

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

**Tuesday – August 11, 2020**

1. The Batavia Township Board meeting was called to order at 7:24 p.m. by Supervisor Leigh Tracy. The start of the meeting was delayed due to log-in issues with Zoom conferencing software. Tracy led the Pledge of Allegiance.
2. **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 Thomas Sharp, Troy Tousana and John West, Road Commissioner Chris Long and Township Attorney Van Larson. Trustee Walter Donat was unable to log in to the meeting.
3. **Approval of Minutes:** The minutes for the July 14, 2020 Township Board meeting were presented for approval. A motion to approve the minutes was made by Trustee Tousana and seconded by Trustee Sharp. Ayes: Tousana, Sharp, West and Tracy. Nays: None. Motion carried.
4. **Review of Bank Accounts for July:** Supervisor Tracy reported that the trustees had reviewed the July bank accounts.
5. **Approval of Bills for August:** Supervisor Tracy reported that the township trustees had reviewed the August bills at the township office prior to the meeting. A motion to approve the August bills for payment was made by Trustee West and seconded by Trustee Tousana. Ayes - West, Sharp, Tousana and Tracy. Nays: None. Motion carried.
6. **Assessor's Report:** Supervisor Tracy reported that the Assessor and staff were currently conducting assessment hearings via Zoom.
7. **Highway Commissioner's Report:** Road Commissioner Long reported that his crew is still following social-distancing guidelines as they work on brush and debris collection due to the recent storm. His crew is also working on pavement patching on township roads. Trustee Donat arrived at the township office at 7:30 p.m. to participate in the meeting.
8. **Old Business:**
  - **Website development:** Supervisor Tracy reviewed the agreement between Batavia Township and Brian Cole & Associates, Inc. to develop the township website for the amount of \$4,865.00. Trustee West moved to approve the agreement; Trustee Sharp

seconded the motion. Ayes - West, Donat, Sharp, Tousana and Tracy. Nays: None.  
Motion carried.

9. **New Business:** None

10. **Public Participation:** None.

11. **Trustee Reports:** None

12. **Supervisor's Report:** Supervisor Tracy reported the following:

- All agreements with social service agencies to provide grant support during the current fiscal year have been executed. Two of the new grant recipients, Batavia Apartments and Riverain Apartments, are in the process of creating projects to be funded by the township grant.
- Monthly fees for the new payroll service are anticipated to result in an annual savings of approximately \$650.
- Installation of the new phone system will begin by the end of August. Some of the new equipment has arrived.
- The IMRF audit will take place in August.
- Upcoming tasks include preparing for a slate of candidates for the next election and establishing salaries for new township officials.
- The next 701 meeting will be a virtual meeting via Zoom.

13. **Other Business:** None

14. The next regular meeting of the Batavia Township Board is scheduled for September 8, 2020. The meeting will begin at 7:00 p.m. Then the Annual Town Meeting will be called to order at 7:30 p.m. Trustee Tousana asked when the board will meet in person. Supervisor Tracy said the first in person meeting could be in October, as the published notice for the Annual Meeting calls for a Zoom meeting.

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

Respectfully Submitted,

---

Penelope L. Tracy, Batavia Township Clerk