



250 S. Route 59, Bartlett, Illinois 60103

Regular Meeting of Town Board  
August 18, 2009  
7:00 PM

## AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Town Hall (Public Comments)
- V. Presentations
  - A. Veteran's Honor Roll
    1. SGT Steven E. Hines
  - B. PACE Presentation
  - C. EMA Oath of Office
    1. Emily E. Whiting
    2. Wayne E. Laszczak
    3. Suzanne S. Kalfus
- VI. Supervisor's Report
- VII. Clerk's Report
  - A. Approve Special Meeting Minutes of August 4, 2009
  - B. Approve Regular Meeting Minutes of August 4, 2009
  - C. Approve Executive Session Minutes of August 4, 2009
- VIII. Highway Commissioner's Report
- IX. Assessor's Report
- X. Trustee Liaison Reports
- XI. Treasurer's Report
- XII. Bill Paying
- XIII. Old Business
- XIV. New Business
  - A. Approval of Purchasing Policy
  - B. Approval of Memorandum of Understanding with Maine Township EMA
  - C. Authorization to Purchase Two EMA SUVs
- XV. Department Reports
- XVI. Executive Session
- XVII. Other Business
- XVIII. Adjournment

**Hanover Township**  
Board Audit Report  
From 08/5/09 to 08/18/09

Total Town Fund	17,976.76
Total Senior Center	10,378.52
Total Welfare Services	7,887.24
Total Road and Bridge	22,616.47
Total Mental Health Board	13,982.91
Total Retirement	
Total Vehicle	
Total Capital	2,282.20
Total All Funds	<u><u>75,124.10</u></u>

The above has been approved for payment this 18th day of August 2009

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

# **Hanover Township**

## **Purchasing Policy**

(Revised 08/14/09)

### **I) Statement of Purpose**

The purpose of this policy is to provide the Township of Hanover with guidelines and directions for the acquisition of goods and services. When used with good judgment and common sense, the policies and procedures conveyed within will allow the Township to obtain required supplies and services efficiently and economically. The Township Board has adopted this as Township policy by ordinance.

All Township personnel and officials engaged in purchasing and related activities on behalf of the Township shall conduct themselves in a manner above reproach in every respect. Township employees and officials shall strive to ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations and township policies.

The policy is divided into sections dealing with general procedures and responsibilities, authorization levels, pricing requirements, credit card usage, emergency purchases, petty cash and travel.

This policy is designed to be a document for reference in the case of any related purchasing practices. It serves as a general guideline and if there are any further detailed questions about purchasing agreements, an employee may contact the Township Administrator. This policy will be modified from time to time to conform to changes in any applicable legislation, technology or preferred practices.

### **I) General Procedures and Responsibilities**

- A)** The Township Board adopts a budget for the fiscal Year which begins April 1<sup>st</sup> through March 31<sup>st</sup> of each year.
- B)** Purchases of goods and services for budgeted items may be ordered by Department Heads provided that expenditures do not exceed the amount available in the budget.
- C)** Mailed invoices are received by the Township staff and distributed to the Department Head for coding and approval. The Department Head in turn sends them back to accounting for processing.
- D)** A Board Audit Report, which is a listing of all checks to be approved, is prepared by accounting the Friday before each Township Board meeting,

twice a month and then prepared for a vote at the Board Meeting. Check Requests are due to accounting by the end of the day Thursday prior to each Township Board meeting.

- E) After Township Board authorization of expenditures, administration mails out the checks to vendors unless Department Heads request the checks to be returned directly to them.

**II) Authorization of Township Purchases**

No employee shall purchase goods or services on behalf of the Township without first seeking approval as required by this policy. All purchases shall require advance approval of the appropriate Department Head, Township Administrator or Township Board within the guidelines described below. All purchases should correspond with their budget and staff shall refrain from purchasing any item which would result in exceeding the budgeted amount until the Board has amended the budget or provided for such additional expenditure.

