

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

Tuesday – May 10, 2022

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. Zoom attendance for this meeting was not an option.
2. **Roll Call:** The Clerk called the roll. Attending the meeting were Supervisor Leigh Tracy, Trustees Walt Donat, Troy Tousana, Tom Sharp and John West, Road Commissioner Chris Long and Clerk Penelope Tracy. Also attending was Christian Morthland, a Boy Scout from Holy Angels Troop #26, who is meeting the requirements for his Communications Badge by attending a public meeting. Andrew Van Meter, Interim Director of BATV, was present to record the meeting.
3. **Approval of Minutes:** Trustee West moved to approve the minutes of the May 12, 2022, Regular Meeting. Trustee Donat seconded the motion. The motion was approved as follows: Ayes – 5, Nays-0.
4. **Approval of Bills to be paid in May:** Supervisor Tracy noted that there were sufficient funds in the bank accounts to pay the May bills which is the first month of the new fiscal year. Supervisor Tracy noted that the May bills include the second installment payment on the Clarke Environmental Mosquito Management contract. He also noted that this month pays the bill for the Township of Illinois Risk Management policy with payment split between the two accounts: 40% allocated to the General Fund and 60% allocated to the Road Fund. Lastly the bills included payment of \$7,000 for new computers for the assessor office. Trustee Tousana moved to approve payment of the May General Fund bills in the amount of \$78,197.57. Trustee Donat seconded the motion. Roll call: Ayes – 5, Nays - 0. The motion passed. Trustee Donat then moved to approve payment of the May Road Fund bills in the amount of \$31,062.32. Trustee West seconded the motion. Roll call: Ayes – 5, Nays - 0. The motion passed.
5. **Assessor's Report:** Supervisor Tracy reported that the assessor office has been busy responding to an increase in phone calls resulting from the recent mailing of 2022 Kane County Property Tax Bills. Staff is also busy gathering permit and construction data for updating property assessment values.
6. **Road Commissioner's Report:** Road Commissioner Long reported that the summer schedule for brush pick-up is in effect. He also announced that the township has landscaping chips available. The 2022 road project awarded to Geneva Construction is nearly complete and Long reports that

the contractor did an excellent job. He also reported that a new employee has been hired to replace Ben Sunday who worked for Batavia township for fifteen years and will be leaving in the fall. The new employee, Scott Singer, is a 30-year Marine veteran.

7. **Public Participation:** None

8. **Old Business –Waste Haulers in unincorporated areas of the Township and Purchase of a township car:** John West, provided an update to last month’s report on the status of fees charged to non-city residents for waste collection services. He received a call from a neighbor who had been promised a 30% discount, but when his current bill arrived, it had not been discounted. He has learned that some residents are switching to Groot Waste Management Services when their contract with Waste Management expires. He distributed a copy of a letter a neighbor received showing the new rates being offered by Groot. Trustee Sharp mentioned that Waste Management charges a fee to change haulers and some residents have refused to pay the disconnect fee. West concluded by saying that the only purpose of the township’s involvement in this issue was to get a better rate for services. Residents are on their own if they decide to change haulers.

Supervisor Tracy reported on the status of leasing a township vehicle. After many attempts to conclude the lease for a 2022 GMC Terrain SUV, GMC Financial could only offer a six-year municipal lease purchase agreement. Since the trustees had previously approved leasing a vehicle, Tracy was asking the trustees for direction on how to proceed. The trustees decided that they wanted to look for another comparable vehicle and suggested that Tracy investigate the alternatives available through the state-bid process. Road Commissioner Long stated that he had purchased vehicles in the past through the state-bid process. Both Trustee West and Long said they would assist in finding a vehicle. A motion was made by Trustee Sharp, seconded by Trustee Tousana, to direct Supervisor Tracy to investigate state-bid vehicles to see if a comparable vehicle to the 2022 GMC Terrain SUV could be located. Roll call: Ayes – 5, Nays - 1. The motion was approved.

9. **New Business: Reports from Social Services Agencies** – Supervisor Tracy distributed copies of the reports he received from the social services agencies supported by the township last year. He asked the agencies to briefly describe how the funds received had been used so the township could prepare for this year’s funding. He also distributed a recap listing the agencies and the amounts received. He asked the trustees to review the reports and make recommendations for distribution of this year’s budgeted amount of \$115,000.

Status of Office Manager/Case Manager position – Tracy reported that the office manager had used all of her 2022 allocated sick days and vacation days, and due to ongoing health issues was unable to report to work on a regular basis. She has decided to apply for the IMRF disability benefit provided to township employees.

Arrangement with The Executive Geek, LLC – Tracy reported that he had entered into an agreement with The Executive Geek, a QuickBooks Consultant, to upgrade the accounting software used by the township and provide accounting services on a monthly basis.

July 12 Meeting – Tracy reminded the trustees that both he and the township clerk would not be attending the July 12 board meeting and would need to arrange for an acting supervisor and a deputy clerk. Trustee West agreed to attend as the acting supervisor.

10. **Trustee Reports:** None

11. **Supervisor's Report:** Supervisor Tracy reported on the upcoming meetings:

- May 25 – The Township Officials of Kane County will meet at 6:00 p.m. at the St. Charles Township office. An invitation and agenda were emailed to all township officials.
- May 26 – Township Officials of Illinois 2022 Education Events will be offered in Rockford at the Radisson Hotel. Registration is required.
- June 17 – Township Supervisors of Illinois is sponsoring educational workshops in Rockford at the Radisson Hotel. Registration is required.

The next meeting of the Batavia Township Board is scheduled for June 14, 2022, at 7:00 p.m. The meeting will be offered as a hybrid meeting with attendance available in person at the township office and via Zoom. Both Supervisor Tracy and Clerk Tracy will attend via Zoom.

12. **Adjournment:** As there was no further business to discuss, Trustee West moved to adjourn the meeting, seconded by Trustee Donat. The motion was passed with a voice vote and the meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Penelope L. Tracy

Penelope L. Tracy, Batavia Township Clerk