

**Batavia Township**  
131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

**Minutes of the January 8, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7:00 p.m. Trustee Tracy led the board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees Ron Gilkerson, Leigh Tracy, John West; Township Clerk Sue Fricano; Road Commissioner Christopher Long.

Others Present: Township Accountant Bob Chalberg; Resident Howard Katz.

**Checking of Bills and Checks for December 2012**

**Minutes:** Trustee Tracy moved to approve the Minutes from December 2012; Trustee Gilkerson seconded the motion. Roll-call vote was taken.

Ayes: Gilkerson, Tracy, West, Anderson.

Nays: None

Motion passed.

**Accounts:** Trustee West moved to approve the accounts from December 2012; Trustee Tracy seconded the motion. Roll-call vote was taken.

Ayes: Gilkerson, Tracy, West, Anderson.

Nays: None

Motion passed.

**Assessor's report:** Assessor Kavanaugh was not present at the meeting and had nothing new to report.

**Road Commissioner's Report:** Commissioner Long reported they are prepared for snow. The building is coming along the cement has been poured and the steel should go in next week.

**Old Business:**

- A. **Neighbors** – Trustee Tracy handed out the copy as it will appear, but he has not received the official magazine yet. May/June is the next issue let Trustee Tracy know if you have ideas for the article. Trustee Gilkerson thanked Trustee Tracy for putting in the information about mental health and social services.

**New Business:**

- A. **Tentative Budgets** – The tentative budgets will be ready by the next meeting.

**Public Participation:** None to report.

**Trustee Reports:** Nothing to report

**Other Business:** None to report.

**Time and Date of Next Meeting:** Next meeting will be held on **February 12, 2013** at 7pm.

**Adjournment:** Upon a motion made by Trustee Gilkerson, seconded by Trustee West and unanimously approved, the Board Meeting adjourned at 7:19pm.

Respectfully submitted

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Susan Fricano, Township Clerk

**Batavia Township**  
131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

**Minutes of the February 12, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7:00 p.m. Road Commissioner Chris Long led the board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustee Brian Singer; Trustees John West; Township Clerk Sue Fricano; Road Commissioner Christopher Long; Assessor Tammy Kavanaugh

Others Present: Township Attorney Van Larson; Township Accountant Bob Chalberg; Resident Howard Katz and Britta McKenna.

**Checking of Bills and Checks for January 2013**

**Minutes:** Trustee Singer moved to approve the Minutes from January 2013; Trustee West seconded the motion. Roll-call vote was taken.

Ayes: Singer, West, Anderson.

Nays: None

Motion passed.

**Accounts:** Trustee West moved to approve the accounts from January 2013; Trustee Singer seconded the motion. Roll-call vote was taken.

Ayes: Singer, West, Anderson.

Nays: None

Motion passed.

**Parks Foundation Presentation:** Britta McKenna a volunteer representative from the Parks Foundation gave a presentation on the renovation of the river walk that will begin in the spring of this year. In 1995 the Township sponsored the river walk for \$3000.00. Britta explained that they have to get rid of the treated wood because it is starting to give way, the top boards and railings are being replaced but the whole engineered structure will remain. There will be a new railing system and trex planks, there will be trex sleeves that will fit over the pillars. The color of the planks are Winchester, giving a weathered appearance. If you go to [www.purchaseaplank.com](http://www.purchaseaplank.com) or like them on facebook you can see photos as the project progresses. The Project is slated to start later this spring. They will take sections and complete one section at a time so that the river walk can remain open during the project. The area that the Township previously sponsored will be a big deck outside the pavilion so chairs can be placed there for events. The area is elevated because of Flooding. The committee will be looking for groups of volunteer laborers to take down and rebuild a section each weekend. The volunteers have to be high school age and up because the requirements of the work are not suited to anyone younger. Sharon Mitchell is the group coordinator, if there is a group interested in volunteering please contact Sharon at [smitchell82@comcast.net](mailto:smitchell82@comcast.net). If you would like to make a donation to help build the river walk you can visit the website at [www.purchaseaplank.com](http://www.purchaseaplank.com) there are many different levels to choose from.

**Assessor's report:** Assessor Kavanaugh reported that hearings for 2012 are completed. There were 160 filings compared to 150 the previous year. The 2013 reassessments will begin soon. Trustee West inquired if the Township keeps track of foreclosed homes in Batavia. Assessor Kavanaugh stated they do not, but felt the market is coming back very slowly.

**Road Commissioner's Report:** Commissioner Long reported that not much is new. The road department used up some salt with the recent storms, the building is coming along, the steel is almost done and they will be waiting for spring to pour the concrete.

#### **Old Business:**

- A. **Neighbors Magazine**– Trustee Tracy was absent but left a note outlining input he needed for the May/June issue of the magazine, with some possible suggestions for articles. Tim Sullivan from Neighbors magazine phoned the Township to congratulate Trustee Tracy on the article and the content from the last issue.

#### **New Business:**

- A. **Funds Transfer** – From the Assessor's fund there will be a transfer of \$1000 from capital outlay equipment to maintenance equipment. A transfer of \$2000 from

maintenance equipment to miscellaneous. A transfer from the general fund of \$10,000 from social services agencies to Ride in Kane. A transfer from the Permanent road fund of \$5000 from miscellaneous to storage building. A transfer from the general road fund of \$500 from miscellaneous to accounting.

- B. Voter Registration** – The last day to register to vote in the April 9<sup>th</sup> election is March 12<sup>th</sup>. The Township has a meeting that evening and Trustee Tracy will be prepared to register voters following the meeting. The meeting begins at 7pm.
- C. Tentative Budget Presentation** – Supervisor Anderson presented the tentative budgets, he stated that any change to the general fund would be mostly cosmetic. He commented that the general levy went up because of other expenditures such as the Clark Mosquito for \$30,000 and Ride in Kane went from \$26,000 to \$50,000. Supervisor Anderson commented that Ride in Kane has increased to over \$100,000 total. The Township and the City both gave \$26,000 and now they both give \$50,000. It costs \$11 a ride, the customer pays \$3 and the Township and City subsidized the rest. Trustee Singer inquired about the mosquito expense, Supervisor Anderson felt that the repercussions of eliminating the mosquito expense are enormous and the Township should just leave it, although there is time to discuss this issue. Supervisor Anderson commented on the fact that there will be a conflict with the monthly board meeting, the annual meeting and the upcoming election. We will need to decide when each meeting will be held at the next meeting.

**Public Participation:** Howard Katz reported on the 708 board meeting. The website outlines that, “The INC Board, NFP is a Community Mental Health Funding Alliance, the local mental health authority and are better known as 'INC' in the south Kane County area. We are a unique partnership of seven township community mental health 708 boards. After passing a referendum for collection of a mental health tax, each township levies this tax upon recommendation of their 708 board. The levies are combined to maximize planning and funding for the residents in all seven townships for mental health, developmental disability and substance abuse services. The combined levies are administered by INC, the umbrella board, with a small staff. The umbrella board consists of a representative from each of the seven township community mental health 708 boards and eight at-large members.” For more information on the 708 board and their meetings go to [www.incboard.org](http://www.incboard.org) .