<b>Dollar Limits</b>	<b>Required Approval</b>
\$1 to \$2,500	Department Head
\$2,501 to \$10,000	Township Administrator
\$10,001 and Above	Township Board

**III) Pricing Requirements**

The Township policy is to obtain the most cost effective price available for purchases through competitive pricing. The following guidelines will determine the level of pricing required for purchases.

<b>Dollar Limits</b>	<b>Requirements</b>
\$1,000 or less	Verbal quotes are sufficient
\$1,001 to \$2,500	Minimum of 3 written quotes
\$2,501 to \$10,000	Minimum of 3 written quotes; authorization of Township Administrator
\$10,001 to \$20,000	Minimum of 6 written quotes; Authorization by the Township Board prior to the purchase
\$20,001 or more	A formal RFP (Request for proposal) and/or competitive bid are required in accordance with State Law and Township Ordinances.

All purchases of goods and services exceeding \$20,000 shall be subject to a competitive bidding process. All formal bids, RFP's and RFQ's (Request for Qualifications) are to be coordinated from the Office of the Township Clerk in consultation with administration and legal counsel.

It is the responsibility of the respective departments to assist the clerk in preparing the specification and bid documents as requested.

Exceptions to the pricing requirements include single source vendors, repetitive purchases, requirements by state statute or local ordinance, emergency purchases, contractual obligations, professional associations or other authorized situation.

Township purchases are not subject to sales tax; therefore, employees shall make efforts to inform vendors of the Townships tax exempt status and to ensure that sales tax is not paid for purchases made with petty cash or credit cards. Employees shall provide vendors who request them with a sales tax exemption form. The sales tax exemption form may be obtained from accounting or administration.

#### **IV) Hanover Township Credit Card Usage and Procedure**

It is the responsibility of each cardholder to be acquainted with the purchasing policy and guidelines of the Township and to make card purchases in accordance with these policies.

The Township administration shall maintain a list of the credit cards issued to each employee in their individual files and shall request they be returned prior to separation from the organization.

- A) Use of Credit Card:** The Township Administrator approves all transactions with the Township Credit Card. An employee has to request the use of the card from the Township Administrator by following the procedure below:
  1. Contact the Administrator to obtain the credit card
  2. Sign-out Credit card for period of no more than 24 hours, unless under special circumstances as approved
  3. After completing purchase, return card to Administrator with receipt and internal account number to be billed.
- B) Use of American Express Cards:** Each Department Head has the option of obtaining their own Township American Express Card for their department, with their name serving as the account holder. This means the individual is

liable for the resulting credit score, interest fees etc. Each Department head is responsible for the security of the card and should not permit its use for means other than those permitted by the purchasing policy. Upon purchase, a receipt must be signed by Department Head with internal account code within two business days and forwarded onto accounting for processing.

**C) Use of Retail Store Purchasing Cards:** Hanover Township possesses retail purchasing cards to specific stores where materials are purchased frequently. In order to use the store card, an employee must:

1. **Become an authorized user:** Only Department Heads or approved employees are allowed to be users of township related retail cards. In order to be become an authorized user, an employee shall follow the procedure below:
  - a) Fill out Retail Card User Authorization Form and return it to the Township Administrator for approval.
  - b) Once approved, the user will be placed on the list and the updated information will be sent to the appropriate store.
2. **Purchasing with Retail Store Card:** Upon purchase, a receipt must be provided for accounting with an internal account code and Department Head signature within two business days.

**V) Emergency Purchases**

Illinois State statues provide that in case of accident, disaster or other circumstances creating a public emergency, the Supervisor may award contracts and make purchases for the purpose of meeting said emergency; but shall file promptly with the Township Board a certificate showing such emergency and the necessity of such action, together with an itemized account of all expenditures.

Reporting to the Board would be handled through the first Board Audit Report immediately following the emergency expenditure.

