

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

Tuesday – July 13, 2021

1. **Call to Order:** The Batavia Township Board meeting was called to order at 7:00 p.m. by Supervisor Leigh Tracy. John West led the Pledge of Allegiance.
2. **Roll Call:** The Clerk called the roll. The following township officials were present for the meeting: Supervisor Leigh Tracy, Trustees Tom Sharp, Troy Tousana and John West; Trustee Walter Donat was absent. Also present for the meeting were Road Commissioner Chris Long, Township Assessor Tammy Kavanaugh, Township Attorney Van Larson and Township Accountant Robert Chalberg. The meeting was recorded by BATV videographer Andrew Van Meter.
3. **Approval of Minutes:** The minutes for the June 8, 2021, Township Board meeting were presented for approval. Trustee Tousana moved to approve the minutes and Trustee Sharp seconded the motion. Roll Call: Ayes -4, Nays – None. The motion passed.
4. **Approval of Bills for July:** Supervisor Tracy reported that property tax revenue payments were received from Kane County in the amount of \$553,762.72 for the general fund and \$244,823.93 for the road fund. He also stated that payment for one quarter of the amount collected for the 708 Board mental health fund would be paid in the amount of \$102,963.25. A summary of the July bills was distributed to the trustees for their review prior to the meeting. Trustee West moved to approve payment of the general fund bills for July in the amount of \$151,564.87. Trustee Tousana seconded the motion. Roll call: Ayes – 4. Nays - None. The motion passed.

Supervisor Tracy noted that the road fund bills include a payment of \$14,904 to Corrective Asphalt Materials for the micro-surface spray-on product applied to Deerpath Road. Road Commissioner Long explained that the product helps preserve the asphalt and extends the life of the road. The bills also include a payment for tree and stump removal. Trustee West moved to approve the July bills for the road fund in the amount of \$41,485.10. Trustee Tousana seconded the motion. Roll call: Ayes - 4. Nays - None. The motion passed.

5. **Assessor's Report:** Assessor Kavanaugh reported that assessment notices were mailed regarding the 1.0196 equalizer factor applied to the property tax rate for 2021. The rates will be published July 15, 2021. She also reviewed the Batavia Township Assessor's website that now includes a subscription service for property owners who want to contact her office directly and

receive periodic updates about assessment and tax issues. The assessor's office phone number is 630.879.1323

6. **Road Commissioner's Report:** Road Commissioner Long reported on the completion of the resurface project for Volentine Farm Road, Cigrand Court, Schuster Road, Oak Street, and parts of Woodland Avenue and Heritage Road. Long was pleased with the quality of the work done by the contractor (Geneva Construction Company). He stated that gravel will be placed on the roads' edges the week of July 19 and that the crack-filling project is almost complete except for Tanglewood Court. Long also reported that his crew continues to collect brush every Monday. After all projects are done, his staff will begin reviewing roads to be resurfaced next year.
7. **Public Participation:** None
8. **Old Business:** Supervisor Tracy reported that the 708 Board met on June 24, 2021, with a full roster of board members in place. Trustee West has agreed to continue as the Batavia Township representative to the board. The trustees also approved continued appointment terms for Nancy Murphy and Helen Sue Krol. Other current members are Howard Katz, Ellen Nottke, T.J. Vaughan, Michael Lowery and Nancy Hubbard. West reported that the property owned by the 708 Board has been sold.
9. **New Business:** Supervisor Tracy distributed a draft employment policy for the office manager/case worker position he supervises. The policy includes a job description and replaces a previous document dated 5-14-90. He noted that the paid holiday schedule is based upon the schedule for Kane County employees. He asked the trustees to review the documents.

Tracy also distributed a recap of the social services agencies funding amounts for 2020-2021 and asked the trustees to review the recipients and the amounts in preparation for next year's contracts for services. Tracy noted that the Batavia Rotary Club recently compiled data from a Rotary Needs Assessment Survey. Trustee West suggested that the trustees review their data and compare it to the needs addressed by the township. Tracy said he would review the data and present a proposal at next month's meeting.
10. **Trustee Reports:** Trustee West thanked Road Commissioner Long for resurfacing Woodland Avenue.
11. **Supervisor's Report:** Supervisor Tracy reported that he is still working with Paycom to solve payroll reporting issues. He also reported that they are raising their fees by 3.8% and he may consider switching payroll services. A new issue to be researched is the internet speed of the office computers. The assessor staff would like to increase the speed. Trustee Sharp asked about training sessions for updating information on the township website. Riley Kavanaugh is

currently trained and doing updates. Tracy said he would review the need for additional website training.

12. The next meeting of the Batavia Township Board is scheduled for August 10, 2021, at 7:00 p.m.

13. **Adjournment:** As there was no further business to discuss, Trustee Sharp moved to adjourn the meeting, seconded by Trustee West. The motion was passed with a voice vote and the meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Penelope L. Tracy

Penelope L. Tracy, Batavia Township Clerk