

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

Tuesday – January 10, 2023

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. The meeting was recorded by BATV videographer Audrey Karpf.
3. **Approval of Minutes:** There were three sets of minutes for the December board meeting. Trustee West moved to approve the minutes of the December 13, 2022, Batavia Township Tax Levy Hearing with Trustee Donat seconding the motion. The motion was approved as follows: Ayes – 5, Nays - 0. Trustee Tousana moved to approve the minutes for the December 13, 2022, regular meeting of the Batavia Township Board with the revised summary of the assessor's report. Trustee West seconded the motion. Roll call: Ayes – 5, Nays – 0. The minutes were approved as corrected. The minutes for the closed session of the December 13 board meeting will be presented for approval at the February meeting.
4. **Approval of Bills to be paid in January:** Supervisor Tracy reported that the township received a \$3,750 payment from Blackberry township for leaf collection services provided by Batavia Township. He also reported that the bank statements show adequate funds in the accounts to pay township bills through September 2023, a portion of next year's tax revenues will be deposited at that time. The trustees reviewed the January bills to be paid. Trustee Tousana moved to approve payment of the January General Fund bills in the amount of \$54,538.38. Trustee Sharp seconded the motion. Roll call: Ayes – 5, Nays - 0. The motion passed. Trustee West moved to approve payment of the January Road Fund bills in the amount of \$17,425.61. Trustee Tousana seconded the motion. Roll call: Ayes – 5, Nays - 0. The motion passed.

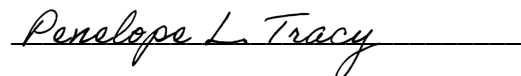
Supervisor Tracy then reviewed the budget spreadsheets noting that three months of the current fiscal year remain. The budget report shows approximately 25% of the budgeted amounts remain to be spent for all budgets except the general assistance budget which shows spending in excess of the budgeted amount. The general assistance deficit is

primarily a result of an increase in requests for assistance. Tracy explained that funds would be transferred from the general fund to cover the general assistance deficit.

5. **Supervisor's Report:** Supervisor Tracy reported that the new employee policy handbook was distributed to the supervisor and assessor employees. He also noted that the calendar of meetings dates for 2023 is posted. The proposed budgets for the next fiscal year 2023-2024 will be available for review by February 1.
6. **Assessor's Report:** Assessor Kavanaugh reported that her staff is training the new employee hired as an administrated assistant. Staff is also working on the sales study for approximately 100 neighborhoods, reviewing sales values for each parcel to determine a range of median value per home type based on sales figures for the past three years.
7. **Road Commissioner's Report:** Road Commissioner Long noted that snowplowing and salting has been minimal so far this winter. His staff did trim a few trees. He also reported that the bid specifications for 2023 road projects have been submitted to the Kane County Department of Transportation. He is reviewing potential road improvement projects for 2024.
8. **Public Participation:** None
9. **Old Business:** None
10. **New Business:** Trustee Sharp requested a report on salary increases for each township employee. Supervisor Tracy stated he would provide the requested information.
11. **Adjournment:** Trustee Sharp moved to adjourn the meeting, seconded by Trustee West. Following a voice vote, the meeting adjourned at 7:25 p.m.

The next regular meeting of the Batavia Township Board is scheduled for February 14, 2023, at 7:00 p.m.

Respectfully submitted,



Penelope L. Tracy, Batavia Township Clerk