**VI) Petty Cash**

Petty cash is used to reimburse employees for Township expenses which the employee incurs up front and for small purchases which are handled most efficiently by utilizing petty cash. The following guidelines should be applied:

- 1) Individual petty cash purchases are limited to \$100.00 or less.
- 2) Employee must prepare a petty cash voucher which is approved by the Department Head.

- 3) Receipts documenting the expense must be attached to the petty cash voucher. Disbursements from petty cash funds cannot be approved without receipts. If an employee cannot provide a receipt, alternative verification approved by the Department Head must be attached.

Each department is responsible for balancing and reconciling its own petty cash fund. Departments replenish petty cash funds by submitting a request to accounting with Receipts. The request is then processed through the Accounts Payable Process. The request for replenishment must be supported by petty cash vouchers and receipts which agree to the amount of the request.

## **VII) Travel and Mileage**

When conducting business on behalf of the Township, employees are expected to use good quality services, appropriate accommodations for business and for these expenditures to be documented.

Control of travel authorization is the responsibility of each Department Head. Travel authorization is a two part process including: approval of all travel in advance and expense reporting following completion of the trip. All Township personnel traveling or incurring business expenses on behalf of the Township and those responsible for the approval of these expenses are expected to use the above measures.

Expenses of travel by automobile are reimbursable at the IRS authorized rate in effect at the time of travel. The mileage reimbursement allowance covers all automobile related costs; gasoline, insurance, maintenance etc. It is important to note that the IRS rate INCLUDES these costs and does not pay for your insurance or maintenance should it happen during the trip. Toll charges and parking fees, when supported by receipts, are reimbursable in addition to mileage allowance.

Employees shall utilize the lowest available fees for traveling including use of air, train, automobile etc.

Employees using personal vehicles on Township business must have adequate automobile insurance coverage in compliance with state and local law.

### **Travel Reimbursement Process**

Employees of the Township should fill out the appropriate reimbursement form from the computer server. Upon completion, they should return the reimbursement form to the proper Department Head. Upon the approval of the Township Board, a reimbursement check will be issued.

RESOLUTION \_\_\_\_\_

**A RESOLUTION APPROVING OF THE MEMORANDUM OF UNDERSTANDING FOR EMERGENCY SERVICES BETWEEN MAINE TOWNSHIP AND HANOVER TOWNSHIP**

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**BE IT RESOLVED** by the Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

**SECTION ONE:** That the Memorandum of Understanding for Emergency Services between Maine Township and Hanover Township dated August 18, 2009, a copy of which is appended hereto and expressly incorporated herein by this reference (the "Memorandum"), is hereby approved.

**SECTION TWO:** The Supervisor and Clerk of Hanover Township are authorized to sign and attest, respectively, the Memorandum on behalf of the Township.

**SECTION THREE: SEVERABILITY.** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

**SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: August 18, 2009

APPROVED: August 18, 2009

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Brian P. McGuire, Township Supervisor

ATTEST:

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Katy Dolan Baumer, Clerk



## CERTIFICATION

I, the undersigned, do hereby certify that I am the Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on August 18, 2009, and approved on August 18, 2009, as the same appears from the official records of Hanover Township.

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Katy Dolan Baumer, Clerk

**MEMORANDUM OF UNDERSTANDING**  
**FOR EMERGENCY SERVICES BETWEEN**  
**MAINE TOWNSHIP AND HANOVER TOWNSHIP**

This Memorandum of Understanding (MOU) is entered into this 18<sup>th</sup> day of August, 2009, by and between Maine Township and Hanover Township, Illinois for the purposes of providing emergency services in the interest of public safety. In accordance with, but limited to, Maine Township Resolution 89-7, Hanover Township Ordinance EMA 1-27-09-01, the Illinois Administrative Code Title 29, Section 13 of the Illinois Emergency Management Agency Act (the "IEMAA") (20 ILCS 3305/13), the Intergovernmental Cooperation Act (5 ILCS 220/1, *et seq.*), and Article VII, Section 10 of the Illinois Constitution of 1970, the parties agree to provide mutual assistance during emergency situations in order to carry out a specific role and/or task in the interest of ensuring public safety of their respective citizens (hereinafter, "Emergency Services").

