

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

Tuesday – September 10, 2024

1. **Call to Order:** The Batavia Township Board meeting was called to order at 7:00 p.m. by Supervisor Leigh Tracy. Supervisor Tracy led the Pledge of Allegiance.
2. **Roll Call:** The Clerk called the roll. Attending the meeting were Supervisor Leigh Tracy, Clerk Penelope Tracy, Trustees Troy Tousana, John West, and Jennifer Zorn, Township Road Commissioner Chris Long and Township Attorney Van Larson. Trustee Walt Donat was not able to attend the meeting. Supervisor Tracy welcomed Batavia Township resident Michelle Hilliard to the meeting. Videographer Audrey Karpf recorded the meeting for BATV.
3. **Approval of Minutes:** Trustee West moved to approve the August 13, 2024, Batavia Township Board Minutes. Trustee Tousana seconded the motion. Roll call: Ayes – 4, Nays – 0. The minutes were approved.
4. **Approval of Bills to be paid in September:** Trustee Zorn moved to approve payment of the September Road District bills in the amount of \$28,793.32. Trustee Tousana seconded the motion. Roll call on the motion to approve the September Road District bills: Ayes – 4, Nays – 0. The motion was approved.

Trustee Tousana moved to approve payment of the September General Fund and Assessor bills in the amount of \$210,967.27. Trustee West seconded the motion. The motion to approve these bills was passed with a 4/0 vote.

5. **Assessor's Report:** Assessor Kavanaugh submitted a written report as she was unable to attend the meeting. Her report was shared by Supervisor Tracy and included the following comments:
 - On September 3, assessment notices were mailed to properties that were reassessed by the Batavia Assessor's office
 - On September 5, assessments were published in the Kane County Chronicle
 - October 7, 2024, is the final day to file an assessment appeal at the Kane County Supervisor of Assessments Office

She is encouraging property owners to contact her office to review their property assessment prior to filing an appeal.

- 6. Road Commissioner's Report:** Road Commissioner Long reported that this year's road projects are in process. Woodland Avenue has been paved and Shagbark Drive is waiting for additional concrete. Nelson Lake Road will be closed for a couple of days to allow for culvert replacements. Because the road is so narrow, it is not possible to close only one lane and allow traffic to proceed on the other lane. Upon completion of the road projects, staff will begin preparations for leaf collection.

- 7. Supervisor's Report:** Supervisor Tracy reviewed the status of the bank statements and township budgets and noted that funds from the General Fund may need to be transferred to the General Assistance Fund before the end of the fiscal year. He also confirmed that the dedication of the Anderson Memorial Tree planned for September has been postponed to May 24, 2025. He reviewed the dates and agenda items for the following meetings:
 - September 28 – Caucus discussion to propose slate of candidates for April 2025 township election
 - October 8 – Township board meeting - set salaries for next term – a salary survey will be distributed prior to the meeting
 - October 23 – Kane County Township Dinner at Lincoln Inn Banquets – information will be distributed
 - November 11-13 – TOI Annual Conference in Springfield
 - November 19 – Township board meeting with Decennial Committees
 - December 10 – Township board meeting – adopt levy for tax year 2024
 - March 11, 2025 – Township board meeting - adopt budget for fiscal year 2025-2026

- 8. Trustee Reports:** Trustee West reported that he spoke with several residents on Woodland Avenue, and they were pleased with the township road work.

- 9. Public Participation:** Supervisor Tracy asked Michelle Hilliard if she wanted to speak at the meeting, and she stated that she was just visiting.

- 10. Old Business:** Supervisor Tracy reported that he is working on documenting Batavia Township Policies that will cover items like financial reporting, payroll procedures, banking relationships, and other policies as identified.

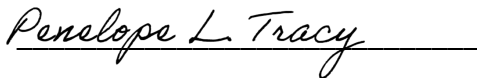
- 11. New Business:** Road Commissioner Long requested that the trustees receive a report that had been distributed previously to the trustees. The monthly report is a

statement of condition for each of the township bank accounts. Supervisor Tracy agreed to include this report as one of the documents given to the trustees.

12. Adjournment: Since there was no further business before the township board, Trustee West moved to adjourn. Trustee Zorn seconded the motion which was passed by voice vote. The meeting adjourned at 7:20 p.m.

The next meeting of the Batavia Township Board is October 8, 2024, 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 solid horizontal line.

Penelope L. Tracy, Township Clerk