**Trustee Reports:** Nothing to report

**Other Business:** None to report.

**Time and Date of Next Meeting:** Next meeting will be held on **March 12, 2013** at 7pm.

**Adjournment:** Upon a motion made by Trustee Singer, seconded by Trustee West and unanimously approved, the Board Meeting adjourned at 7:43 pm.

Respectfully submitted

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Susan Fricano, Township Clerk

**Batavia Township**  
**131 Flinn Dr. Suite B**  
**Batavia, IL 60510**  
**630-879-1392**

**Minutes of the March 12, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7: 00p.m. Assessor Kavanaugh led the Board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees: John West, Brian Singer, Leigh Tracy; Road Commissioner Christopher Long; Tammy Kavanaugh, Assessor; Deputy Clerk Howard Katz

**Not Present:** Susan Fricano, Clerk; Ron Gilkerson, Trustee

**Others Present:** Van Larson, Township Attorney; Robert Chalberg, Township Accountant

**Checking of Bills and Checks for February 2013**

**Minutes:** A motion was made by Trustee Singer and seconded by Trustee Tracy to approve the February minutes. **Approved on voice vote.**

**Accounts:** A motion was made by Trustee West and seconded by Trustee Tracy to approve the February 2013 accounts, minus the unavailable GA account. **Approved on roll call vote.**

**Assessor's report:**

Assessor Kavanaugh reports that last month said that County Board of Review was finished all cases and closed its books. The Township has updated its listings and the Assessor's office will be starting 2014 assessments in a few weeks. Focus is now on reviewing those home improvements made in 2013 if the work permit was pulled in 2012, and only once the work on the individual home has been completed. Their office is also working on exemptions, and Assessor Kavanaugh wishes to remind taxpayers that it's not necessary to hire someone to revalue an individual property—if there's a question, the homeowner need only call the Assessor's office and they can discuss the situation for change first. She noted that not all outside reviewers can, as they advertise, lower someone's taxes.

**Road Commissioner's Report:**

Commissioner Long reported that we've now gone through the Highway Dept.'s salt allotment for this

year, which actually turned out to be more this overall salt this year than last, not because of any one snowfall, but because of all the “little” weather events that have occurred so far. He stated that last week’s snowfall was “interesting” because of the severity and amount that fell in such a short period of time.

He reported that the new building is still waiting on the masonry contractor to finish us some work at the peak. After that the steel workers can finish up their portion, but otherwise the work’s on track and should be finished on time.

### **Old Business:**

#### **--Budgets**

Commissioner Long submitted his revised budget as the beginning balance is lower than he thought last month. Supervisor Anderson states that there is no change to his budget, and both will be considered before the Annual Meeting next month.

#### **--Voter Registration**

Today is the last day to register to vote for the April 9<sup>th</sup> Consolidated Elections, and Trustee Tracy brought his Voter Registration forms with him, should anyone from the public be present and wish to register

### **New Business:**

#### **--April Meeting Dates**

Because of Passover and the Consolidated Election, the Annual meeting need to be changed from April 9<sup>th</sup> to April 16<sup>th</sup>. We can keep April 9<sup>th</sup> date for the regular meeting if we wish, or do all of the meetings, general, annual and budget hearing on the same night. Trustee Tracy moved that we change the monthly Trustee Board meeting to April 16, 2013 @7 pm, the budget hearing to precede that @6:45pm, and then start the Annual meeting @7:30pm. Trustee West seconded. **Approved on roll call vote.**

**--Annual Meeting Agenda** Supervisor Anderson presented the Agenda for the Annual Meeting. Once passed, no additions can be made to the full agenda. Trustee Tracy moved, and Trustee West seconded that the Agenda be adopted as printed. **Approved on roll call vote.**

**--Township Topics Day** This year the Township topics will be held in Springfield on Tuesday May 2, 2013.

**--Upcoming Elections** The Consolidated Election will be held on April 9, 2013.

**--Transfer of Funds**

Supervisor Anderson reports the following fund transfers:

General fund: \$9,000 from social service agencies to Ride-In-Kane

Assessor’s fund: \$1,000 from capital outlay equipment to rent.

**Public Participation:**

None

**Trustee Reports:**

Trustee Tracy notes that the content request for the Neighbor’s Magazine’s May/June issue coming up soon, and he’ll get a copy of the Township’s pages to everyone. He also stated that he’d appreciate input from everyone concerning material to be included.

He also noted that Early Voting for the Consolidated Election starts March 25<sup>th</sup>—information on the election itself, voting sites and sample ballots can be found on the County Clerk’s website: [www.Kanecountyelections.org](http://www.Kanecountyelections.org).

Trustee Tracy also notes that the Township’s home page to the website has been restored—documents are available for use and are functional for public use.

**Other Business:**

Trustee Singer wished to announce that tomorrow is his 20-year wedding anniversary; he wished to say publically for BATV that he loves his wife and doesn’t know how she puts up with him.

**Time and Date of Next Meeting** - April 16, 2013: 6:45 Budget Hearing, 7:00 Trustee Board Meeting, 7:30 Annual Meeting

**Adjournment:** A motion made by Trustee Singer and seconded by Trustee West to adjourn the meeting at 7:25 pm. **Approved on voice vote.**

Respectfully submitted,

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Howard R. Katz, Deputy Township Clerk

Approved by the Board of Trustees: \_\_\_\_\_ Date: \_\_\_\_\_

**Batavia Township**  
131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

**Minutes of the April 16, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Budget hearing began at 6:45pm

General Town Budget:

Supervisor Anderson stated there was little difference in the budget from last year. There were additional funds of \$24,000 to Ride in Kane and \$30,000 to Clark Mosquito Abatement. Supervisor Anderson asked if there were any questions. There were no questions and so the budget hearing was closed for the General Town.

Road District Budget:

Commissioner Long stated the final budget is a little different with an increase in the permanent road fund snow removal and supplies, this was left over and will be carried over to the current year. There will be a little more in building maintenance which will go to the required fire alarm in the new building. Overall the budget is the same as last year.

The budgets were to be closed but Trustee Gilkerson wanted some discussion. In regard to the Clark mosquito abatement Trustee Gilkerson did not think the township got anything back from Clark mosquito abatement and felt there was no accountability. He felt the Township had been sand bagged by the Clark folks when they said the Township needed coverage in one area and the Township was already covered in that area.

There was a motion made for approval of the General Town fund by Trustee Tracy, seconded by Trustee Singer.

Ayes: Tracy, West, Anderson.

Nays: Gilkerson, Singer.

Motion passed.

There was a motion made for approval of the Road District fund by Trustee Gilkerson, seconded by Trustee Tracy.

Ayes: Gilkerson, Singer, Tracy, West, Anderson.

Nays: None

Motion passed.

The budget hearing was closed at 6:50pm.

Supervisor Anderson called the regular meeting to order at 7 p.m. Trustee Gilkerson led the board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees Ron Gilkerson, Brian Singer, Leigh Tracy, John West; Township Clerk Sue Fricano; Road Commissioner Christopher Long; Assessor Tammy Kavanaugh

Others Present: Township Attorney Van Larson; Township Accountant Bob Chalberg; Resident Howard Katz and Vicki Mitchell.

