

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

Tuesday – July 14, 2020

1. The Batavia Township Board meeting was called to order at 7:03 p.m. by Supervisor Leigh Tracy. The meeting was held via Zoom conferencing. Tracy led the Pledge of Allegiance.
2. **Introductions and Announcements:** Supervisor Tracy reported that the township sign outside the offices had been replaced with a new sign that features the redesigned Batavia Township logo. Additional office changes include changing to a new payroll system and purchasing a new phone system. Upcoming items to discuss include the annual town meeting, the requirement to set salaries for incoming elected officials and the April 2021 election of local government officials.
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 were Trustees Walter Donat, Troy Tousana and John West. Trustee Tom Sharp was absent at the beginning of the meeting. Assessor Tammy Kavanaugh was also present at the township office. Road Commissioner Chris Long and Township Attorney Van Larson attended via Zoom.
4. **Approval of Minutes:** The minutes for the June 9, 2020 Township Board meeting were presented for approval. A motion to approve the minutes was made by Trustee Tousana and seconded by Trustee West. Ayes: Tousana, West and Tracy. Nays: None. Trustee Donat abstained from voting as he was absent from the June meeting. Motion carried.
5. **Review of Bank Accounts for June:** Supervisor Tracy reported that all trustees had reviewed the June bank accounts and approved the transactions.
6. **Approval of Bills for July:** Supervisor Tracy reported that all township trustees had reviewed the July bills at the township office prior to the meeting. A motion to approve the July bills for payment was made by Trustee West and seconded by Trustee Donat. Ayes - West, Donat, Tousana and Tracy. Nays: None. Motion carried.
7. **Assessor's Report:** Assessor Kavanaugh reported that her office was busy preparing for the tax appeal hearings which begin on August 10. Sixty-one appeals were filed. The hearings will be held via Zoom.

8. **Highway Commissioner's Report:** Road Commissioner Long reported that his crew is still following social-distancing guidelines as they work on brush collection, culvert maintenance and drainage issues.

9. **Old Business:**

- **Website development:** Supervisor Tracy reported that the estimated cost to redesign the new website is now \$4,865. Township staff will be trained to handle the updates. Brian Cole has offered to take photos of township officials. A mock-up website for the trustees to review will be available as design plans are finalized. Attorney Larson asked if there was a written agreement for services and Supervisor Tracy said he would forward a copy of the current proposal for review. Tracy will also contact the township accountant to clarify if the website development fees can be coded as a capital expense.
- **Social Service Agreements:** Tracy reported that \$120,000 has been budgeted to fund social service agencies providing services to township residents. Agencies funded last year were contacted by letter and asked to submit their funding request for this year. Three new agencies were added to the proposed funding list: Mercy Batavia Apartments, Lutheran Social Services Riverain and Fox Valley Habitat for Humanity. Tracy suggested that the township increase the number of agencies the township supports by decreasing support to those agencies who receive funding from additional sources. Trustee West moved to authorize the township to enter into social service agreements for 2020-2021 as outlined by Supervisor Tracy. Trustee Tousana seconded the motion. Ayes: West, Donat, Tousana, Tracy and Sharp (who joined the Zoom meeting at 7:35 p.m.). Nays: None. Motion carried.
- **Call One Phone System:** Tracy reported that the new phone service will be provided by Call One, and the system should be in operation within 30 days. The new system will cost less than the current plan and will allow for the transfer of calls between the assessor's office, the supervisor's office, and the township garage.

10. **New Business:**

- Supervisor Tracy announced that Paycom will be the new payroll provider replacing Paychex beginning with the second payroll in July. This should result in a monthly savings of about \$300.
- Supervisor Tracy asked for a motion to hold the Annual Town Meeting on August 11, 2020 at 7:30 p.m. The motion was made by West and seconded by Sharp. Discussion followed the motion. Supervisor Tracy read the public notice announcing the annual meeting that would be published in a few days. The trustees requested that the notice

include information on how the public could participate in the meeting via a Zoom link. Attorney Larson then noted that the August 11 date did not provide for the required 30-day notice. Trustee West rescinded his first motion and then moved to hold the Annual Meeting on September 8, 2020 at 7:30 p.m. The motion was seconded by Donat. Ayes: West, Donat, Sharp, Tousana and Tracy. Nays: None. Motion carried.

11. **Public Participation:** None.

12. **Trustee Reports:** Trustee West expressed his condolences to Nunda Township in McHenry County for the loss of their supervisor, Lee Jennings.

13. **Supervisor's Report:** None

14. **Other Business:** None

15. The next regular meeting of the Batavia Township Board is scheduled for August 11, 2020. The meeting will begin at 7:00 p.m.

16. **Adjournment:** Trustee Donat 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 8:02 p.m.

Respectfully Submitted,

Penelope L. Tracy, Batavia Township Clerk