

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

**Tuesday – September 12, 2023**

1. **Call to Order:** The Batavia Township Board meeting was called to order at 7:00 p.m. by Supervisor Leigh Tracy. Trustee Troy Tousana 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, Road Commissioner Chris Long and Township Attorney Van Larson. Also attending were the following members of the Decennial Committees on Local Government Efficiency: Howard Katz, Bill Kettering, Ron Link, and AU intern Ray Mendez. The meeting was recorded by BATV intern Brandy Nickel.

Trustee West asked the board members to observe a moment of silence in memory of Trustee Tom Sharp, who died on August 12, 2023.

3. **Approval of Minutes:** Trustee Donat moved to approve the minutes of the August 8, 2023, Batavia Township Board meeting. Trustee West seconded the motion which was approved 4/0.
4. **Supervisor's Report:** Supervisor Tracy reviewed the bank balances and noted that August is the fifth month of the fiscal year with a target expenditure of 41% of the budget. Expenses year-to-date total 51% for the general fund, 41% for general assistance, 38% for the assessor fund, 16% for the permanent road fund, and 17% for the general road fund. He also reported on the following items:
  - Two general assistance cases received payments in August in the amount of \$1,356 and two emergency assistance cases received payments for \$432.
  - A property tax payment was received from Kane County in the amount of \$11,328 and additional Kane County payments of \$1,230 and \$796 were received from the personal property replacement tax.
  - Batavia Township is coordinating a meeting of township general assistance representatives to be held on October 4 at the St. Charles township office.
  - Batavia Township is also sponsoring a luncheon for the local Social Service Agencies supported by the township. The luncheon is planned for October 11 at the Batavia Congregation Church.

- Payment was made for registration fees for the elected officials' attendance at the annual Township of Illinois Conference in Springfield on November 12-14. Supervisor Tracy and the township's general assistance caseworker, Sara Moses, will attend a General Assistance Training Session on November 11 prior to the conference.
- Representative Maura Hirschauer will attend tonight's meeting in recognition of her assistance in passage of legislation initiated by the Batavia supervisor.

5. **Approval of Bills to be paid in September:** The trustees then reviewed the current bills to be paid. Trustee Tousana moved to approve payment of the September General Fund bills in the amount of \$208,364.69. Trustee Donat seconded the motion. The motion passed with a 4/0 vote. Trustee West moved to approve payment of the September Road Fund bills in the amount of \$64,278.99. Trustee Tousana seconded the motion. The motion was approved 4/0.

Supervisor Tracy introduced State Representative Maura Hirschauer who joined the township meeting at the request of Supervisor Tracy. He wanted to recognize Hirschauer's sponsorship of House Bill 2539, Amending the Property Tax Code regarding the Township Assessor Bonus. Tracy wanted the payment process to be less cumbersome to administer. Representative Hirschauer called the bill an example of "good legislation" as the House Revenue Committee broadened the scope of the bill to include revisions to other county processes. She cited the effectiveness of cooperation between state and local government in developing the bill.

6. **Meeting of Decennial Committees:** Supervisor Tracy convened the September meeting of the Batavia Township and Road District Decennial Committees. Tracy distributed an overview of Batavia Township's demographics, 2023-24 budget, programs and services covering property assessments, general assistance, social service coordination, road maintenance, leaf and brush collection, and snow plowing. He asked the committee to consider the value of these services and to explore other opportunities for services. He also outlined the local governments that have intergovernmental agreements with the township for shared services. The committees' task is to evaluate current services in terms of efficiency and effectiveness. Are the township's needs being met?

Trustee Donat discussed his recent property tax bill and noted that the township portion of his approximate \$9,000 tax bill reflects a township portion of \$94.00 and a road district portion of \$45.00. Road Commissioner Long discussed the agreements in place with Blackberry Township for sharing staff and resources for projects requiring additional labor and equipment. He also noted that Batavia Township provides leaf collection services for nearby townships.

The required report from the Decennial Committees will be drafted by the AU intern Ray Mendez who is also working with other townships on their reports. Tracy reported that the next step is to gather all the relevant documents so they can be included in the report. He also suggested that the final reports be presented by the townships in person to the Kane County Board.

Tracy thanked the committee members for their participation.

7. **Assessor's Report:** Supervisor Tracy explained that the township assessor was absent as she was attending a training workshop. He reported that the deadline for filing a tax appeal ended September 11 and hearings would be scheduled in the future. In answer to a question raised by Bill Kettering, Tracy explained that the township supervisor assesses both residential and commercial properties located within the township boundary.
8. **Road Commissioner's Report:** Commissioner Long reported that his staff is completing summer work projects (replacing and paving culverts). The machine for collecting leaves is undergoing maintenance in preparation for fall work. Batavia Township also collects leaves for Geneva and Blackberry townships and bills those townships for this service.
9. **Trustee Reports:** Trustee West noted the abundance of acorns falling on Woodland Avenue and Merlot Drive. He cautioned drivers to slow down when acorns are present in large numbers, as they are a driving hazard.
10. **Public Participation:** None.
11. **Old Business:** None
12. **New Business:** Supervisor Tracy discussed the need to appoint a new trustee. He explained that the position can only be filled by a township resident who voted in the last primary election for the same political party as the person whose vacancy is to be filled. He asked the trustees to suggest possible candidates. Trustee West asked Tracy to contact the residents who attended the last annual meetings. Tracy said he would also post the vacancy on the township website.
13. **Executive Session – Personnel:** A motion was made by Trustee Donat, seconded by Trustee West, to meet in closed session. The motion passed by a 4/0. The meeting was suspended at 7:51 p.m.
14. **Adjournment:** The regular meeting reconvened at 8:09 p.m. A motion to adjourn was made by Trustee Donat, seconded by Trustee Tousana, and passed by voice vote. The meeting was adjourned at 8:10 p.m.

The next meeting of the Batavia Township Board will be held on October 10 at 7:00 p.m.

Respectfully submitted,

*Penelope L. Tracy*

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Penelope L. Tracy, Township Clerk