### **Checking of Bills and Checks for March 2013**

**Minutes:** Trustee Tracy moved to approve the Minutes from March 2013; Trustee Singer seconded the motion. Roll-call vote was taken.

Ayes: Gilkerson, Singer, Tracy, West, Anderson.

Nays: None

Motion passed.

**Accounts:** Trustee West moved to approve the accounts from March 2013; Trustee Gilkerson seconded the motion. Roll-call vote was taken.

Ayes: Gilkerson, Singer, Tracy, West, Anderson.

Nays: None

Motion passed.

**Assessor's report:** Assessor Kavanaugh stated there was nothing new to report. She is busy working on reassessments. Supervisor Anderson commented on a call about a vacant house he had received and questions about exemptions. He advised the individual to call the county because exemptions are done through the county, Assessor Kavanaugh confirmed that was the correct thing to advise.

**Road Commissioner's Report:** Commissioner Long reported the floor for the new building would be poured this week. Brush pick up starts this week until mid October and he advised residence of the Township to check the website for other services provided or call the Township office.

### **Old Business:**

- A. Neighbors Magazine** – Trustee Gilkerson commented on the copy and requested a couple of changes. He also wanted to thank Trustee Tracy for his efforts with the Neighbor Magazine he felt as though Trustee Tracy had helped solidify Township government for many in the community. He also commented that he looks forward to future issues. Trustee Tracy commented that the next issue is the September/October issue and he will look to start that copy by the end of July if anyone has any ideas. Supervisor Anderson thought we should revisit the Townships section in the Neighbor Magazine at the next meeting before making any further commitments.

**New Business:**

- A. 708 Board** – There was an error in the typing on the agenda, please note it is the 708 Board not 709. Supervisor Anderson commented on the INC links newsletter for April where it thanked all those who have served he wanted to thank and bring attention to Ron Gilkerson who has served for many years. Supervisor Anderson asked the Trustees to think about who should represent the Township board on the 708 board for the 4 meetings throughout the year. A decision will be made at the next meeting as to who will represent.
- B. Election – Newly Elected Officials** – Congratulations go out to the newly elected Trustees; Vicki Mitchell, Brian Singer, Leigh Tracy and John West.
- C. Township Topics Day – Springfield Tuesday May 2, 2013** Please let Supervisor Anderson know if you are interested in attending.
- D. Transfer of Funds** – Supervisor Anderson noted there will be a transfer of funds from the Assessor’s fund - \$1000 from publishing and printing will be moved to equipment maintenance.
- E. Annual Financial Report** – Supervisor Anderson advised that the last page is the reconciliation for the 3 funds.

**Public Participation:** Howard Katz reported there will be an opening on the 708 board.

**Trustee Reports:** Trustee Gilkerson recommended the Trustees think seriously about sitting on the 708 board or representing the Township. It is a position that requires you put time in and not just attend the meetings, but it is very rewarding. The Mental health part of the Townships budget is very big and therefore important for the Township to be represented on the 708 board.

Trustee West thanked everyone that ran in the election and congratulated those that won. He also thanked everyone that voted for him.

Trustee Tracy commented that the Trustees will take office in May and that the Assessor takes office at the beginning of the year.

Trustee Gilkerson wanted a Purple Martin report ...Commissioner Long reported 0 Purple Martins in the boxes, but all have been cleaned and put back up.

Trustee West reported on BATV. They are designing a new website, watch for it in the next 6-8 weeks.

**Other Business:** None to report.

**Time and Date of Next Meeting:** Next meeting will be held on **May 14, 2013** at 7pm.

**Adjournment:** Upon a motion made by Trustee Gilkerson, seconded by Trustee Singer and unanimously approved, the Board Meeting adjourned at 7:25pm.

Respectfully submitted

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Susan Fricano, Township Clerk

Batavia Township  
131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

## **Batavia Township Annual Minutes for April 16, 2013 at 7:30pm.**

### **Call to Order:**

The Annual Town Meeting of Batavia Township was called to order at 7:30pm by Clerk Fricano. John West led the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees: Ron Gilkerson, Brian Singer, Leigh Tracy, John West; Assessor Tammy Kavanaugh; Road Commissioner Christopher Long; Township Clerk Sue Fricano.

Others Present: Van Larson, Township Attorney; Bob Chalberg, Township Accountant.  
Residents: Howard Katz and Vicki Mitchell.

**Moderator:** Howard Katz was nominated by Ron Gilkerson as moderator, there were no other nominations. Upon a motion made by Ron Gilkerson and seconded by Brian Singer, a voice vote was taken and with no nays, the motion was passed. Mr. Katz was then sworn in by Clerk Fricano.

**Moderator Salary:** Upon a motion made by Ron Gilkerson, allowing for a 3% increase, the moderator's salary was set at \$51.49. This was seconded by Leigh Tracy, a voice vote was taken and with 7 ayes and 4 nays, the motion was passed.

**Minutes:** Chris Long moved to approve the minutes of the April 10, 2012 Annual Town Meeting, seconded by Leigh Tracy, a voice vote was taken and with no nays, the motion was passed.

**Next Meeting and Time:** Mr. Katz noted that the next Annual Town Meeting will be held on Tuesday April 8, 2014 7:30pm John West made a motion to approve, it was seconded by Brian Singer. A voice vote was taken and with no nays, the motion was passed.

**Supervisor's Annual Report:** Clerk Fricano read the following Township summary.

### **General Town Fund**

Beginning Balance April 1, 2012	\$	427,744.98
Revenues for FY 2012-13		1,025,715.38
Less Disbursements for FY 2012-13		<u>1,049,022.55</u>

Ending Balance March 31, 2013 404,437.81

**General Assistance Fund**

Beginning Balance April 1, 2012	\$	91,041.16
Revenues for FY 2012-13		32,879.27
Less Disbursements for FY 2012-13		<u>20,523.97</u>
Ending Balance March 31, 2013		103,396.46

A motion was made by John West to approve the General Town and Assistance Fund, it was seconded by Chris Long. A voice vote was taken and with no nays, the motion was passed.

**Road Commissioner's Annual Report:**

**Road Fund**

Beginning Balance April 1, 2012	\$	350,417.87
Revenues for FY2012-13		513,029.53
Less Disbursements for FY 2012-13		<u>521,548.36</u>
Ending Balance March 31, 2013		341,899.04

A motion was made by Brian Singer to approve the General Town and Assistance Fund, it was seconded by Ron Gilkerson. A voice vote was taken and with no nays, the motion was passed.

**Declaration of Surplus Property:** Chris Long, Highway Commissioner declared a 20 ton flat bed trailer with a beaver tail ramp from the road department. He advised it will be advertise for sale in township perspective and the Township is hoping to get \$5000-\$6000 for the trailer. Chris Long explained the road department replaced this trailer with a smaller more handy trailer; the bigger trailer lost its usefulness for the road district.

