

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

Tuesday – January 19, 2021

1. **Call to order and Pledge:** The special Batavia Township Board meeting was called to order at 7:04 p.m. by Supervisor Leigh Tracy who led the Pledge of Allegiance.
2. **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, Tom Sharp, Troy Tousana and John West. Also attending the meeting via Zoom were township attorney Van Larson and township accountant Robert Chalberg.
3. **Discussion of Zoom procedures:** The purpose of the special meeting was to provide an opportunity to practice logging into Zoom. Clerk Tracy had previously sent township officials a meeting notice in a new format that simplified the log-in procedure. Everyone receiving the notice was able to log into the meeting without difficulty.
4. The next regular meeting of the Batavia Township Board is scheduled for February 9, 2021 at 7:00 p.m.
5. **Adjournment:** Trustee West moved to adjourn the meeting and the motion was seconded by Trustee Sharp. The motion was approved by voice vote. The meeting adjourned at 7:11 p.m.

Respectfully Submitted,

Penelope Tracy

Penelope L. Tracy, Batavia Township Clerk