

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

Tuesday – January 9, 2024 *

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. The meeting was recorded by BATV videographer Audey Karpf.
3. **Approval of Minutes:** Trustee Zorn moved to approve the minutes of the December 12, 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 and budget reports. He noted that the General Fund's administrative services budget showed a deficit due to the cost of updating the PAM software used by the assessor's office. He also reported that there are additional budget issues due to payments for legal fees and for general assistance clients that have exceeded the budgeted amounts. The budget deficits will be addressed later in the meeting. Tracy also reported that the accounting firm of Sikich LLP will begin work on the township's annual audits for 2022 and 2023. The township has ended the contract with Peerless and Comcast for phone service. The new providers are Vonage and Metronet starting on December 20, 2023. Lastly, the Decennial Committees' reports will be present for approval later in 2024.
5. **Approval of Bills to be paid in January:** The trustees then reviewed the current bills to be paid. Trustee Tousana moved to approve payment of the January General Fund bills in the amount of \$64,603.60. Trustee West seconded the motion. The motion passed with a 5/0 vote. Trustee West moved to approve payment of the January Road Fund bills in the amount of \$26,799.21. Trustee Zorn seconded the motion. The motion was approved 5/0.
6. **Assessor's Report:** Assessor Kavanaugh distributed a preliminary draft of the budget items she would like included in next year's budget. Trustee West said the trustees would need time to review her proposal.

7. **Road Commissioner's Report:** Commissioner Long's only comment was his crew "had a busy day today."
8. **Trustee Reports:** None.
9. **Public Participation:** None.
10. **Old Business:** None
11. **New Business:** There were three items under New Business regarding the transfer of funds from various budget line items to cancel the deficits in other budget lines. Trustee Donat led a discussion on budget deficits and asked for an explanation for the deficits. Tracy responded that the budgeting process is an estimate of anticipated expenditures, and he cannot predict all the expenses to be incurred. Trustee West suggested that the transfers be larger than those proposed, eliminating the need to request additional transfers in the future. Tracy responded that he preferred to transfer funds on an as-needed basis. He also said account transfers are allowed as long as the transfers are for line items within the same fund.
12. Tracy asked for a motion to transfer funds within the General Assistance fund. Trustee West moved to transfer \$7,961.10 from the Emergence Assistance fund to the General Assistance fund. Trustee Donat seconded the motion which was approved 5/0.

Trustee West moved to transfer \$9,000 from the Assessor Wages and Payroll Expenses account and \$4,000 from the Assessor's IMRF/HEA account to the Assessor's Administrative Expense account. Trustee Tousana seconded the motion which was approved 5/0. These account transfers are all within the Assessor Fund.

Supervisor Tracy moved to transfer \$7,000 from the General Fund Ride in Kane account with \$4,000 transferring into the General Fund Legal Services account and \$3,000 to the General Fund Administrative Expense account. Trustee Tousana seconded the motion which was approved 5/0.
13. **Adjournment:** A motion to adjourn was made by Trustee Donat, seconded by Trustee Tousana, and passed by voice vote. The meeting was adjourned at 7:40 p.m. The next meeting of the Batavia Township Board will be held February 13 at 7:00 p.m.

Respectfully submitted,

Penelope L. Tracy

Penelope L. Tracy, Township Clerk