**Discussion by Electors:** None.

**Adjournment:** Upon a motion made by Chris Long, seconded by Ron Gilkerson and unanimously approved, the Annual Town Meeting adjourned at 7:38pm.

Respectfully submitted,

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Susan Fricano, Township Clerk

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Howard Katz, Moderator

**Batavia Township**  
131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

**Minutes of the May 14, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7 p.m. Trustee Gilkerson led the board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees Ron Gilkerson, Vicki Mitchell, Brian Singer, Leigh Tracy, John West; Township Clerk Sue Fricano; Road Commissioner Christopher Long;

Others Present: Township Attorney Van Larson; Township Accountant Bob Chalberg; Resident: Howard Katz.

**Checking of Bills and Checks for April 2013**

**Minutes:** Trustee Tracy moved to approve the Minutes from April 2013; Trustee Singer seconded the motion. Roll-call vote was taken.

Ayes: Gilkerson, Singer, Tracy, West, Anderson.

Nays: None

Motion passed.

**Accounts:** Trustee Gilkerson moved to approve the accounts from April 2013; Trustee Tracy seconded the motion. Roll-call vote was taken.

Ayes: Gilkerson, Singer, Tracy, West, Anderson.

Nays: None

Motion passed.

**Assessor's report:** Assessor Kavanaugh was absent but reported through Supervisor Anderson that everything in the Assessor's office is going well.

**Road Commissioner's Report:** Commissioner Long reported spring leaf pick up is finished and they have started brush pick up. They are done with the first stages of road improvement and bids will go through the county. The bids will be for a road improvements in Tanglewood and at Nelson Lake road the highway department will try a rejuvenation process try to preserve the life of the road. Commissioner Long reported it makes more sense to restore the top and add a year or two of life to the road especially with the cost of asphalt. On the new storage building the concrete floor is done and the storm sewer went in last week.

**Old Business:**

- A. **Neighbors Magazine** – The May/June edition is out and there are two pages dedicated to Township news. Supervisor Anderson commented that he felt the article was well written. The next issue the Township will take part in is the September/October issue and Trustee Tracy is looking for any suggestions on material to be featured. Trustee Gilkerson suggested information on mental health and services available in the tri city area to be included in the next article.
- B. **708 Board** – Don Murphy, Executive Director of the INC board, explained the duties of the Township liaison on the 708 board. He thanked Trustee Gilkerson for the past 10 or so years of service. The liaison brings information to the Township board about what they do with the Township levy dollars. Things like the number of people served, what agencies are being used, there are three meetings a year which usually take place in June, October and February (they can vary a little). The meetings are about 1 hour to an hour and a half. Meetings are great for feedback to the 708 board especially with the landscape changing with the new health care reform.
- Trustee Gilkerson spoke on how much he enjoyed and was enriched by serving on the 708 board. Mr. Murphy explained how they are trying to expand services to include seniors in anticipation of the increasing need. Trustee Tracy pointed out that a big portion of the tax levy goes to the 708 board, so board representation is important.

**New Business:**

- A. **Oaths of Office** – Clerk Fricano administered the oaths of office to all elected officials but Assessor Kavanaugh, who was absent and herself. Howard Katz administered oath of office for Clerk Fricano.
- B. **Consumer Price Index** – Supervisor Anderson reported the CPI was 1.7% which is basically the cost of living.
- C. **Recognition** – Supervisor Anderson recognized Trustee Gilkerson for his 16 years of dedicated services to the Batavia Township and recognized his commitment to mental health and social services during this time.

**Public Participation:** none to report.

**Trustee Reports:** none to report.

**Other Business:** Clerk Fricano inquired about getting a Township group together to volunteer for a weekend to help rebuild the river walk and announce Batavia MainStreet's Annual fundraiser 'Cocktails in the Park' for Saturday May 18<sup>th</sup> from 7-10pm on south east end of the river walk behind the City building overlooking the Fox River.

**Time and Date of Next Meeting:** Next meeting will be held on **June 11, 2013** at 7pm.

**Adjournment:** Upon a motion made by Trustee Gilkerson, seconded by Trustee Singer and unanimously approved, the Board Meeting adjourned at 7:35pm.

Respectfully submitted

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Susan Fricano, Township Clerk

**Batavia Township**

131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

**Minutes of the June 11, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7p.m. Assessor Kavanaugh led the board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees Vicki Mitchell, Leigh Tracy; Township Clerk Sue Fricano; Road Commissioner Christopher Long; Assessor Tammy Kavanaugh.

Others Present: Township Attorney Van Larson; Resident: Howard Katz.

Absent: Trustees Brian Singer and John West.

**Checking of Bills and Checks for May 2013**

**Minutes:** There were two amendments to the May 2013 minutes Trustee Mitchell was listed as a Trustee and should not have been as she was sworn it at the meeting Trustee Gilkerson remained as Trustee for the May 2013 meeting. The executive director of the INC board is not Don Murphy but Jerry Murphy. Trustee Tracy moved to approve the Amendments and Minutes from May 2013; Trustee Mitchell seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Tracy, Anderson.

Nays: None

Motion passed.

**Accounts:** Trustee Mitchell moved to approve the accounts from May 2013; Trustee Tracy seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Tracy, Anderson.

Nays: None

Motion passed.

**Assessor's report:** Assessor Kavanaugh reported they are working on 2013 assessments. Assessor Kavanaugh wanted to remind residents that the 1<sup>st</sup> installment of taxes was due June 3<sup>rd</sup>. Assessor Kavanuagh reported they are reassessing the whole township and will do it annually until the market starts improving. Technically the assessor's office only has to do it every four years but because of the unstable market they are doing it annually. Trustee Tracy

stated if homeowners have questions on the 2013 assessment they should contact the assessor's office when they are posted. Assessor Kavanaugh reported that should be in a couple of months.

**Road Commissioner's Report:** Commissioner Long stated they are starting to get road work done. Banburry and Shagbark are scheduled for resurfacing at the end of the month and they have started to replace the gutter areas. They will contract out to fix an area on Banburry where the hill sliding. They will get some micro surfacing done on Nelson Lake Rd. to extend the life of the road; they say the micro surfacing will extend the road up to 8 years. Commissioner Long feels it is worth the money, but it has to be done early in the life of the pavement in order to extend the life. It is less than a tenth the price of a regular asphalt lift. The building is almost complete; there is still a little grading work to be done. They are waiting for the fire alarm to get approved and installed. There is brush pick up every week, please have it bundled as the bundles make for a faster pick up process. The township also recycles oil, tires and batteries. Trustee Mitchell inquired if this is done free of charge as city residence have to pay and Commission Long confirmed it is done free of charge for township residents.

