

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

Tuesday – June 14, 2022

1. **Call to Order:** The Batavia Township Board meeting was called to order at 7:13 p.m. by Supervisor Leigh Tracy who led the Pledge of Allegiance.
2. **Roll Call:** The Clerk called the roll. Attending the meeting remotely via Zoom were Supervisor Leigh Tracy, Clerk Penelope Tracy and Township Attorney Van Larson. Trustees Walt Donat, Troy Tousana, Tom Sharp, and John West, Road Commissioner Chris Long and Assessor Tammy Kavanaugh attended the meeting at the township office.
3. **Approval of Minutes:** Trustee West moved to approve the minutes of the May 10, 2022, Regular Meeting. Trustee Tousana seconded the motion. The motion was approved as follows: Ayes – 5, Nays-0.
4. **Approval of Bills to be paid in June:** Supervisor Tracy reported that the monthly budget reports would be available at the July meeting. He noted that the first payment of 2021 property taxes was deposited by Kane County along with a payment of the personal property replacement tax. He also reported that two additional road fund bills arrived and would be added to the total for June bills. Trustee Donat moved to approve the June Road Fund bills in the amount of \$25,529.01. Roll call: Ayes – 5, Nays - 0. The motion passed.

Supervisor Tracy noted that the General Fund bills include payment for the installation of the Assessor's office new computers, and a \$1,200 bill from Robert Chalberg for accounting consulting services provided during the last fiscal year. He also noted that the \$1,000 deposit on the leasing of a township vehicle had been refunded. Trustee West moved to approve payment of the June General Fund bills in the amount of \$54,055.54. Trustee Donat seconded the motion. Roll call: Ayes – 5, Nays - 0. The motion passed.

5. **Assessor's Report:** Assessor Kavanaugh stated that her office reported 2022 tax assessments to Kane County that included a large volume of new construction. She also reported that a college student was hired on a part-time basis during the summer to assist with entering building-permit data. She has had difficulty finding a full-time employee to read blueprints and perform on-site inspections. The new position was included in this year's assessor's budget. She also raised a concern that Riley Kavanaugh's use of her personal vehicle for township work might be an

insurance problem. Supervisor Tracy suggested that Riley check with her insurance agent to review the liability coverage.

6. **Road Commissioner's Report:** Road Commissioner Long reported that the "doldrums of summer" have started, and his staff is mowing and collecting brush. Trees will be trimmed during the next three weeks. He also reported that mulch is available to residents.
7. **Public Participation:** None
8. **Old Business: Social Services Contracts** – At the May township meeting, one-page summaries provided by the social services agencies supported during 2021-2022 were distributed to the trustees. These summaries were to be reviewed by the township trustees to determine the new funding amounts to be granted for 2022-2023. Supervisor Tracy prepared a worksheet offering two alternatives. The first alternative would provide funding to all the agencies that were supported last year. The second alternative would eliminate some of the agencies and increase amounts granted to the agencies remaining. The total amount granted to the agencies last year was \$120,000. The budgeted amount for this fiscal year is \$115,000. A copy of the worksheet outlining the alternatives is attached to the minutes. Tracy suggested that the trustees support one of the two alternatives or recommend different funding amounts. After some discussion, Trustee Tousana suggested that next year's agency budgeting process include an opportunity to have a group discussion to determine the individual amounts granted to each agency. A motion was then made by Trustee Sharp, seconded by Trustee West, to use Alternative 1 as the basis for granting 2022-2023 social service agency funding. Roll call: Ayes – 5, Nays - 0. The motion passed.
9. **New Business: Appointments for Deputy Supervisor and Deputy Clerk and Intergovernmental Agreement with Aurora Township for General Assistance** – As announced at the May township meeting, both Supervisor Tracy and Clerk Tracy will be unable to attend the July 12 township meeting. A motion was made by Donat, seconded by Tousana, to appoint Trustee John West to act as Deputy Supervisor during Leigh Tracy's absence. Roll call: Ayes – 5, Nays - 0. The motion passed. Following the motion, Clerk Tracy administered the oath of office to West.

A second motion was made by Tousana, seconded by Sharp, to appoint Jennifer Zorn as Deputy Clerk during Penelope Tracy's absence. Jennifer Zorn attended the Township Annual Meeting in April and served as moderator for the meeting. She agreed to act as Deputy Clerk for the July township meeting. Roll call: Ayes – 5, Nays - 0. The motion passed. Jennifer was not present for the meeting but will be sworn into office at a later date.

Supervisor Tracy presented the third item of new business related to the handling of requests for General Assistance since the office manager/case manager is on disability leave. After consulting with several area township offices, Tracy reported that Aurora Township has agreed to review and qualify requests for assistance made by Batavia township residents. He distributed a draft of an intergovernmental agreement between the two townships to provide this service. Township Attorney Van Larson expressed his concern over potential liability issues and asked if the

townships TORMA coverage would provide sufficient protection. He would like the agreement to include wording on liability. Tracy stated he would check on liability coverage with both Aurora Township and Batavia Township's TORMA agent.

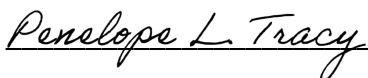
10. **Trustee Reports:** None

11. **Supervisor's Report:** Supervisor Tracy reported on the status of leasing/purchasing a township vehicle. As instructed by a motion passed at the May meeting, he has investigated the purchasing of a vehicle through the state-bid process. He has identified the Ford and Chevrolet dealerships that participate in the state-bid process and was told by both that no vehicles are currently identified or available for purchase. The manufacturer identifies the vehicles to be offered for sale and sets the pricing. The State of Illinois is currently negotiating a new bid contract. The trustees' consensus on the subject was to table the issue of a township vehicle until a later date.

The next meeting of the Batavia Township Board is scheduled for July 12, 2022, at 7:00 p.m. Supervisor Tracy reported that Jennifer Tracy has been hired on a temporary basis to work 10 hours a week. She will assist with preparing the documents for the July meeting.

12. **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 8:09 p.m.

Respectfully submitted,

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Penelope L. Tracy, Batavia Township Clerk