

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

Tuesday – March 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, Troy Tousana and John West, Highway Commissioner Chris Long and Assessor Tammy Kavanaugh. Trustee Tom Sharp attended the meeting via Zoom. The meeting was recorded by BATV videographer Audrey Karpf.
3. **Approval of Minutes:** Trustee Donat moved to approve the minutes of the February 14, 2023, Batavia Township Board meeting. Trustee Tousana seconded the motion. Roll call: Ayes – 5, Nays – 0. The minutes were approved.
4. **Approval of Bills to be paid in March:** Supervisor Tracy stated that the bank statements show adequate funds in the accounts to pay township bills through May. He anticipates receiving the first tax payment in May. He then reviewed the current budgets and will ask the trustees, later in the meeting, to approve the transfer of funds within the budgets to cover budget deficits.

The trustees reviewed the current bills to be paid. Trustee West moved to approve payment of the March General Fund bills in the amount of \$80,740.15. Trustee Donat seconded the motion. The motion passed with a 5/0 vote. Trustee West moved to approve payment of the March Road Fund bills in the amount of \$37,276.88. Trustee Donat seconded the motion. The motion passed with a 5/0 vote.

5. **Supervisor's Report:** Supervisor Tracy reported that a public notice will be posted for the Batavia Township Annual Meeting to be held on April 11, 2023, at 7:30 p.m. The board is required to adopt the agenda for the meeting. Copies of the agenda were distributed to the trustees. Trustee West moved to adopt the agenda for the annual meeting. Trustee Tousana seconded the motion. Roll call: Ayes – 5, Nays – 0. The motion was approved.
6. **Assessor's Report:** Assessor Kavanaugh reported that her staff continues to work on the assessment review of every parcel in the township as part of the required four-year assessment review. She distributed a sample report of one neighborhood's analysis that

includes square footage, land assessment, building assessment and sales figures for each parcel within the neighborhood. She stated that there are 80 neighborhoods in the township. Her staff has also been photographing neighborhoods. In addition to working on reports, staff has been updating home improvement data by gathering building permit information from the City of Batavia. Her staff periodically visits the properties to determine when the construction has been completed.

7. **Road Commissioner's Report:** Road Commissioner Long noted that a mild winter has kept snowplowing and salting to a minimum.
8. **Public Participation:** None
9. **Old Business:** None
10. **New Business:** Supervisor Tracy discussed the four budget account deficits appearing in the current budget report (General Assistance and Legal Services within the General Fund, Assessor Administrative Expense in the Assessor Budget, and Vehicle and Equipment Maintenance in the Permanent Road Fund) and asked the trustees to approve transferring funds to the following deficit accounts.

Motion #1: Trustee Donat moved to transfer funds from the General Fund to the General Assistance Fund in the amount as follows: \$4,360 from Administrative Expense to General Assistance Administrative Expense, \$5,000 from Ride in Kane to General Assistance, \$2,000 from Clarke Environmental to General Assistance, and \$700 from Accounting Services to General Assistance. The motion was seconded by West. Roll call: Ayes – 5, Nays – 0. The motion was approved.

Motion #2: Trustee Donat moved to transfer \$700 from Risk Management to Legal Services. Trustee Tousana seconded the motion. Roll call: Ayes – 5, Nays – 0. The motion was approved.

Motion #3: Trustee Donat moved to transfer \$8,000 in the Assessor's Fund budget from Wages and Benefits to Administrative Expense. Trustee West seconded the motion. Roll call: Ayes – 5, Nays – 0. The motion was approved.

Motion #4: Trustee Donat moved to transfer \$8,000 from the Snow Removal account to the Vehicle and Equipment Maintenance account. The transfer is necessary to cover unexpected maintenance repairs for one of the township trucks. Trustee West seconded the motion. Roll call: Ayes – 5, Nays – 0. The motion was approved.

The next meeting of the Batavia Township Board will be held on April 11 at 7:00 p.m.

The Batavia Township Annual Town Meeting will be held April 11 at 7:30 p.m.

11. **Adjournment:** Trustee Tousana moved to adjourn the meeting, seconded by Trustee West. Following a voice vote, the meeting adjourned at 7:25 p.m.

Respectfully submitted,

Penelope L. Tracy _____

Penelope L. Tracy, Batavia Township Clerk