### **Old Business:**

- A. 708 Board and Appointments** – Supervisor Anderson asked if there was any interest in taking the appointment? It involves three meetings a year, the next meeting is September 26<sup>th</sup>, and Executive Director Jerry Murphy did say it could be on a yearly rotating basis. Trustee Mitchell nominated Trustee Tracy for the first year. Trustee Tracy accepted. Supervisor Anderson seconded the nomination. Roll call vote was taken.  
Ayes: Mitchell, Tracy, Anderson.  
Nays: None  
Motion passed.  
Supervisor Anderson submitted for re-appointment to the Mental Health board Nancy Murphy and Sue Krol. He explained they already serve on the board but are up for re-appointment. Upon a motion made by Supervisor Anderson seconded by Trustee Tracy. Roll call vote was taken.  
Ayes: Mitchell, Tracy, Anderson.  
Nays: None  
Motion passed.
- B. River Walk Volunteers** – Clerk Fricano will put out dates to the township and see if we can get a group together to volunteer even if it is combined with another group.
- C. Neighbors Magazine** – Trustee Tracy will submit a copy in August to the Neighbors Magazine. On a suggestion from past Trustee Ron Gilkerson the focus will be on social service programs such as the 708 board.

### **New Business:**

- A. Kane County Guide to Community Service Sponsorship** – Supervisor Anderson explained that for the last 10 – 12 years there has been a printed guide for community services, but the cost has become overwhelming and they cannot afford to publish it anymore. They would like the Batavia Township to consider a \$750 sponsorship to have it put on the website and maintained. Anderson has extra for this in general fund and explained it does not need to go to vote he can make the decision.

Supervisor Anderson would like to see it happen because he feels the Township would get a lot of use out of the website through referrals.

**B. Ride in Kane** – Supervisor Anderson explained costs are up on average \$22/ride. The rider pays \$3, we split the rest with the city and the final comes from federal grants. The budget was raised from 26,000 to 50,000/year. By next January cost to ride may increase to \$4. Supervisor Anderson wanted to let the Township know where we stood with Ride in Kane. Trustee Mitchell inquired about who can use ride in Kane and how they qualify. Supervisor Anderson explained seniors and disabled qualify and seniors can use it for social purposes.

**C. Website** – Supervisor Anderson stated that the website needed updating with new links. Supervisor Anderson was looking for new links to be added and wanted to know if anyone had any suggestions.

**Public Participation:** Howard Katz had a 708 report. The board met on Thursday May 30th. For the year 2013 there have been 1447 hours of people administered for a total number of hours or 25658 hours of service just to Batavia Township residents. There is an increase in that from last year at the same time. The recommended levy is CPI 1.7%. The figure they are looking for from Batavia is \$335,610. Overall assessments are down 8.3% from same time last year so budgets are a little thinner. The budget is a little over 2 million dollars serving over 23 different agencies. These agencies are open to all residents of Batavia Township for usage.

**Trustee Reports:** Trustee Tracy went to the last county meeting and he urged others to go and share information about the Township and within the Townships.

Trustee Mitchell inquired about the Prevailing Wage Ordinance. Supervisor Anderson realized they did not adopt the Prevailing Wage Ordinance and he will put it on the agenda for next month.

County meeting will be held Wed June 19<sup>th</sup> at 7pm at Judicial Center in the Sheriff's department.

Supervisor Anderson asked Clerk Fricano to swear in the Howard Katz as Deputy Clerk.

**Other Business:** None to report.

**Time and Date of Next Meeting:** Next meeting will be held on **July 9, 2013** at 7pm.

**Adjournment:** Upon a motion made by Trustee Tracy, seconded by Trustee Mitchell and unanimously approved, the Board Meeting adjourned at 7:41pm.

Respectfully submitted

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Susan Fricano, Township Clerk

**Batavia Township**  
131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

**Minutes of the June 27, 2013 special meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7p.m. Trustee Tracy led the board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees Leigh Tracy and John West; Township Clerk Sue Fricano

**Prevailing Wage Ordinance** - Supervisor Anderson explained that the ordinance requires the Township to pay union wages when we do any contracted work. There are copies of type of work and wages for the Kane County Prevailing Wages 2013 if anyone would like to view them. The Township office is open Monday through Thursday from 9am to 2pm at 131 Flinn St., Suite B. Supervisor Anderson moved to approve the Prevailing Wage Ordinance:  
; Trustee Tracy seconded the motion. Roll-call vote was taken.  
Ayes: Trustees Tracy and West, Supervisor Anderson.  
Nays: None.  
Motion passed.

**Public Participation:** None to report.

**Trustee Reports:** None to report

**Other Business:** None to report.

**Time and Date of Next Meeting:** Next meeting will be held on **July 9, 2013** at 7pm.

**Adjournment:** Upon a motion made by Trustee Tracy, seconded by Trustee West and unanimously approved, the Board Meeting adjourned at 7:03pm.

Respectfully submitted

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Susan Fricano, Township Clerk

**Batavia Township**  
131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

**Minutes of the July 9, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7p.m. Trustee Mitchell led the board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees Vicki Mitchell, Brian Singer, Leigh Tracy and John West; Township Clerk Sue Fricano; Road Commissioner Christopher Long

Others Present: Township Attorney Van Larson; Township Accountant Bob Chalberg Resident: Howard Katz.

**Checking of Bills and Checks for June 2013**

**Minutes:** Trustee West moved to approve the minutes from June 2013; Trustee Singer seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**Accounts:** Trustee Mitchell wanted a credit and two bills used by the credit added to the Road Districts 'Bills for Payment' sheet. Clerk Fricano will add and attach to the approved sheet. Trustee Mitchell moved to approve the accounts from June 2013; Trustee West seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**Assessor's report:** Assessor Kavanaugh was not present. Supervisor Anderson reported assessments have been turned into the county and it will take anywhere from 30-60 days for the county to process the assessments and then they should be published in mid to late August.

**Road Commissioner's Report:** Commissioner Long reported everything is good and the road district is working hard all day.

**Old Business:**

- A. **River Walk Volunteers** – Clerk Fricano reported there are September dates available and Trustees Singer and West indicated they were interested.
- B. **Neighbors Magazine** – Trustee Tracy is working on a copy for the September/October issue. It will focus on services of the township to special needs of the residence specifically general assistance and the mental health services of the 708 board. Trustee Tracy included our subsidy to

the Kane county guide to Social Services and Ride in Kane. These total about 40% of the general township budget. The copy is due the 1<sup>st</sup> of August if you have any other suggestions please notify Trustee Tracy.

**New Business:**

- A. Special Meeting June 27<sup>th</sup> 2013** – Supervisor Anderson reported that a special meeting was held to pass the prevailing wage ordinance as it was mistakenly left off the June agenda. There was a quorum with Trustees Tracy and West along with Supervisor Anderson and Clerk Fricano. The prevailing wage ordinance was passed. Minutes from this meeting will be forwarded to all Trustees and put on the August agenda for approval.
- B. Deputy Clerk** – Supervisor Anderson realized that when Howard Katz was sworn in as Deputy Clerk the board had not authorized the need for a Deputy Clerk and so that swearing in will be considered void. With a new Board they will need to authorize the need for a Deputy Clerk and then the Board has to authorize Clerk Fricano to appoint a Deputy Clerk. Trustee Tracy made a motion to allow Clerk Fricano to appoint a Deputy Clerk and Trustee Mitchell seconded the motion. Roll-call vote was taken.  
Ayes: Mitchell, Singer, Tracy, West and Anderson.  
Nays: None  
Motion passed.

