

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

**Tuesday – April 13, 2021**

1. **Call to Order:** The Batavia Township Board meeting was called to order at 7:00 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 were Township Assessor Tammy Kavanaugh and Township Accountant Robert Chalberg.
3. **Reports by agencies funded in 2020:** Supervisor Tracy welcomed the following agency representatives attending the meeting via Zoom:
  - Lieutenant Scott Smith, Corps Officer, representing the Salvation Army St. Charles (Tri-City) Community Center and
  - Micki Miller, Executive Director, and Adele Larsen, Marketing Director, representing Senior Services Associates

Lt. Scott Smith expressed appreciation for the \$7500 township grant that helped fund food distribution, rent and utility bill subsidies, and shelter assistance. He stated that 185 Batavia families received food donations in 2020 and 62 families in 2021. From September 2020 through March 2021, the township grant also subsidized rent and utility bills for 46 Batavia households in the amount of \$14,728. Supervisor Tracy commented that township requests for assistance are often referred to the Salvation Army and other partnering agencies when the requests do not meet or exceed the township assistance guidelines.

Prior to the meeting, Tracy distributed a written summary of services provided by Senior Services Associates. Adele Larsen thanked the township for the \$5,000 grant they received that help fund the home-delivered meals, masks and other PPE, and transportation services provided to 39,000 seniors located in Kane, Kendall and McHenry counties. Micki Miller described how the agency is supported by 400 volunteers who contacted seniors and assessed their needs remotely due to COVID restrictions.

At 7:30 p.m., Supervisor Tracy asked for a motion to temporarily adjourn the regular meeting in order to convene the Annual Town Meeting scheduled to begin at 7:30 p.m. The motion was made by Trustee West and seconded by Trustee Donat and was passed by a 5/0 voice vote.

The regular meeting was reconvened at 7:43 p.m. with the same township officials present.

4. **Approval of Minutes:** The minutes for the March 9, 2021 Township Board meeting were presented for approval. Trustee Donat moved to approve the minutes and Trustee West seconded the motion. Roll Call: Ayes -5, Nays – None. The motion passed.
5. **Approval of Bills for April:** Supervisor Tracy stated that a summary of the bills was distributed to the trustees prior to the meeting. He reported that the 2021 tax levy submitted to Kane County for approval had been reduced by \$7,000 as the levy as presented exceeded the tax -levy cap. A motion to approve payment of the general fund and assessor fund bills for April in the amount of \$73,239.70 for was made by Trustee West and seconded by Trustee Tousana. Roll call: Ayes – 5. Nays – none. The motion was passed. A second motion was made by Trustee Donat and seconded by West to approve the April bills for the road and bridge fund in the amount of \$23,171.34. Roll call: Ayes - 5. Nays - None. The motion was passed.
6. **Assessor’s Report:** Tammy Kavanaugh reported that her staff has been entering data from new construction permits and analyzing neighborhood sales data.
7. **Highway Commissioner’s Report:** None. Supervisor Tracy reported that brush pick-up has started. Trustee Sharp asked when the township will receive the \$7,893 from the county that came from the State of Illinois to be used for road projects. Tracy stated that he will ask Road Commissioner Long to report on the issue.
8. **Public Participation:** None
9. **Old Business:** None.
10. **New Business:** None
11. **Trustee Reports:** None
12. **Supervisor’s Report:** Supervisor Tracy congratulated township officials on their re-election and stated that the new term of office officially begins on May 17, 2021 for all officials except the assessor’s term which takes effect on January 31, 2022. Tracy also reported that he attended a Township Officials of Illinois session on the budgeting process and shared the power point presentation with trustees. Tracy also reported that the township received a bill from Paycom in the amount of \$2,485 to reissue 2020 W-2’s and correct the payroll error that resulted when payroll information was transferred from the old payroll service to the new payroll service. Tracy and Attorney Van Larson think the fee is unreasonable and are disputing the amount.

13. The next meeting of the Batavia Township Board is scheduled for May 11, 2021. Supervisor Tracy stated the Zoom meeting format would end with the June board meeting
14. Trustee West moved to adjourn the meeting and the motion was seconded by Trustee Donat. The motion was passed with a voice vote. The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,

*Penelope L Tracy*

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Penelope L. Tracy, Batavia Township Clerk