

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

Tuesday – November 12, 2019

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 Molly Murphy, a student at Batavia High School and the evening's videographer from BATV, and her mother. Tracy also introduced to the viewing audience the township trustees, assessor, clerk, highway commissioner and attorney.
3. **Roll Call:** Clerk called the roll. Present: Trustees James Anderson, Walter Donat, John West, Joseph Bertalmio and Supervisor Leigh Tracy.

Elected and appointed officials present: Township Assessor Tammy Kavanaugh, Township Highway Commissioner Chris Long, Township Clerk Penelope Tracy and Township Attorney Van Larson.

4. **Checking of Bills:** The bills for October 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.
5. **Checking Bank Accounts:** The September and October 2019 bank statements were also reviewed and reconciled by the trustees verifying that sufficient funds were present in all accounts to pay the month's bills.
6. **Approval of Minutes:** The minutes for the September 10, 2019 Township Board meeting were presented for approval. A motion was made by Trustee Donat and seconded by Trustee Bertalmio to approve the minutes. Roll call: Ayes – Anderson, Bertalmio, Donat, West and Tracy. Nays: None. Motion carried.

The minutes for the October 8, 2019 Township Board meeting were presented for approval. A motion was made by Trustee Anderson and seconded by Trustee West to approve the minutes. Roll call: Ayes – Anderson, Bertalmio, West and Tracy. Abstain – Donat (not present for the October 8 meeting). Nays: None. Motion carried.

7. **Approval of Bills:** A motion to approve the October bills was made by Trustee West and seconded by Trustee Donat. Roll call: Ayes - Anderson, Bertalmio, Donat, West and Tracy. Nays: None. Motion carried.
8. **Assessor's Report:** Assessor Tammy Kavanaugh reported that assessments for 2019 were completed and closed. Her staff is currently reviewing 2019 building permits and sales figures. At the recent township convention in Springfield, she reported attending a session about the impact of solar panels on property assessments. Batavia has few properties with solar panels and she does not assign a value at this time. Kavanaugh stated that future property sales will determine their market value.
9. **Highway Commissioner's Report:** Commissioner Chris Long reported that leaf collection will continue during the month of November due to the recent cold weather and snow.
10. **Old Business - Approval of 2020 Tax Levies:** The 2020 Tax Levies presented for review at the October 8, 2019 Board meeting were presented for approval.

A motion was made by Trustee Anderson, seconded by Trustee West, to approve the 2020 Tax Levy Ordinance No. L2019—2020 (Township General Funds). Trustee Donat requested a clarification on the line item referred to "Other." Supervisor Tracy explained that this fund covers expenses for mosquito spraying and transportation services provided by Ride in Kane. Roll call: Ayes - Anderson, Bertalmio, Donat, West and Tracy. Nays: None. Motion carried.

A second motion was made by Trustee Donat, seconded by Trustee Anderson, to approve the 2020 Road District Tax Levy Ordinance 20-21. Highway Commissioner Chris Long noted that the new levy represented an approximate \$10,000 increase over last year's levy. Roll call: Ayes - Anderson, Bertalmio, Donat, West and Tracy. Nays: None. Motion carried.

Additional Old Business: Supervisor Tracy reported that township agendas and minutes are now uploaded onto the township website. He is also analyzing the monthly bank statement charges to see if the transaction costs can be eliminated or minimized.

11. **Trustee Resignation:** Supervisor Tracy read a letter of resignation from Trustee James Anderson effective November 12, 2019 (a copy is attached to the minutes). A motion was made by Trustee West, seconded by Trustee Donat, to accept Anderson's resignation. Supervisor Tracy noted that Anderson served Batavia as an elected official for 34 years and his presence and leadership would be missed. Roll call: Ayes - Anderson, Bertalmio, Donat, West and Tracy. Nays: None. Motion carried.

12. **Appointment of Trustee to fill vacancy:** This item was removed from the agenda. Supervisor Tracy stated that any Batavia Township resident who is interested in serving as a Trustee should contact him for additional information.
13. **Authorization to Pay Comcast:** Supervisor Tracy explained that Comcast's billing cycle does not coincide with the township's payment cycle resulting in late payment fees. To eliminate the fees, Tracy requested that the township prepay the December 2019 bill and those that follow through March 2020. Trustee Donat moved, seconded by Bertalmio, that the Comcast bill for both the Township and Highway Department be paid early to avoid late fees. Roll call: Ayes - Anderson, Bertalmio, Donat, West and Tracy. Nays: None. Motion carried.
14. **Transfer Road District Funds:** Highway Commissioner Long explained the need to transfer line item funds to cover unexpected expenses. Trustee Bertalmio made a motion, seconded by Anderson, to transfer \$5,000 from the Road Maintenance fund to the Vehicle and Equipment Maintenance fund. Roll call: Ayes - Anderson, Bertalmio, Donat, West and Tracy. Nays: None. Motion carried. Supervisor Tracy asked to add an additional transfer to Item 14 but was advised that he would need to wait until the next meeting.
15. **Report on Township Officials of Illinois Annual Conference:** Trustee West shared positive comments about the convention speakers. He also attended a breakout session on recent legislation that allows for the elimination of township governments. Supervisor Tracy reported that the Batavia Assessor and Deputy Assessor participated in the Parade of Flags ceremony carrying the new Batavia Township Flag.

Public Participation: None

Trustee Reports: None

Other Business: Township Attorney Van Larson commented that Batavia Township has been well served by former Supervisor James Anderson. He said Batavia residents should be satisfied and pleased with his years of service. Larson personally thanked Anderson for his dedication to Batavia Township.

The next Batavia Township Board Meeting will be held December 10, 2019 at 7:00 p.m.

Adjournment: Trustee Donat moved to adjourn seconded by Trustee Anderson. Voice vote: Ayes: 5 Nays: none. Motion carried. The meeting was adjourned.

Respectfully Submitted,

Penelope L. Tracy, Batavia Township Clerk