**Public Participation:** None to report.

**Trustee Report:** Trustee Tracy wanted to bring attention to the budget and that the Township could go over for Ride in Kane and will spend the full amount for mosquito abatement.

**Other Business:** Supervisor Anderson stated if any of the Trustees wanted to come in early to review the bills and save time in the meeting they would be available. Trustee West stated we would still be approving bills at the meeting as was discussed when he first joined the board 4 years ago. Supervisor Anderson also stated he would have Layla, the Township Office Manager, change the year on the expenditure summary report for all the funds and road department, to read 2013-2014 instead of 2012-2013.

Trustee West reported on BATV. He stated they will have a new website soon, they have a new logo and everything is moving forward well.

**Time and Date of Next Meeting:** Next meeting will be held on **August 13, 2013** at 7pm.

**Adjournment:** Upon a motion made by Trustee Singer, seconded by Trustee West the meeting adjourned at 7:37pm.

Respectfully submitted

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Susan Fricano, Township Clerk

**Batavia Township**

131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

**Minutes of the August 13, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7p.m. Trustee Tracy led the board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees Vicki Mitchell, Brian Singer, Leigh Tracy and John West; Township Clerk Sue Fricano; Road Commissioner Christopher Long

Others Present: Township Attorney Van Larson; Howard Katz.

**Checking of Bills and Checks for July 2013**

**Minutes:** Trustee Singer moved to approve the minutes from July 2013; Trustee Tracy seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**Accounts:** Trustee Mitchell moved to approve the accounts from July 2013; Trustee Tracy seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**Assessor's report:** Supervisor Anderson reported for Assessor Kavanaugh that all the assessments have been submitted to the county and should be published within the next two weeks.

**Road Commissioner's Report:** Commissioner Long reported the resurfacing of Shagbark and Thorncrest is complete and they will begin Tanglewood next. The road department is busy prepping roads. The storage building is finally done on the inside and only has the parking lot to complete on the outside.

**Old Business:**

**A. Storage Building** –see above Road Commissioner’s report.

**New Business:**

**A. Assessor’s Salary Correction** – The Assessor’s salary was calculated on the wrong figure. Supervisor Anderson consulted Brian Smith form TOI and he stated that the changes need to be recorded in the minutes. But upon consultation with the Township Attorney the board decided to wait until the next meeting to get some more information. They feel they have time since the Assessor’s term does not start until January.

**B. Social Service Agencies** – Supervisor Anderson handed out copies of the thank you’s from Social Service agencies in the area that received donations from the Township. They are all grateful for the help.

**C. Annual Education Conference** – The conference will be held from November 10-12, 2013. Supervisor Anderson would like to know who will be attending by the next meeting in order to take care of the registrations.

**Public Participation:** None to report.

**Trustee Report:** Trustee Tracy sent a copy to everyone for the September/October magazine. Trustee Tracy stated the board needs to decide if they are going to continue with the copy at \$1050 each time. The township has spent \$3150 on the articles to date. The only problem has been that the Neighbors Magazine is not distributed to North Aurora residents. The Batavia Township mental health board approved a tax levy increase of around \$6,500 which means the Townships levy will increase. Trustee West reported BATV is about to launch their new website. Trustee West inquired about donating time to the River Walk.

**Other Business:** None to report.

**Time and Date of Next Meeting:** Next meeting will be held on **September 10, 2013** at 7pm.

**Adjournment:** Upon a motion made by Trustee Singer, seconded by Trustee West the meeting adjourned at 7:30pm.

Respectfully submitted,

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Susan Fricano, Township Clerk

**Batavia Township**  
131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

## **Minutes of the September 10, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7p.m. Road Commissioner Long led the board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees Vicki Mitchell, Brian Singer, and Leigh Tracy; Township Clerk Sue Fricano; Road Commissioner Christopher Long

Others Present: Township Attorney Van Larson; Township Accountant Bob Chalberg; Batavia Resident Howard Katz.

Absent: Trustee John West.

### **Checking of Bills and Checks for August 2013**

**Minutes:** Trustee Tracy moved to approve the minutes from August 2013; Trustee Singer seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy and Anderson.

Nays: None

Motion passed.

**Accounts:** Trustee Mitchell moved to approve the accounts from August 2013; Trustee Tracy seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy and Anderson.

Nays: None

Motion passed.

**Assessor's report:** Assessor Kavanaugh reported through Supervisor Anderson that assessments were published August 22, 2013 in the Kane County Chronicle. When reading your property assessment in the paper, please look at parcel number and the value **above** your name, this is your property assessment.

If there are any questions regarding your assessment please contact the Assessor's office at 630.879.1323 or email Assessor Kavanaugh at [tkavanaugh@bataviatownship.com](mailto:tkavanaugh@bataviatownship.com) . Please contact the Township office prior to filing an assessment appeal as most issues can be resolved at this level.

If you still believe your assessment is incorrect you may file an assessment appeal through the County. Appeal forms can be obtained at the Supervisor of Assessments office at the Kane County Government Center 630.208.3818 or [kanecountyassessments.org](http://kanecountyassessments.org). The deadline to file an assessment appeal is September 23, 2013. Assessor Kavanaugh wanted to emphasize it is not necessary to hire legal assistance or higher someone who is claiming they can reduce your real estate taxes. Please contact the Township Assessors office first.

**Road Commissioner's Report:** Commissioner Long reported they are completing their last road project in Tanglewood and they should be done in a week. Trustee Mitchell inquired if

Tanglewood was in the city and Commissioner Long stated Old Tanglewood is in the township, the newer Tanglewood area is within the city. Commissioner Long reported they will begin leaf pick up soon.

**Old Business:**

- A. Annual Education Conference – November 10-12th** Supervisor Anderson needs to know who is going so that he can book everyone together at the same hotel. The Conference will be held at the Crown Plaza.
- B. Assessor's Salary Correction** – Township Attorney Van Larson researched the Assessor's salary issue and basically when the board set the salaries at the November meeting the intent of board at the time was to set the salaries based on what the positions salary would pay at the time of renewal. The assessor's salary renews in January of the year and the board based the salary increases on the 2012 salary of the Assessor and it should have been on the 2013 salary. Therefore the board needs to make a motion to approve the correction on the salary based on the 2013 salary and not the 2012 salary.

The salary based on the 2012 rate of \$65,076 was incorrect. The salary should be based on the 2013 rate of \$67,576 and will follow the same guidelines as previously approved by the board. The salary was set to be compounded by 3% per year for the next full term.

2014	\$69,603.28
2015	\$71,691.38
2016	\$73,842.12
2017	\$76,057.38

Upon a motion made by Trustee Tracy and seconded by Trustee Singer the correction was made to the Assessor's salary calculation.

Ayes: Singer, Tracy and Anderson. Trustee Mitchell opted to not approve or disapprove as she was not present nor a part of the salary approval process.

Nays: None

Motion passed.

