

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

Tuesday – November 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, John West and Jennifer Zorn, Road Commissioner Chris Long, Assessor Tammy Kavanaugh and Township Attorney Van Larson. The meeting was recorded by BATV videographer Audey Karpf.
3. **Approval of Minutes:** Trustee West moved to approve the minutes of the October 10, 2023, Batavia Township Board meeting. Trustee Donat seconded the motion which was approved 5/0.
4. **Supervisor's Report:** Supervisor Tracy reviewed the ending bank balances for the following accounts:
 - General Fund – \$557,664 – the final 2022 property tax payments were received on 10/4 and 10/25 and a Personal Property Replacement Tax payment was received in the amount of \$6,624.
 - General Assistance Fund - \$11,306 – there are currently six general assistance cases totaling payments of approximately \$3,000 per month. The township is no longer providing emergency assistance.
 - Road Fund - \$683,806 – the final 2022 property tax payments were received on 10/4 and 10/25 and a Personal Property Replacement Tax payment was received in the amount of \$6,327.
 - Tracy then reviewed the budget reports through September 2023 which represents the seventh month of the fiscal year. Target expenditures should represent 58% of the budget with 42% remaining/ Actual expenditure percentages are: General Fund – 36%, General Assistance – 36%, Assessor Fund – 45%, Permanent Road Fund – 58% and General Road Fund – 80%.
 - There were 14 attendees from Batavia Township at the October 25 annual Township Officials of Kane County dinner. Batavia Township has volunteered to assume the leadership of the organization for the next year.

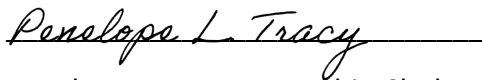
- The annual Township Officials of Illinois Educational Conference was held in Springfield on November 12, 13, and 14. Ten Batavia Township officials and employees attended.
 - The township is contacting two CPA firms as potential auditors. The firm used to prepare the annual township audit for the past 30 years is no longer available.
 - A new phone and internet service will be installed with services provided by Vonage and Metronet.
5. **Approval of Bills to be paid in November:** The trustees then reviewed the current bills to be paid. Trustee Tousana moved to approve payment of the November General Fund bills in the amount of \$60,555.02. Trustee Donat seconded the motion. The motion passed with a 5/0 vote. Trustee West moved to approve payment of the November Road Fund bills in the amount of \$17,005.58. Trustee Donat seconded the motion. The motion was approved 5/0.
 6. **Assessor's Report:** Assessor Kavanaugh reported that her staff is busy preparing for the tax -assessment appeal hearings.
 7. **Road Commissioner's Report:** Commissioner Long reported that the mild weather is delaying leaf drop and leaf collection will continue to the end of November. He said it is easier to pick up the leaves in the fall rather than in spring. There is plenty of salt leftover from last winter.
 8. **Trustee Reports:** Trustee West reported that the educational classes he attended in Springfield were informative, and he appreciated the recap of new legislation passed that affects townships.
 9. **Public Participation:** None.
 10. **Old Business:** None
 11. **New Business – Tax Levy Ordinances:** Supervisor Tracy reported that both he and Road Commissioner Long were preparing the township's tax levies for 2024. The levies will be approved at the December township meeting. The tentative township levy is \$1,351,111. The tentative road district levy is \$619,050.
Letter of Direction: The township will change banks to earn a better interest rate. The new bank is Wintrust Bank. The accounts will be linked to a money market rate equivalent to that of Illinois Funds. Local banks were contacted about their interest rates, but none could match the rate offered by Wintrust. Tracy asked the trustees to sign a Letter of Direction to

Wintrust Bank. The new bank accounts will have two check signers: Supervisor Leigh Tracy and Deputy Supervisor John West.

12. **Adjournment:** A motion to adjourn was made by Trustee West, seconded by Trustee Zorn, and passed by voice vote. The meeting was adjourned at 7:24 p.m.

The next meeting of the Batavia Township Board will be held December 12 at 7:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Penelope L. Tracy". The signature is written in black ink and is positioned above a solid horizontal line.

Penelope L. Tracy, Township Clerk