

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

Tuesday – November 8, 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.
2. **Roll Call:** The Clerk called the roll. Attending the meeting were Supervisor Leigh Tracy, Clerk Penelope Tracy, Trustees Walt Donat, Troy Tousana and John West, Highway Commissioner Chris Long and Assessor Tammy Kavanaugh. Also attending the meeting was Township Attorney Van Larson. The meeting was recorded by BATV videographer Audrey Karpf.
3. **Approval of Minutes:** Trustee Donat moved to approve the minutes of the October 11, 2022, Batavia Township Board meeting as corrected. Trustee West seconded the motion. The motion was approved as follows: Ayes – 4, Nays - 0.
4. **Approval of Bills to be paid in November:** Supervisor Tracy reported that the balance of the remaining 2021 property tax revenue was received from Kane County. The bank balance for the Batavia Township General Fund is \$559,365 and the balance for the Batavia Township Road Fund is \$635,546. Tracy commented on the budget report and pointed out several areas of concern. Legal service fees have been higher than normal due to personnel issues. The General Assistance budget shows only 8% of the budgeted amount remaining for the fiscal year. To reduce expenditures, the township has stopped providing Emergency Assistance and administrative expenses will be reduced because the township will no longer use the Aurora Township caseworker to process assistance claims. The General Assistance budget will continue to be influenced by the steady increase in cases. Trustee West moved to approve payment of the November General Fund bills in the amount of \$52,203.66. Trustee Tousana seconded the motion. Roll call: Ayes – 4, Nays - 0. The motion passed. Trustee Tousana moved to approve payment of the November Road Fund bills in the amount of \$19,391.08. Trustee Donat seconded the motion. Roll call: Ayes – 4, Nays - 0. The motion passed.

Trustee Sharp joined the meeting at 7:10 p.m.

5. **Supervisor's Report:** Tracy commented that several township officials and employees would be attending this year's Township of Illinois Conference to be held in Springfield on November 13, 14, and 15. The annual conference did not convene in person for the last two years due to COVID.

6. **Assessor's Report:** Assessor Kavanaugh reported that her staff is entering sales and permit data into their records and preparing for two more property tax appeal cases. She also reported that she is looking for an administrative assistant to add to the staff, instead of a field person. Current staff will handle field visits.
7. **Road Commissioner's Report:** Road Commissioner Long reported that leaf pick up has started and will continue through the week of Thanksgiving. The trucks are ready for snow plowing. He also stated that he placed an order for a new truck, since there is a long lead time for new vehicles with the cost to be determined at the time of production.
8. **Public Participation:** None
9. **Old Business:** None
10. **New Business:** Supervisor Tracy distributed copies of the proposed employee handbook that was prepared by the law firm Smith Amundson. The handbook also incorporates policies from the current assessor's office handbook. He requested that the trustees review the handbook in preparation for adopting the policy manual at the next township board meeting.

Tracy also presented the proposed tax levies for the Batavia Township Road District, the Batavia Township General Town Fund, the General Assistance Fund, and the Mental Health Fund. He asked the trustees to review the levies which would be presented for acceptance at the next board meeting. The tax levies are based on a 5% cost of living increase over last year's tax base plus the addition of the value of last year's new construction. The proposed tax increase cannot exceed the percentage limited by the tax cap.

11. **Trustee Reports:** None
12. **Executive Session:** Trustee West moved to adjourn the regular meeting for the purpose of meeting in Executive Session to discuss a personnel issue. The motion was seconded by Trustee Donat and passed with a voice vote. The meeting was adjourned at 7:26 p.m.
13. **Adjournment:** Supervisor Tracy reconvened the regular meeting of the township board. Trustee West moved to adjourn the meeting, seconded by Trustee Tousana. Following a voice vote, the meeting adjourned at 8:08 p.m.

The next regular meeting of the Batavia Township Board is scheduled for December 13, 2022, at 7:00 p.m.

Respectfully submitted,

Penelope L. Tracy

Penelope L. Tracy, Batavia Township Clerk