**New Business:**

- A. TOKC meeting Wednesday September 25<sup>th</sup> - 7:00pm County Ext., 535 S. Randall Rd., St. Charles.** Supervisor Anderson encouraged anyone to attend if they could.
- B. 2014 Legislative Survey** – Supervisor Anderson advised anyone with issues or questions to fill out the form attached to the survey and submit the form to TOI or give it to him and he will send it to TOI.
- C. TOKC Annual Dinner, Lincoln Inn, Batavia Wednesday October 16<sup>th</sup> at 6pm.**
- D. Ride in Kane – fare increase.** Supervisor Anderson explained there will be a fare increase from \$3 to \$4. Supervisor Anderson heard comments from many people that they would rather pay extra than have the service affected or taken away. Supervisor Anderson reminded everyone that the Township splits the costs of ride in Kane with the City of Batavia and the City does all the administrative work.

- E. Laws and Duties Handbook.** The new book is available and Supervisor Anderson will order one for the office and one for the Township Attorney Van Larson. If anyone else would like a copy on disk or in book format please let him know.
- F. RTA – Ventra card** is a card for seniors. It gives them reduce fares and replaces the ones they already have for Metra and CTA. You can even put cash on the card to pay for fares.

**Public Participation:** 708 schedule change October meeting will take place September 26<sup>th</sup> at 7 or 7:30pm at the Batavia Township office. Please contact the office for exact time.

**Trustee Report:** Trustee Tracy reported that the Neighbors magazine is in circulation with the Township article. Trustee Tracy is going to submit the Neighbors magazine articles about the Township for the Mighty Message Award at the annual TOI conference.

Trustee West was working and could not make the meeting but wanted mention of the new BATV website which is up and working.

**Other Business:** None to report.

**Time and Date of Next Meeting:** Next meeting will be held on **October 8, 2013** at 7pm. At the next meeting the board will decide on a November date for a meeting because of the annual conference.

**Adjournment:** Upon a motion made by Trustee Tracy, seconded by Trustee Singer the meeting adjourned at 7:27pm.

Respectfully submitted,

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Susan Fricano, Township Clerk

**Batavia Township**  
131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

**Minutes of the October 8, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7p.m. Road Commissioner Long led the board in the Pledge of Allegiance.

**Roll Call: Present:** Supervisor James Anderson; Trustees Vicki Mitchell, Brian Singer, Leigh Tracy and John West; Township Clerk Sue Fricano; Road Commissioner Christopher Long; Assessor Tammy Kavanaugh.

Others Present: Township Accountant Bob Chalberg; Batavia Resident Howard Katz.

### **Checking of Bills and Checks for September 2013**

**Minutes:** Trustee Singer moved to approve the minutes from September 2013; Trustee Mitchell seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**Accounts:** Trustee Mitchell moved to approve the accounts from September 2013; Trustee Tracy seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**Assessor's report:** Assessor Kavanaugh reported the deadline for filing an appeal is over, it ended September 23<sup>rd</sup> 2013. She is working on evidence for appeals received so far, they have 20 appeals filed as of today but the county is still processing appeals and Assessor Kavanaugh estimates there will be around 60 more appeals. Last year there were 159 appeals, the appeals have gone down considerably from last year. The County processes appeals from 16 townships with limited staff; this is why Assessor Kavanaugh does not know how many appeals she will have as they have not finish processing all the appeals. People are becoming more educated and coming to the Township with appeals first in hopes of resolving any issues. Assessor Kavanaugh feels this may be why appeals are down. They are able to resolve problems at the Township level and avoid County appeals.

**Road Commissioner's Report:** Commissioner Long reported next Monday will end brush pick and then leaf pick up will begin.

### **Old Business:**

- A. **TOKC Annual Dinner Meeting – October 16<sup>th</sup> at Lincoln Inn, 6pm.** Supervisor Anderson reminded everyone of the above date.
- B. **Annual Education Conference November 10<sup>th</sup>-12<sup>th</sup> in Springfield, IL.** – Supervisor Anderson stated 5 are registered to attend.

### **New Business:**

- A. Fund Transfer** – Supervisor Anderson reported a fund transfer from the Permanent Road and Bridge fund of \$2500 from miscellaneous to snow removal for purchasing salt. Last year Commissioner Long reported he did not purchase any salt.
- B. Preliminary 2014-15 Tax Levy** – Supervisor Anderson hopes to have the tax levy ready for approval at the November meeting
- C. Set the November Meeting date** – The November meeting was set for Tuesday November 19<sup>th</sup> at 7pm. Trustee West November made a motion to approve the date change, Trustee Tracy seconded the motion. Roll-call vote was taken. No Nays. Motion approved.
- D. Bill Authorization-** Supervisor Anderson explained that office manager Layla may need to pay some bills before the meeting because of the date change they do not want the bills to go past due. Upon a motion made by Trustee Tracy, seconded by Supervisor Anderson. Roll-call vote was taken. No Nays. Motion approved to give Layla authority to pay any bills that will come due before the November meeting.

**Public Participation:** The 708 board will meet Tuesday October 15<sup>th</sup> 7pm at the Township office.

**Trustee Report:**

There was a discussion initiated by Trustee Tracy regarding how the township reviews and approves the monthly bills. He wanted to make sure that the review process is clear to the viewing audience and they understand why the process takes place. Trustee Tracy state that the board reviews the bill and reconciles the checking accounts so we know there is a balance in the accounts to pay the bills. After much discussion as to whether the process is done properly or not it was decided by a suggestion from Trustee West to inquire at the upcoming TOI conference how others handle this process and report back after the conference.

**Other Business:** None to report.

**Time and Date of Next Meeting:** Next meeting will be held on **November 19, 2013** at 7pm.

**Adjournment:** Upon a motion made by Trustee West, seconded by Trustee Singer, the meeting adjourned at 7:31pm.

Respectfully submitted,

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Susan Fricano, Township Clerk

**Batavia Township**  
131 Flinn Dr. Suite B

Batavia, IL 60510  
630-879-1392

**Minutes of the November 19, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7p.m. Trustee West led the board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees Vicki Mitchell, Brian Singer, Leigh Tracy and John West; Township Clerk Sue Fricano; Road Commissioner Christopher Long; Assessor Tammy Kavanaugh.

Others Present: Township Attorney Van Larson; Batavia Resident Howard Katz.

**Checking of Bills and Checks for October 2013**

**Minutes:** Trustee West moved to approve the minutes from October 2013; Trustee Tracy seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**Accounts:** Trustee Singer moved to approve the accounts from October 2013; Trustee West seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**Assessor's report:** Assessor Kavanaugh reported 112 filings, hearings will begin the first week in December. The township has 71 residential and 41 commercial filings they are separated out and to date they have appeals at the county up to December 17<sup>th</sup>.

**Road Commissioner's Report:** Commissioner Long reported that there is one more week of leaf pick up. After that they will be getting ready for snow.

**Old Business:**

- A. **Tentative Tax Levies** – Supervisor Anderson handed out the tentative tax levies the townships levy has increased this year because of a \$10,000 increase in Ride in Kane. Supervisor Anderson reported a fare increase from \$3 to \$4.

