

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

Tuesday – August 13, 2024

- 1. Call to Order:** The Batavia Township Board meeting was called to order at 7:00 p.m. by Supervisor Leigh Tracy. Trustee John West 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 Road Commissioner Chris Long and township attorney Van Larson. Videographer Audrey Larpf recorded the meeting for BATV.
- 3. Approval of April Minutes:** Trustee Zorn moved to approve the July 9, 2024, Batavia Township Board Minutes. Trustee Tousana seconded the motion. Roll call: Ayes – 5, Nays – 0. The minutes were approved.
- 4. Supervisor’s Report:** Supervisor Tracy reported that US Bank accounts for the General Fund and the Road Fund have been closed. He reviewed the status of the township budgets and noted that the Assessors Fund and General Assistance funds indicate that more money has been spent year-to-date than budgeted. The dedication of the Anderson Memorial Tree planned for September has been postponed to May when the tree will be in bloom.
- 5. Approval of Bills to be paid in August:** Trustee Tousana moved to approve payment of the August General Fund bills in the amount of \$239,636.56. Supervisor Tracy noted that a payment was made to the 708 Board for a portion of the mental health tax levy. He also noted that the office manager/caseworker’s daughter has been hired for office cleaning services. A payment was also made for the Township of Illinois annual dues. Roll call on the motion to approve the August General Fund bills: Ayes – 5, Nays – 0. The motion was approved.

Trustee West moved to approve payment of the August Road Fund bills in the amount of \$21,488.45. Zorn seconded the motion. The motion to approve these bills was passed with a 5/0 vote.

6. **Assessor's Report:** Assessor Kavanaugh did not attend the meeting because she wanted to attend the swearing-in ceremony of her daughter Riley Kavanaugh as the Blackberry Township Assessor.
7. **Road Commissioner's Report:** Road Commissioner Long expressed his appreciation to Supervisor Tracy for his efforts to reorganize the office following the interior damage that resulted from the recent flooding issue. Long also reported that the road contracts for this year's road projects have been signed and the department is waiting for the contractors to begin their work. His staff are reviewing next year's culvert replacement projects.
8. **Trustee Reports:** None
9. **Public Participation:** None.
10. **Old Business:** Supervisor distributed a new township policy that will gradually reduce the monthly benefit for General Assistance. The reduction in benefits is needed due to fiscal restraints that impact the current budget. The maximum monthly amount is now \$816. By the end of the fiscal year, the amount will be reduced to \$550. Emergency Assistance providing a one-time annual benefit will not be provided this year. Trustee Donat noted that the policy states that the township is obligated to meet the current need of the applicant. Tracy explained that the amount needed, in addition to the amount provided by the township, is funded by other agencies. Payments are made to either the landlord or the utility company.
11. **New Business:** Supervisor Tracy distributed a rough draft of Batavia Township Policies he is developing since no formal documentation of policies and procedures exists. He will add to the document as needed.

He also requested a motion to change the November township board meeting from Tuesday, November 12 to the following Tuesday, November 19 due to a conflict with the annual TOI convention in Springfield. Trustee West moved to change the date for the November meeting to November 19, seconded by Trustee Zorn, and approved 5/0.

Supervisor Tracy provided an update on the case pending with the Illinois Department of Human Rights. A fact-finding conference is scheduled for October 1. As part of the preparation for the conference, Tracy will have a phone conference on August 14 with the attorney who is representing the township.

12. Adjournment: Since there was no further business before the township board, Trustee Zorn moved to adjourn, seconded by Trustee Donat, and passed by voice vote. The meeting adjourned at 7:24 p.m.

The next meeting of the Batavia Township Board is September 10, 2024, at 7:00 p.m.

Respectfully submitted,

Penelope L. Tracy _____

Penelope L. Tracy, Township Clerk