Therefore, it is mutually agreed between the parties that:

1. The Maine Township Office of Emergency Management (MTOEM) will respond to any authorized request for assistance from the Hanover Township Emergency Management Agency or their designee in order to provide Emergency Services as provided above.
2. The Hanover Township Emergency Management Agency (HTEMA) will respond to any authorized request for assistance from the Maine Township Office of Emergency Management (MTOEM) or their designee in order to provide Emergency Services as provided above.
3. Both parties reserve the right to hold back and/or maintain personnel and/or equipment in their respective jurisdictions in order to maintain adequate emergency services. In the event that a unit and/or personnel are unavailable (i.e. out of service, committed to another emergency, etc.), no back up or alternate units and/or personnel shall be required to respond.
4. MTOEM staff and volunteers will perform their duties in accordance with "Standard Operating Policies/Guidelines" approved by the Government of Maine Township, as well as all applicable Local, State, and Federal ordinances, statutes, and/or regulations.
5. The parties agree that when requested, responding personnel will report to and serve under the direction of the requesting jurisdiction's Incident Commander (IC) and in accordance with the National Incident Management System (NIMS).
6. The parties agree that when activities exceed four (4) hours in length, the requesting jurisdiction will provide responding personnel with sustenance.
7. The parties agree that when activities exceed twelve (12) hours in length, the requesting jurisdiction will provide re-fueling of vehicles and/or fuel powered equipment or provide reimbursement for replenishment of fuel expended.
8. The parties agree to jointly participate in routine training exercises between both jurisdictions. Documentation of said training exercises shall be jointly shared between the jurisdictions.
9. General liability insurance, personal injury insurance and property/vehicle insurance shall be the responsibility of each jurisdiction to maintain.
10. All services rendered and/or performed under this memorandum of understanding (MOU) shall be without reimbursement, unless previously stated within this MOU.
11. The term of this memorandum of understanding will be for one (1) calendar year, to begin on the effective date of this MOU. The MOU will renew automatically, on the anniversary of the effective date, without any further action by either party, for successive one (1) year terms, unless one party shall give the other party written notice of non-renewal sixty (60) days prior to the expiration of the current term.

12. Notice or other writings which any party is required to, or may wish to, serve upon any other party in conjunction with this MOU shall be in writing and shall be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to Hanover Township: Emergency Services Director  
Hanover Township  
250 S. Route 59  
Bartlett, IL 60103-1648

If to Maine Township: Office of Emergency Management Director  
Maine Township  
1700 Ballard Road  
Park Ridge, IL 60068

13. Notwithstanding Paragraph 11, either party may terminate this MOU for any reason or no reason at all by giving the other party at least sixty (60) days advance written notice.

14. No Third Party Beneficiaries and/or Waiver of Immunities. Notwithstanding any provision herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and/or entity who is not a Party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of Hanover Township, Maine Township, and/or any of their respective officials, officers, employees, volunteers and/or agents as to any liability whatsoever.

IN WITNESS WHEREOF, Hanover Township, pursuant to authority granted by its Supervisor and Township Board of Trustees and Maine Township and the Maine Township Office of Emergency Management pursuant to authority granted by its Supervisor and Board of Trustees have caused this Memorandum of Understanding to be executed by their authorized representatives as stated below:

