

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

Wednesday – February 24, 2021

1. **Call to order and Pledge:** The special Batavia Township Board meeting was called to order at 7:05 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, Township Assessor Tammy Kavanaugh, and Township Accountant Robert Chalberg.
3. **Discussion Related to Township Personnel Policy:** The purpose of the special meeting was to consider a request by Trustee Tom Sharp to create one personnel policy for all township employees. In a memo distributed to all trustees and officials prior to the meeting, Supervisor Tracy explained that Batavia Township has three separate employers: Supervisor, Assessor and Highway Commissioner. If any township employer has five or more employees, an employee policy or handbook is required by law. Since none of the Batavia Township employers has five or more employees, a personnel policy or handbook is not required.

He further stated that a single handbook might be a good idea. However, if prepared, it would need to be approved by the Supervisor, Assessor and Highway Commissioner. Tammy Kavanaugh, Township Assessor, currently has such a policy handbook, and it is available for review. Chris Long, Highway Commissioner, has informed Tracy that Chris will not approve a single policy handbook. He plans to work with Blackberry Township to adopt a policy for the Road District. As Supervisor, Tracy has one employee whose hours and benefits were outlined in an ordinance passed by the board several years ago. It has been the history of Batavia Township that employees of each of the three township divisions were guided by their own policies.

Trustee Donat commented that township trustees function like rubber stamps. They have the responsibility to approve expenditures so long as they are legitimate and are within the budgets approved by the board. They also have no employees under their direct supervision, and it is outside the scope of their responsibilities to oversee how the other divisions are managed.

A separate issue related to overtime pay for Road District employees was another concern raised by Trustee Sharp at a recent meeting with Supervisor Tracy. The current situation is as follows: Road District employees are paid an hourly rate, not a salary, and are guaranteed a 40-

hour week. If the employees work more than 40 hours, they are given the option to take time off in lieu of overtime pay. Tracy discussed the issue with Township Attorney Larson whose opinion is that public entities have the option to offer compensatory time off. Larson cited legal documentation, including guidelines from the Illinois Department of Labor, supporting this option. Trustee Donat also cited statutes that allow for compensatory time off under certain circumstances. If the trustees feel they need additional legal opinion, Tracy can contact a law firm specializing in employment and wage issues.

One of the documents Tracy distributed prior to the meeting was a summary of wages and benefits for all township employees for the 2021-2022 fiscal year. The summary included the township's share of employee health insurance premiums. Trustee Donat suggested that employees might prefer to receive the money that the township pays and then shop for their own insurance. He also asked if the township had recently shopped for health insurance and if comparable insurance coverage could be obtained for less money.

Tracy concluded the meeting by asking if anyone wanted to make a motion concerning the items discussed. As there was no motion offered or any additional discussion, he asked for a motion to adjourn.

4. **Adjournment:** Trustee Donat moved to adjourn the meeting and the motion was seconded by Trustee West. The motion was approved by voice vote. The meeting adjourned at 8:06 p.m.

Respectfully Submitted,

Penelope Tracy

Penelope L. Tracy, Batavia Township Clerk