

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

**Tuesday – March 8, 2022**

1. **Call to Order:** The Batavia Township Board meeting was called to order at 7:06 p.m. by Supervisor Leigh Tracy. The meeting followed the budget hearing.
2. **Roll Call:** The Clerk called the roll. Attending at the township office were Supervisor Leigh Tracy, Trustees Walt Donat, Troy Tousana, Road Commissioner Chris Long, Township Assessor Tammy Kavanaugh and Clerk Penelope Tracy. Also attending the meeting remotely were Trustee Tom Sharp, Township Attorney Van Larson and Township Accountant Robert Chalberg. Absent from the meeting was Trustee John West. Trustee Donat noted that the agenda for the meeting did not list John West as a Trustee, and Supervisor Tracy stated that the agenda template would be corrected.
3. **Approval of Minutes:** The minutes for the previous township board meeting were presented for approval. Trustee Donat moved to approve the minutes for the February 8, 2022, Batavia Township Board meeting. Trustee Tousana seconded the motion. Roll call: Ayes – 4, Nays – 0, Absent – 1. The motion passed.
4. **Approval of Bills for March:** Supervisor Tracy reported that last fiscal year’s audit revealed that the tax revenue received for the General Assistance fund was not transferred from the General Fund into the General Assistance Fund. He has corrected the error and transferred the money into the proper account. Supervisor Tracy noted that the March bills for the General Fund include bills from Smith Amundsen, the legal firm retained to draft an employee manual. Tracy has received the manual and will distribute copies. Trustee Tousana moved to approve payment of the March General Fund bills in the amount of \$66,817.70. Trustee Donat seconded the motion. Roll call: Ayes – 4, Nays – 0, Absent - 1. The motion passed.

Trustee Donat moved to approve payment of the March Road Fund bills in the amount of \$29,925.79. Trustee Tousana seconded the motion. Roll call: Ayes – 4, Nays – 0, Absent - 1. The motion passed.

5. **Assessor’s Report:** Assessor Kavanaugh reported that her staff is reviewing home improvement projects that were based on permits filed the previous year. She noted that the City of Batavia is reluctant to share building permit information. These reviews require a field visit to the property, and the current part-time person hired to visit the sites can only work on weekends. Her office staff is covering the field work. Kavanaugh would like to hire another employee who can read

plans and blueprints and handle the field work. She also wants a township car for employees to use so they don't have to use their personal vehicles when making site visits. Supervisor Tracy responded by saying he had presented some vehicle options to Kavanaugh, and she needed to define the type of vehicle that will meet her needs.

6. **Road Commissioner's Report:** Road Commissioner Long reported that he has prepared bid requirements for next year's salt supply.
7. **Public Participation:** None
8. **Old Business - Waste Haulers in unincorporated areas of the Township:** Supervisor Tracy reported that his committee has been unable to schedule a meeting with Waste Management to discuss the fees charged for trash collection services. A list has been compiled of all homeowners living in unincorporated areas of the township.
9. **New Business – Agenda for the Annual Town Meeting and Relocation of Township Office:** Supervisor Tracy reported that the annual town meeting requires adoption of the agenda prior to the meeting. No one contacted him requesting that an item be placed on the agenda, and the deadline for requesting agenda items has passed. He also noted that the annual meeting cannot be offered via Zoom. Participants must attend the meeting in person and their township voter registration confirmed at the meeting. Copies of the proposed agenda were distributed to the trustees prior to the meeting. Trustee Donat moved to approve the April 12, 2022, Annual Town Meeting Agenda. Trustee Tousana seconded the motion. Roll call: Ayes – 4, Nays – 0, Absent – 1. The motion passed.

Tracy reported that the current office lease expires in one year, and he has been in touch with the City of Batavia regarding alternative locations. One option to consider is to share space with the Batavia Food Pantry. The Pantry location, owned by the City of Batavia, will not be available in the future due to a planned expansion of the wastewater treatment facility. Tracy also noted that at last month's board meeting, Assessor Kavanaugh discussed owning a township building to allow for office expansion. Attorney Larson suggested that a motion be made to investigate lease renewal alternatives. Trustee Sharp moved to direct Supervisor Tracy to explore alternatives to the present township office location. Trustee Donat seconded the motion. Ayes – 4, Nays – 0, Absent – 1.

10. **Trustee Reports:** None
11. **Supervisor's Report:** The Township Officials of Illinois are now sponsoring in-person education events:
  - March 18 – Planning for the Annual Town Meeting
  - April 6 – 40<sup>th</sup> Annual Lobby Day in Springfield
  - November 13 – 15 - Annual Educational Conference in Springfield

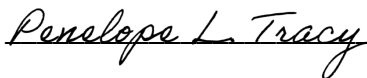
Registration is required to participate in the events. Any township official interested in attending should contact Supervisor Tracy. Tracy also reported that House Bill 5094 is currently under consideration, and he has been asked to testify in favor of the bill before the committee reviewing the bill. This bill, if passed, would amend the process for paying the annual township assessors' bonus.

Tracy then reported that the Ride in Kane transportation program would now be managed by Kane County. The program had previously been managed by AID (Association for Individual Development). He also reported that he has contacted the social services agencies currently receiving support from the township and asked them to provide a one-page summary of the services they provided over the past year. These reports will be used to evaluate the agencies and recommend financial support for the upcoming fiscal year.

The next meeting of the Batavia Township Board is scheduled for April 12, 2022, at 7:00 p.m. The Annual Town Meeting is also scheduled for April 12, 2022, at 7:30 p.m.

12. **Adjournment:** As there was no further business to discuss, Trustee Tousana moved to adjourn the meeting, seconded by Trustee Donat. The motion was passed with a voice vote and the meeting was adjourned at 7:53 p.m.

Respectfully submitted,

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Penelope L. Tracy, Batavia Township Clerk