

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

Tuesday – June 9, 2020

1. The Batavia Township Board meeting was called to order at 7:30 p.m. by Supervisor Leigh Tracy who then led the Pledge of Allegiance. The 30-minute delay in starting the meeting was due to a power outage affecting parts of Batavia.
2. **Introductions and Announcements:** Supervisor Tracy reported that the meeting was again being held via Zoom conferencing as mandated by COVID-19 guidelines. 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 Thomas Sharp, Troy Tousana and John West, Road Commissioner Chris Long and Township Attorney Van Larson. Trustee Walter Donat was absent.
4. **Approval of Minutes:** The minutes for the May 12, 2020 Township Board meeting were presented for approval. A motion was made by Trustee West and seconded by Trustee Tousana to approve the minutes as presented. Roll call: Ayes: West, Sharp, Tousana and Tracy. Nays: None. Motion carried.
5. **Review of Bank Accounts for May:** Supervisor Tracy reported that three trustees had reviewed the May bank accounts and approved the transactions.
6. **Approval of Bills for June:** Supervisor Tracy reported that three of the township trustees had reviewed the June bills at the township office prior to the meeting. Trustee West questioned a \$750 payment to Kirkland Crossing. Tracy explained that the payment was an emergency assistance request for rent assistance. Tracy also noted that deposits had been received from the State of Illinois (personal property replacement tax) and Kane County (1st installment of property tax payments). He also noted that May is the second month of the fiscal year; thus 83% of the fiscal year remains. In each case, the remaining amounts in each budget exceed 83%. A motion to approve the June bills for payment was made by Trustee West and seconded by Trustee Sharp. Roll call: Ayes - West, Sharp, Tousana and Tracy. Nays: None. Motion carried.

7. **Assessor's Report:** Supervisor Tracy reported that parcel assessments for Batavia Township were published in the Kane County Chronicle on May 28, 2020. The deadline to file a tax assessment appeal is June 26, 2020.
8. **Highway Commissioner's Report:** Road Commissioner Long reported that his crew is following social-distancing guidelines by working alternate days. Brush pickup has begun as well as the paving project on Deerpath Road. A replacement for one employee will begin on a part-time basis.
9. **Old Business – Website development:** Supervisor Tracy reported that the committee to review the new website met with Diane Cole from Brian Cole and Associates, the firm selected to redesign and manage the township website. Questions and suggestions should be sent to Deputy Assessor Riley Kavanaugh. The committee would like professional photos of township officials to be part of the new design. Diane Cole will present a mock-up website for the trustees to review.
10. **New Business:**
 - Supervisor Tracy explained that the township needs to appoint two representatives to serve on the Batavia 708 Board, known as a “708” board after the number of the Illinois House of Representatives resolution which created such entities. In the November 1970 general election voters approved a community mental health tax by referendum. Batavia is one of six townships having a 708 Board which recommends a mental health levy to its respective township board. Trustee West moved to appoint TJ Vaughan and Nancy Hubbard to a four-year term on the Batavia 708 Board. Trustee Tousana seconded the motion. Ayes: West, Sharp, Tousana and Tracy. Nays: None. Motion carried.
 - Supervisor Tracy reviewed his plan for determining the amount of financial support to be awarded to area social service agencies. He plans to send a letter to each of the agencies supported in the past and ask them to state their needs based on the amount given last year. He predicts that some agencies may request less funding based on recent agency consolidation. He would also like to identify additional places providing senior services, like Riverrain Point Apartments, that might receive funding from the township.
 - Supervisor Tracy reported that the township will use a new payroll service replacing Paychex. He is also reviewing a replacement phone system that will link offices within the township and is considering Call One, a cloud-based system. The new service providers should be less expensive.
11. **Public Participation:** None.
12. **Trustee Reports:** None.

13. **Supervisor's Report:** Supervisor Tracy received information from the Township Officials of Illinois regarding the bill passed by the state legislature which now allows town meetings. The annual town meeting normally takes place in April but was postponed due to COVID-19 issues. The agenda for the July meeting will include an item to call the annual meeting in August.

He also reported on the following:

- The Batavia 708 Board May meeting was held via Zoom and the annual report was given.
- Tracy participated in the Ride in Kane meeting held on June 2 2020 and reported that Pace temporarily suspended charging fees in response to COVID-19.
- The Township Officials of Illinois will hold a Zoom meeting on June 17 from 9:00 to 12:00. Tracy asked anyone wishing to participate should register with him.
- The meetings for employees to review the LegalShield and Identity Theft Protection benefit program are scheduled for June 23. All township employees will receive a packet of information prior to the scheduled meetings.
- Staff are preparing financial documents to be delivered to township accountant Robert Chalberg for the annual audit.
- Oswego Township conducted an informal survey of township official salaries within selected townships in Kane, Kendall and DuPage counties. The comparison information is used when township boards review and establish salaries for the officials to be elected in the next election. The deadline for setting salaries is November, 2020.
- The next regular meeting of the Batavia Township Board is scheduled for July 14, 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: 4 Nays: none. Motion carried. The meeting was adjourned at 8:07 p.m.

Respectfully Submitted,

Penelope L. Tracy, Batavia Township Clerk