**Maine Township**

**Hanover Township**

\_\_\_\_\_  
Carol A. Teschky, Township Supervisor

\_\_\_\_\_  
Brian P. McGuire, Township Supervisor

\_\_\_\_\_  
Robert Cohen, Director of Maine Twp EMA

\_\_\_\_\_  
Katy Dolan Baumer, Township Clerk

*Veto  
Enterprises  
Incorporated*



212 W. EXCHANGE ST.  
SYCAMORE, IL 60178

OUTSIDE ILLINOIS  
1/800/523-4733

PHONE: 815-895-9755  
FAX: 815-895-8719

www.vetoenterprises.com

Police Car Sales & Equipment Specialists

Tuesday, August 04, 2009

Hanover Township  
250 S Route 59  
Bartlett, IL 60103-1648

Attn: Director Robert Page

Ref: Quote 09-2

Dear Mr. Page,

As per your request, we are pleased to submit to you our quotation on the following vehicles with equipment:

1985 Chevrolet Suburban, Stock No. V2464

White exterior, approx. 39k miles

6.2L diesel, 2 vinyl bench seats, 2WD, front & rear air conditioning, WY truck – no rust, almost new tires

Price: \$5,950.00

2000 Dodge Durango SLT, Stock No. V2484

White exterior, approx. 97k miles

V8 motor, power windows, power locks, tilt steering, power seat, cruise control, AM/FM/CD player, front & rear air conditioning, leather seats, carpeted floor

Price: \$4,900.00

2004 Dodge Durango, Stock No. V2483

White exterior, approx. 92k miles

V8 motor, power windows, power locks, tilt steering, cruise control, AM/FM/CD player, cloth seating, carpeted floor

Price: \$9,500.00

With the following equipment installed:

Whelen Justice JP8SP2J Series LED lightbar, with alleys & takedown lights, red & blue, with amber arrowstick in rear, with red/blue end warning modules

100 watt slim line siren speaker

Carson 409 series siren/PA/switching system

Lund 900 series equipment mounting console, demo unit with armrest, dual cupholder, filler plates, and all mounting brackets

Streamlight 75712 Stinger LED flashlight

Pair of Whelen LINZ6 LED lightheads for rear window or grille, red & blue, including brackets

Motorola basic low power radio, w/cable & antenna (programmed), used

Installation of all above equipment

Price: \$2,912.00

Transfer title & new Municipal Police plates: \$80.00

All prices are good for 30 days, and are good while supplies last. Some items may be subject to various lead times at the factory. Please feel free to contact us at 815.895.9755 should you have any further questions or need additional information. We are looking forward to working with your town in the near future.

Very Truly Yours,

Veto Enterprises, Inc.



Robert A. Veto

President

RAV/tf





**TRISH SIMON RN, BSN**  
**Department of Community Health**  
**August 2009 BOARD REPORT**

Our third immunization clinic is being held on August 13, we are anticipating a great turnout for this clinic. So far there are approximately 30 appointments scheduled for the clinic, but we are anticipating many walk-ins due to our increased efforts to advertise this clinic. At this clinic we are offering low cost back-to-school physicals in addition to immunizations.

We have been working hard to make this year's "Just for the Health of It" Expo another great success. We are working to secure vendors to provide screening for attendees. The date again as a reminder is September 26, 2009. A blood drive will once again be part of the event. We will be asking once again for your donations as well as anyone you may know that would be interested. Thanks again in advance for considering this lifesaving and valuable service!

Due to the economy and job loss, referrals from local police and fire departments have increased. As well as call volume; incoming and outgoing has increased dramatically. We are currently returning more than 300 calls monthly. The number of crisis care clients we are serving is extremely high at this time as well.

We were very excited this summer to have the opportunity to participate in many community events which allowed us to provide screenings, answer health questions, and spread the word about the services we provide for the community. This July our staff walked in the Streamwood Celebration Days parade and handed out magnets advertising Be Wise Immunize program and the "Just for the Health of It" Expo. We participated in National Night Out in Bartlett by providing health screenings to residents, and made many new referrals for our services. We also attended the Centro de Informacion Health Fair, where we provided blood pressure screenings, answered health questions and provided information about our services.

