

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

Tuesday – December 12, 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, and Assessor Tammy Kavanaugh. Since the Decennial Committees were also meeting, additional attendees included Ron Link, Bill Kettering, Howard Katz, and Ray Mendez, AU intern. The meeting was recorded by BATV videographer Audey Karpf.
3. **Approval of Minutes:** Trustee Tousana moved to approve the minutes of the November 14, 2023, Batavia Township Board meeting. Trustee Zorn seconded the motion which was approved 5/0.
4. **Supervisor's Report:** Supervisor Tracy reviewed the ending bank balances and reported that the combined accounts have \$1.18 million in deposits. New bank accounts have been opened with the Wintrust Bank in St. Charles that will pay a better interest rate for the township's funds. He also reported that there are budget issues with the general fund and the general assistance funds due to payments made for legal fees and for general assistance clients. He has also hired the accounting firm of Sikich LLP to conduct the township audits for the fiscal years 2021-22 and 2022-23. The proposed fee for 2022 is \$23,800. He also announced that a new phone service with Vonage and Metronet is being installed effective 12-20-23. Trustee Tousana asked why the township is switching to a new service and Tracy explained that the previous provider caused a one-week outage that left the township without phone service.
5. **Approval of Bills to be paid in December:** The trustees then reviewed the current bills to be paid. Trustee West moved to approve payment of the December General Fund bills in the amount of \$82,301.94. Trustee Zorn seconded the motion. Tracy noted that there were several large bills this month including payments for the Assessor's property search software, the township's share of the Ride in Kane program, and the credit card bill covering the township's cost to send elected officials and staff to the annual TOI Conference in Springfield. The motion passed with a 5/0 vote. Trustee West moved to approve payment

of the December Road Fund bills in the amount of \$21,613.54. Trustee Donat seconded the motion. The motion was approved 5/0.

6. **Decennial Committees – update:** Supervisor Tracy reported that he and Road Commissioner Long had met with Ray Mendez, the Aurora University intern assisting with the report, to compile data that would be included in the committees’ report. Tracy distributed a summary describing the services provided by Batavia Township and the Batavia Township Road District and a report prepared by Wendell Cox that was prepared for the Township Officials of Illinois. The report compares services and costs provided by small units of government to those provided by larger units and concludes that smaller units provide better financial performance with less tax revenue. Tracy asked the committee members and trustees to review the information provided prior to the next Decennial Committee meeting.
7. **Assessor’s Report:** Assessor Kavanaugh reported that her staff is currently entering sales data and reviewing the files to see which records can be archived or tagged for disposal. Her new hire is taking photos of neighborhoods.
8. **Road Commissioner’s Report:** Commissioner Long reported that the mild weather has extended leaf collection by two weeks. His crew is now preparing for snow removal when it arrives. After the ground freezes, his crew will begin trimming trees.
9. **Trustee Reports:** None.
10. **Public Participation:** None.
11. **Old Business:** Supervisor Tracy reported that he and Road Commissioner Long have been working on the 2023-2024 tax levies for the township and the road district. The levy ordinances were distributed to the trustees for their review. After the levies are passed, Tracy and Long will begin preparing their budgets for the next fiscal year.

Trustee Tousana moved to approve Batavia Township Ordinance No. L2023-2024 for the General Town Fund, General Assistance Fund and Mental Health 708 Fund in the amount of \$1,351,000. Trustee Donat seconded the motion. Tracy explained that this levy represents a 6.1% increase over the previous year and is based on the cost-of-living percentage and the amount of new construction added to the tax base. Roll Call: Ayes- 5, Nays – 0. The motion passed.

Trustee West moved to approve the Road District Tax Levy Ordinance 2023-2024 in the amount of \$619,050. Trustee Tousana seconded the motion. Roll Call: Ayes – 5, Nays – 0. The motion passed.

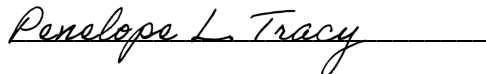
12. **New Business:** None.

13. **Adjournment:** Tracy reminded all trustees and officials that the township holiday celebration is December 19 at the new business located adjacent to the township offices. The open house is scheduled from 2:00 to 4:00 p.m. The event is sponsored by Supervisor Tracy and the township office staff. No township funds will be used to pay for the refreshments.

A motion to adjourn was made by Trustee Tousana, seconded by Trustee Zorn, and passed by voice vote. The meeting was adjourned at 7:38 p.m.

The next meeting of the Batavia Township Board will be held January 9 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 horizontal line.

Penelope L. Tracy, Township Clerk