**New Business:**

- A. Annual Mayor's Breakfast** – Tuesday December 3<sup>rd</sup> 7:30-9am, \$25, Lincoln Inn Banquets, 1345 S. Batavia Ave. Board Members interested in attending should let Supervisor Anderson know as soon as possible.
- B. Bill Checking** – At the state conference Trustee Tracy reported all Townships do the bill checking differently. Trustee Tracy thinks the board members should come in ahead of time to review the bills. Supervisor Anderson reported that there are no other Townships that are videoed and so the confusion might come when someone is watching the meeting and everything goes quiet while bills are reviewed. Essentially the board is reviewing the bills and verifying there are funds in the bank accounts to pay the bills. Some townships have consent agendas where everything is combined and they vote on it all at once. Is there a need to check each bill at the meeting? Trustee Mitchell does not see the value in checking the check with the amount for every transaction on the statement from the previous month. The board should just be looking at beginning and ending balances. Trustee Mitchell said individual board members should come before the meeting and check the bills and approval should just take place at the meeting. Township Attorney felt the township bill checking system should remain the way it is done currently. End result was that it would be left as it is and bills will continue to be checked at the meeting. **Note:** Supervisor Anderson commented that the Township switched providers from AT&T to Comcast because of increase costs from AT&T.
- C. Conference Reports** – Trustee Singer attended 4 sessions, he commented that it was a lot of information and he did not feel he could accurately summarize any of the sessions. But he thought that TOI brought in some exceptional speakers and he felt he learned a lot. Trustee Tracy felt it was valuable information and out of the 1700 townships in IL there are huge differences, in terms of size, services and programs offered and budgets.
- D. Tentative Tax Levies**- Covered above.

**Public Participation:** Howard Katz gave a report on the 708 board, the board met 10/15/2013. The Inc Board reported receiving 81% of the levy this is an increase in the levy of 1.96% from last year. There will be a referendum to create a new mental health board for the developmentally disabled called the 377 board. Of the 22 agencies funded in Batavia, there were 475 patients that used their services an increase of 70% from the previous year. One agency, Hope for Tomorrow will not receive further funding as it does not want to meet the Inc. board requirements. The next meeting will be held on 2/6/2014, 7pm at the Township office.

**Trustee Report:** None to report.

**Other Business:** None to report.

**Time and Date of Next Meeting:** Next meeting will be held on **December 10, 2013** at 7pm.

**Adjournment:** Upon a motion made by Trustee Mitchell, seconded by Trustee Tracy the meeting adjourned at 7:30pm.

Respectfully submitted,

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Susan Fricano, Township Clerk

**Batavia Township**  
131 Flinn Dr. Suite B  
Batavia, IL 60510  
630-879-1392

**Minutes of the December 10, 2013 regular meeting of the Board of Trustees of Batavia Township.**

Supervisor Anderson called the regular meeting to order at 7p.m. Trustee Mitchell led the board in the Pledge of Allegiance.

**Roll Call:** Present: Supervisor James Anderson; Trustees Vicki Mitchell, Brian Singer, Leigh Tracy and John West; Township Clerk Sue Fricano; Road Commissioner Christopher Long; Assessor Tammy Kavanaugh.

Others Present: Township Attorney Van Larson; Township Accountant Robert Chalberg; Batavia Resident Howard Katz.

**Checking of Bills and Checks for November 2013** – Supervisor Anderson introduced Trustee Tracy to explain what is happening at this point in the meeting when there is not a lot of talking but Trustees are checking the monthly bills.

**Minutes:** Trustee Singer moved to approve the minutes from November 2013; Trustee Tracy seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**Accounts:** Trustee Tracy moved to approve the accounts from November 2013; Trustee Mitchell seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**Assessor's report:** Assessor Kavanaugh reported she is currently attending hearings which are going smoothly.

**Road Commissioner's Report:** Commissioner Long reported leaf season has ended and the snow season has begun. Trustee Tracy reminded everyone that the township is only township that does leaf pick up.

**Old Business:**

A. **Passage of Tax Levies** –Commissioner Long stated the Road District Levy went up \$5000 and Supervisor Anderson stated the Township Levy went up \$10,000 for ride in Kane. Trustee Mitchell inquired if we are anticipating donating to certain agencies. Supervisor Anderson gets requests from certain agencies and the township tries not to duplicate what the Inc. board donates. Trustee Mitchell inquired if it is the role of the Township to decide which non for profits to donate Township funds or should the tax payer decide where to donate their own money, should we be collecting money to donate out to not for profits? Supervisor Anderson said the agencies have to be 501 C3 and not discriminate against anyone. Supervisor Anderson stated that as elected officials we are voted into office and trusted to use and distribute the funds appropriately. Supervisor Anderson and Layla Beth, the Township Office manager decide where funds are to be distributed. Trustee Mitchell inquired if the Township expects to bring in what they donate/spend? Supervisor Anderson explained the Township expects to bring in more than what they donate/spend. Trustee Mitchell wondered what the goal is for reserve funds.

Trustee Mitchell inquired what is the target we want to have available in our bank account? Commissioner Long stated the road department needs 1/3 in reserves because taxes don't come in until after the start of the fiscal year. Trustee Mitchell inquired about the Township plan. Supervisor Anderson stated there is a plan they tell the county what they need and then the budget spells out the plan and what they are going to do with the money. Trustee Mitchell inquired about what is too much or too little to have in reserve. Supervisor Anderson stated TOI says 100% or less is acceptable and the Township is not even close to that. Commissioner Long stated you have to look long term because if the levy goes down it can't come back up. Trustee Mitchell expressed concern that scares some bodies that maybe should lower the levy but don't because they won't get it back once it is lowered. Commissioner Long reported that sometimes the levy will go down and you won't see a decrease in your taxes and that the Township Assessor is working on getting assessed values accurate and not have some properties under assessed. Tax dollars need to be assessed so that it is even and truly uniform so everyone is in the same place for paying taxes.

Trustee Singer wanted to know if Trustee Mitchell feels the trustees should address where charitable donations go from the Township. Supervisor Anderson stated the board needs to have a discussion around where the money is donated/spent around budget time when they can see and possibly have a say in where the money is donated/spent.

**Township Levy:** Trustee Tracy moved to approve the Tax Levy for the Township; Trustee Singer seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**Road District Levy:** Trustee Tracy moved to approve the Tax Levy for the Road District; Trustee West seconded the motion. Roll-call vote was taken.

Ayes: Mitchell, Singer, Tracy, West and Anderson.

Nays: None

Motion passed.

**New Business:**

- A. Transfer of Funds (R&B)** –A transfer by the permanent road fund of \$5000 from miscellaneous to road maintenance.
- B. Website** –On the website, about 15-20 community links have been added and the highway department section has been upgraded with new regulations.

**Public Participation:** None to report.

**Trustee Report:** Trustee West stated that he would like to publicly congratulate the Batavia High School Football team for winning the 6A State Final.

**Other Business:** None to report.

**Time and Date of Next Meeting:** Next meeting will be held on **January 14, 2014** at 7pm.

**Adjournment:** Upon a motion made by Trustee Singer, seconded by Trustee Mitchell the meeting adjourned at 7:39 pm.

Respectfully submitted,

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Susan Fricano, Township Clerk