

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

Tuesday – May 14, 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, Township Assessor Tammy Kavanaugh, Road Commissioner Chris Long, and Township Attorney Van Larson. The meeting was recorded by BATV videographer Audey Karpf.
- 3. Approval of April Minutes:** Trustee Zorn moved to approve the April 9, 2024, Regular Meeting Minutes. Trustee Tousana seconded the motion which was approved 5/0.
- 4. Supervisor's Report:** Supervisor Tracy reviewed the current bank balances and budget reports and noted that the first installment of property tax revenue will be received in May. He also reported on the following items:
 - a. The memorial service for Jim Anderson, former Batavia Township Supervisor, will be held on Saturday, May 25 at the Holmsted. The service begins at 10:00 a.m. A memorial tree in Anderson's honor has been planted at Commissioner's Park with a dedication ceremony planned in June.
 - b. The new one-year office lease with Batavia Enterprises begins in June.
 - c. The next Township Officials of Illinois education event is August 27.
 - d. Discussion of the 2025 April Township election is scheduled for September 28 at 9:30 a.m.
 - e. The review of 2025-2029 wages and salaries for township officials will be discussed at the October 8 meeting.
 - f. The Decennial Reports for the township and road district should be completed in November for review by the committee members. The reports will be written by Chris Long and Leigh Tracy.
- 5. Approval of Bills to be paid in May:** The trustees then reviewed the current bills to be paid. Trustee Tousana moved to approve payment of the General Fund bills for May in the amount of \$80,195.86. Trustee West seconded the motion. The motion passed with a 5/0 vote. Trustee West moved to approve payment of the May Road Fund bills


in the amount of \$42,917.49. Trustee Tousana seconded the motion. The motion was approved 5/0.

- 6. Assessor's Report:** Assessor Kavanaugh reported that tax bills were mailed to property owners and her office is receiving calls from property owners regarding their bills. Her staff is working on neighborhood reports, property divisions, home improvement statistics and inspections. Gary Fritz is reviewing commercial properties, and Riley Kavanaugh is reviewing staff assignments.
- 7. Road Commissioner's Report:** Road Commissioner Long reported that the mild weather is allowing his crew to proceed with some of the summer work such as cleaning drainage ditches, trimming trees, and preparing for road project work. June 11 is the tentative start date for repaving and resurfacing Shagbark Drive and Woodland Avenue. Blackberry Township will help with traffic control when lanes are closed for road work.
- 8. Trustee Reports:** Trustee West reported that that he was able to take care of a few maintenance issues at the township office. He replaced lightbulbs and repaired the air-conditioning unit and will ask for reimbursement for material costs.
- 9. Public Participation:** None.
- 10. Old Business:** None
- 11. New Business:** Supervisor Tracy proposed two items of new business to consider:
 - a. He discussed a plan to meet at another location for future township meetings. He would like to reconfigure the current meeting area to allow for a private meeting area for general assistance clients. The current office space provides for a private office for the assessor, and desks for the road commissioner, the supervisor, the office manager, and five assessor employees. He has located meeting space at the Congregational Church of Batavia and may try the new space for the June meeting.
 - b. He asked the trustees if they would consider meeting before the regular meeting to review the monthly bills prior to approving payment at the meeting. Attorney Larson said he would prefer that the bills be reviewed during the meeting. Tracy then agreed that he would distribute the bills and bank statements to the trustees via email on the Friday preceding Tuesday's meeting date.
- 12. Executive Session:** Trustee Donat moved to adjourn the regular meeting to meet in closed session to discuss personnel issues. Trustee West seconded the motion. The motion to adjourn passed with a voice vote. The meeting adjourned at 7:30 p.m.

13. Adjournment: Supervisor Tracy reconvened the regular meeting at 8:06 p.m. Since there was no further business before the township board, Trustee Donat moved to adjourn, seconded by Trustee West, and passed by voice vote. The meeting adjourned at 8:08 p.m.

The next meeting of Batavia Township is June 11, 2024, at 7:00 p.m.

Respectfully submitted,



Penelope L. Tracy, Township Clerk