

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

Tuesday – December 13, 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, Tom Sharp, 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 November 8, 2022, Batavia Township Board meeting. Trustee West seconded the motion. The motion was approved as follows: Ayes – 5, Nays - 0.
4. **Approval of Bills to be paid in December:** Supervisor Tracy reported that two additional property tax deposits totaling \$8,616 were received from Kane County. Tracy commented on the budget reports and discussed his concern that the general assistance budget will not cover the continued need for assistance. While the township has stopped providing Emergency Assistance, it may be necessary to transfer funds from the general fund to the general assistance fund. Trustee Tousana moved to approve payment of the December General Fund bills in the amount of \$61,032.03. Trustee West seconded the motion. Roll call: Ayes – 5, Nays - 0. The motion passed. Trustee Donat moved to approve payment of the December Road Fund bills in the amount of \$22,706.89. Trustee Tousana seconded the motion. Roll call: Ayes – 5, Nays - 0. The motion passed.
5. **Supervisor's Report:** None
6. **Assessor's Report:** Assessor Kavanaugh reported that her staff is working on the sales ratio study reports that compile sales data for the years 2020, 2021 and 2022. Since 2023 is a Quadrennial Assessment year, or General Assessment year, the assessor is required per Illinois State Statute to review every property within the township. The assessor will review properties, measuring current assessments with the three previous years of sales, and change assessed values if necessary. Once the assessor has completed the assessment changes, the county will generate reports measuring assessed values versus

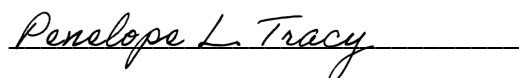
sales for the entire township. If the township as a whole is assessed below 33-1/3% of sales, the county will apply an equalization factor to help balance values in the entire township. She also reported that an administrative assistant has been added to her staff and will begin working January 3, 2023.

7. **Road Commissioner's Report:** Road Commissioner Long reported that he was thankful that the snowstorms hitting parts of the country did not reach Batavia. He also reported that the volume of leaves collected this fall had increased from previous years. He noted that his crew also collects leaves for Geneva Township and a fee is charged for the service.
8. **Public Participation:** None
9. **Old Business:** Supervisor Tracy presented the tax levy for the road district and requested a motion to approve the levy. Trustee Donat moved to approve the Batavia Township Road District Tax Levy Ordinance L2022-2023 in the amount of \$609,050. Trustee West seconded the motion. The motion was approved by a 5/0 vote. Tracy stated that both the road district levy and the township levy would be filed with the Kane County Clerk. The levies would be reviewed and either approved or revised.

Supervisor Tracy discussed the new employee handbook that was prepared by the law firm Smith Amundson. The handbook will be used by employees working for the supervisor and the assessor. It will not apply to employees working for the road commissioner who has his own guidelines. Tracy noted that the handbook includes a payroll clarification for pay periods that are affected by holidays. Trustee Tousana moved to approve the new Batavia Township Employee Handbook. Trustee Sharp seconded the motion. Roll call: Ayes – 5, Nays - 0. The motion passed.

10. **New Business:** None
11. **Trustee Reports:** None
12. **Executive Session:** Trustee Donat 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 Sharp and passed with a voice vote. The meeting was adjourned at 7:20 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 7:33 p.m. The next regular meeting of the Batavia Township Board is scheduled for January 10, 2023, at 7:00 p.m.

Respectfully submitted,



Penelope L. Tracy, Batavia Township Clerk
