

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

Tuesday – January 12, 2021

1. The Batavia Township Board meeting was called to order at 7:17 p.m. by Supervisor Leigh Tracy who led the Pledge of Allegiance.
2. **Introductions:** There were no introductions or announcements.
3. **Roll Call:** The Clerk called the roll. All township officials present for the meeting attended remotely via Zoom: Supervisor Leigh Tracy, Clerk Penelope Tracy, Trustees Walter Donat, Troy Tousana and John West, and Road Commissioner Chris Long. Trustee Tom Sharp logged into the meeting at 7:25 p.m.
4. **Approval of Minutes:** The minutes for the December 8, 2020 Township Board meeting were presented for approval. A motion to approve the minutes was made by Trustee Donat and seconded by Trustee West. Ayes: Donat, Tousana, Tracy and West. Nays: None. Motion carried.
5. **Review of Bank Accounts for December:** Supervisor Tracy reported that the trustees had reviewed the December bank accounts.
6. **Approval of Bills for January:** The January bills were reviewed by the trustees at the township office prior to the meeting. A motion to approve the January bills for payment was made by Trustee West and seconded by Trustee Tousana. Ayes - West, Donat, Tousana and Tracy. Nays: None. Motion carried.
7. **Assessor's Report:** None.
8. **Highway Commissioner's Report:** Road Commissioner Long stated the township trucks are prepared for the winter season and ready to plow snow.
9. **Public Participation:** None
10. **Old Business:** Supervisor Tracy reported that nominating petitions were filed with the Kane County Clerk's office for the upcoming Consolidated Election to be held April 6, 2021.

11. **New Business:** Supervisor Tracy presented the tentative 2021-2022 township budgets for review. The final budgets will be presented at the public budget hearing scheduled to precede the township board meeting on March 9, 2021.
12. **Trustee Reports:** Trustee Donat asked if Supervisor Tracy could scan the bills to be reviewed electronically by the trustees instead of having the trustees review the bills at the township office.
13. **Supervisor's Report:** Supervisor Tracy reported on the following items:
 - He presented a revision to the guidelines for the township's Emergency Assistance Program that increases the maximum one-time annual payment for assistance from \$750 to \$1,000.
 - The trustees also received a recap of the new township wages that were approved at the October meeting.
 - An analysis of the fees paid to Paycom for the past five months revealed a savings of \$1,500 over the previous payroll processing service. The new phone provider, Call One, still has problems to resolve.
 - The annual reports from the social service agencies providing services to Batavia Township residents under their agreements with the township will begin in February and continue through March. Representatives from the agencies will be invited to report to the trustees at the monthly board meeting and discuss the services provided by the funding they received.
14. The next regular meeting of the Batavia Township Board is scheduled for February 9, 2021 at 7:00 p.m.
15. **Adjournment:** Trustee Donat moved to adjourn the meeting and the motion was seconded by Trustee West. Voice vote: Ayes: 4 Nays: None. Motion carried. The meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

Penelope Tracy

Penelope L. Tracy, Batavia Township Clerk