

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

Tuesday – February 14, 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:** Trustee Donat moved to approve the minutes of the January 10, 2023, Batavia Township Board meeting. Trustee West seconded the motion. Roll call: Ayes – 5, Nays – 0. The minutes were approved. Township Attorney Van Larson joined the meeting at 7:03 p.m.
4. **Approval of Bills to be paid in February:** Supervisor Tracy reviewed the township finances and reported that the bank statements show adequate funds in the accounts to pay township bills through September 2023. The trustees reviewed the current bills to be paid. Trustee Tousana moved to approve payment of the February General Fund bills in the amount of \$60,285.19. Trustee Donat seconded the motion. The motion passed with a 5/0 vote. Trustee West moved to approve payment of the February Road Fund bills in the amount of \$24,231.59. The motion passed with a 5/0 vote.
5. **Supervisor's Report:** Supervisor Tracy reported that a public hearing will be held on March 14, 2023 for the purpose of presenting the tentative budget and appropriation ordinances for the fiscal year April 2023 through March 2024. Notice of the public hearing will be posted. At the conclusion of the hearing, final action will be taken on the ordinances.
6. **Assessor's Report:** Assessor Kavanaugh reported on the progress of her new employee's training. Her staff continues preparations for the assessment review of every parcel to comply with the required four-year review. Sales reports by neighborhoods compare sales figures for the years 2020 through 2022. Since sales were elevated during this time period, Kavanaugh predicts that assessments will be higher.

7. **Road Commissioner's Report:** Road Commissioner Long noted that a mild winter has kept snowplowing and salting to a minimum. As temperatures permit outdoor work, his staff has been trimming trees and performing indoor maintenance chores.
8. **Public Participation:** None
9. **Old Business:** Supervisor Tracy asked the trustees to approve the minutes from the December 13, 2022, closed meeting since there is no reason to meet in Executive Session. Trustee Donat moved to approve the minutes and Trustee West seconded the motion. Roll call was taken and the minutes were approved 5/0.
10. **New Business:** Supervisor Tracy presented the tentative township budget for the 2023 – 2024 fiscal year. The first item discussed was the issue raised by Trustee Sharp regarding wages for the assessor and road district employees. Sharp wanted to know how Batavia Township employee wages compare to other local townships. Tracy referred to the guidelines published in the TOI Laws and Duties Handbook that state that assessors and highway commissioners have the ability to hire and fix compensation for their own employees. Assessor Kavanaugh stated that she does not have comparison figures for her staff. Her salary increases for this year were approximately 10%; however, 2024 increases will range between 2 – 3%. Road Commissioner Long stated that his employees are non-union, are paid 70% of wages paid for comparable positions, and retain other jobs. One is a farmer, and the other is a firefighter. Long also anticipates a wage increase in 2024 ranging between 2 – 3%.

After reviewing the tentative budget, Trustee West stated that he would like to increase the proposed budget for general assistance. He noted that the current budget did not cover actual expenses. He suggested moving \$5,000 from the social services line item to general assistance.

Trustee Sharp suggested removing the amount budgeted for Clarke Mosquito Control and increasing the budget for social services agencies. The trustees discussed the pros and cons of mosquito abatement and agreed that the expense could be eliminated from the proposed budget.

Another topic discussed was the proposed expenditure of \$10,000 towards a township vehicle. Assessor Kavanaugh outlined the need for a township car when her staff performs field work assignments. She cited the need for staff to take photographs of all assessed properties within the township. Many existing photos are outdated, and many properties have never been photographed. Her staff is reluctant to use their personal car for township work. The issue of a car purchase has been discussed at prior meetings. Since the township cannot lease a vehicle, the trustees discussed the pros and cons of purchasing a used vehicle rather than a new vehicle. One suggestion was to rent a vehicle for a short term. Another suggestion was to investigate if a car purchase is

available through the state bid process. Several trustees wanted to know the estimated mileage the car would be used during the year. Since Assessor Kavanaugh was unable to predict how many miles would be driven for township business, the trustees agreed that at this time they could not justify purchasing a township vehicle.

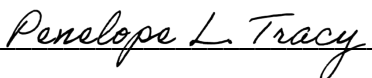
Supervisor Tracy noted the suggestions made by the trustees and stated that he would revise the proposed budget to include the changes outlined above.

The next regular meeting of the Batavia Township Board is scheduled for April 11, 2023, at 7:00 p.m., immediately following the public hearing.

Supervisor Tracy explained that the May township meeting scheduled for the second Tuesday in May conflicts with the date for the 54th annual Batavia Brotherhood Banquet, and he asked to move the meeting date to the following Tuesday. A motion was made by Trustee West, seconded by Trustee Tousana to move the May 9 township meeting to May 16. Roll call was taken and the motion was passed 5/0.

11. **Adjournment:** Trustee Sharp moved to adjourn the meeting, seconded by Trustee Tousana. Following a voice vote, the meeting adjourned at 8:52 p.m.

Respectfully submitted,



Penelope L. Tracy, Batavia Township Clerk
