustee Sharp to approve the minutes as presented. Roll call: Ayes: West, Sharp, Tousana, Donat and Tracy. Nays: None. Motion carried.

6. **Review of Bank Accounts for April:** Supervisor Tracy reported that three trustees had reviewed the April bank accounts and approved the transactions.
7. **Approval of Bills for May :** Supervisor Tracy reported that three of the township trustees had reviewed the May bills at the township office prior to the meeting. Tracy also reported that there was one request for an emergency general assistance payment. A motion to approve the May bills for payment was made by Trustee Donat and seconded by Trustee Tousana. Roll call: Ayes - Donat, Sharp, Tousana, West and Tracy. Nays: None. Motion carried.
8. **Assessor's Report:** Assessor Kavanaugh reported that the parcel assessments for Batavia Township were filed with Kane County on April 24, 2020. Supervisor Tracy commented that he reviewed his own tax bill and noted that Batavia Township tax is 1.6% of the total tax bill while 67% supports school funding and 8.2% support City of Batavia services.
9. **Highway Commissioner's Report:** Supervisor Tracy reported that Township Road Commissioner Chris Long continues to recover from recent surgery complications. In response to state mandated COVID-19 requirements, the road crew works alternating days. Brush pickup scheduled to begin in May has been postponed until June.
10. **Old Business - Statement of Economic Interest:** Supervisor Tracy reported that everyone required to file the Kane County Statement of Economic Interest met the filing deadline of May 1, 2020.
11. **New Business – New Website Development:** Riley Kavanaugh discussed the new website development proposal she received from Brian Cole and Associates to improve the township website and make it easier to maintain for less cost. The proposal cost is \$3,900 with a monthly maintenance fee ranging between \$175 - \$200. The original website was designed in 2008 for \$4,000 and then updated in 2010 by another developer for \$4,000.

Supervisor Tracy commented that there are two parts to the current website, one used by the assessor that includes a property-search feature and one used by the township to post information. The current setup requires two vendors to maintain each part. Tracy suggested that a motion be made to accept the proposal and appoint a subcommittee to meet with the vendor for the purpose of making recommendations. A contract would then be drafted to outline the services the township wanted from the vendor. A brief discussion followed with Attorney Van Larson who requested that a contract template be obtained from either the vendor or other government agencies outlining similar web-development design and maintenance services. Tammy agreed to supply a sample contract.

Tom Sharp, who had reviewed the township website and has experience maintaining websites, expressed his issues with the current site. He suggested that the subcommittee meet prior to accepting the proposal in order to define how the website should be improved, what content it

should contain and how it would be maintained. A motion was then made by Trustee Sharp and seconded by Trustee Donat to create a subcommittee to review the redesign of the township website. Roll call: Ayes: Sharp, Donat, Tousana, West and Tracy. Nays: None. Motion carried. The subcommittee members are Trustees Tom Sharp and Troy Tousana, Road Commissioner Chris Long, Assessors Tammy and Riley Kavanaugh and Supervisor Leigh Tracy.

Public Participation: None. Supervisor Tracy reported that tonight's meeting had been advertised and anyone who wanted to participate could contact him and he would provide the log-in credentials.

Trustee Reports: Trustee West thanked the road crew for the additional leaf collection they provided.

Other Business: Supervisor Tracy reported that the township and assessor offices had been painted and office carpets cleaned. He also announced the following:

- A City of Batavia virtual town meeting would be hosted by the Batavia City Administrator on May 14, 2020 beginning at 1:00 p.m. If anyone wants to participate, they need to register through the Batavia Chamber of Commerce and submit questions for the administrator prior to the meeting.
- Supervisor Tracy will join a Zoom panel presentation to be hosted on May 21 at 10:00 a.m. to discuss ways to obtain assistance during the COVID-19 crisis. He will be joined by Melinda Kintz from United Way and Kevin O'Connor from St. Vincent DePaul/Holy Cross Church along with representatives from the Batavia Interfaith Food Pantry and Kane County's 211 system.
- The next township office improvement project is upgrading the phone system. Tracy is currently collecting proposals for the new system.
- Supervisor Tracy announced that the next regular meeting of the Batavia Township Board is scheduled for June 9, 2020 at 7:00 p.m.

Adjournment: Trustee West moved to adjourn the meeting and the motion was seconded by Trustee Tousana. Voice vote: Ayes: 5 Nays: none. Motion carried. The meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Penelope L. Tracy

Penelope L. Tracy, Batavia Township Clerk