

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

Tuesday – January 11, 2022

1. **Call to Order:** The Batavia Township Board meeting was called to order at 7:01 p.m. by Supervisor Leigh Tracy. The meeting was held both at the township office and remotely via Zoom for those who did not want to be present at the township office. Trustee John West led the Pledge of Allegiance.
2. **Roll Call:** The Clerk called the roll. Attending at the township office were Supervisor Leigh Tracy, Trustees Walt Donat, John West, Road Commissioner Chris Long, Township Assessor Tammy Kavanaugh and City Clerk Penelope Tracy. Also attending the meeting remotely were Trustees Troy Tousana and Tom Sharp, Township Attorney Van Larson, Township Accountant Bob Chalberg and Riley Kavanaugh. The meeting was recorded.
3. **Oath of Office:** Clerk Tracy administered the Oath of Office to Batavia Township Assessor Tammy Kavanaugh whose four-year term of office began on January 1, 2022. Tracy also administered the Oath of Office to Deputy Township Assessor Riley Kavanaugh.
4. **Approval of Minutes:** The minutes for the previous township board meeting were presented for approval. Trustee Donat moved to approve the minutes for the December 14, 2021, Batavia Township Board meeting. Trustee West seconded the motion. Roll call: Ayes – 5, Nays – None. The motion passed.
4. **Approval of Bills for January:** Supervisor Tracy noted that the January bills were submitted to the trustees for review prior to the meeting. Trustee West moved to approve payment of the January General Fund bills in the amount of \$45,439.39. Trustee Sharp seconded the motion. Roll call: Ayes – 5, Nays – None. The motion passed.

Trustee West moved to approve payment of the January Road Fund bills in the amount of \$24,118.52. Trustee Sharp seconded the motion. Roll call: Ayes – 5, Nays – None. The motion passed. Supervisor Tracy noted that one mailbox was damaged by snow removal. The maximum reimbursement of \$50 was paid to the township resident for replacement of the mailbox.
5. **Assessor's Report:** Assessor Kavanaugh reported that her staff is now focusing on 2022 sales and building data. She also reported on her nomination to serve as the President of the Kane County Assessors' Association.

6. **Road Commissioner's Report:** Road Commissioner Long reported his crews were busy monitoring road conditions during the recent ice storm.
7. **Public Participation:** None
8. **Old Business:** No report
9. **New Business:** Supervisor Tracy reported that he and Road Commissioner Long were drafting the budgets for the General Fund, the Assessor's Fund, and the Road District fund. The tentative budgets would be distributed to the trustees for their review prior to the public budget hearing to be held on March 8. Trustee Donat requested that the township accountant comment on the general assistance budget. Trustee Sharp asked for a detailed review of wages.
10. **Trustee Reports:** Trustee West thanked Commissioner Long and his crews for salting the icy roads.
11. **Supervisor's Report:** Supervisor Tracy reported on the following upcoming Township Officials of Illinois education events:
 - March 15 - District Event in Naperville
 - April 6 - 40th Annual Lobby Day in Springfield
 - November 13 – 15 - Annual Educational Conference in Springfield

Registration is required to participate in the events. Any township official interested in attending should contact Supervisor Tracy.

The Batavia Township Annual Meeting will take place on April 12, 2022, as part of the regular board meeting.

The next meeting of the Batavia Township Board is scheduled for February 8, 2022, at 7:00 p.m.

12. **Adjournment:** Trustee Donat moved to adjourn the meeting, seconded by Trustee Sharp. The motion was passed with a voice vote and the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Penelope L. Tracy

Penelope L. Tracy, Batavia Township Clerk