It seems early to start preparing for the fall flu season, but with the H1N1 pandemic, we have locked in two vendors to offer flu shots at the expo, as well as our township wide event on October 7<sup>th</sup> from 10am-2pm for all ages. Our office will once again take care of the homebound and all employees for their seasonal vaccine. As details rollout from the CDC as to recommendations for the H1N1 coverage we will inform the staff.

Thank you for allowing us to serve our residents. Each of our staff has expressed they feel they are making a difference in our township.

Trish Simon RN Director of Community Health



# HANOVER TOWNSHIP EMERGENCY SERVICES

S U B M I T T E D   B Y   R O B E R T   T .   P A G E / D I R E C T O R   O F  
E M E R G E N C Y   S E R V I C E S

- Chris Weihe was sworn in during July. Chris owns his own computer consulting and installation company. Chris is also a Bartlett Fire Department paid-on-call firefighter. Chris brings much training to the Township to include emergency management training.

## J U L Y   2 0 0 9 :

### *Equipment*

Emergency Services began looking for equipment for the trucks and located generators, pumps and chain saws. Ralph Helm and Carol Stream Lawn and Power will be re-searched for prices and repair priority services.

Also, the search continues for

two more EMA vehicles to complete the fleet. Four wheel drive Explorers/ Durangos are being researched for possible purchases in August.

### *Events*

Shredder Event with the Clerk's Office.

### *Training*

12 EMA volunteers are currently enrolled in the Citizens Emergency Response Team training and will be done on Sept. 17.

## P I C T U R E S :



# ***Facilities and Maintenance***

Reporting to – Town Board--- August/18/2009

## **TOWNSHIP BUILDING**

Installed a solar attic fan in roof of YFS, for help with air flow. Painted EMA office and shampoo carpets. Sprayed and then removed wasp nest on YFS side of building. Repaired lock on back door of building, found door knob broke off on floor. Replaced ballast in light fixture in assessor office. Cleaned all refrigerators and sanitized them, growing food problems. Repaired roof leak over assessors' office. Adjusted settings in paper folding machine, was not folding paper correctly. Repaired ceramic tile baseboard in lobby, falling off wall.

## **Senior Center**

Continue to complete all set ups and break downs for all senior events. Repaired stapler .Pick up supplies from Sam's club for the supper club 59 event. Repaired lock in gift shop.

## **ASTOR AVE**

Completing all daily food pantry pick ups. Help with pick ups and delivery of back pack program. Cleaned and helped organized food pantry. Picked all garbage up around building. Seal coated and striped parking lot. Shampoo carpets in lobby, hallway and waiting room.

## **HOUSE KEEPING**

Continue to meet with perfect cleaner's supervisor every other week to go over everything.

## **Transportation**

Completed as many in-house repairs as possible. Washed all vehicles.

## **Grounds**

Pull weeds, goose patrol. Changed the nozzle on the pond fountain. Repaired lights in parking lot.

Respectively Submitted

Steve Spejcher  
Director of Facilities and Maintenance

**Hanover Township Senior Services**  
**Board Report- July 2009**  
Submitted by Barbara Kurth Schuldt, Director

Hanover Township Senior Services Committee met on July 14, 2009 at 12:30 p.m. in the Senior Center dining room. The new Committee members, Kathleen Donaldson and Joseph Cesarz, were sworn in by Clerk Dolan Baumer as was Patti Loomis, who was reappointed. New member, Peggy Reinhardt, was unable to attend due to a previously scheduled trip. She will be sworn in at a later meeting.

The first Financial Expo, "Make Sense of Your Dollars and Cents", was held on Saturday, July 18, 2009 at the senior center. 30 members of the community the morning learning about financial matters such as budgeting, long term care planning, women and finances and more. Panera donated bagels and each attendee was given a free bag with notebook pen. The Clerk's office sponsored a community shred scheduled the same day. Youth and Family sponsored a table for job resources.

Senior Services is pleased to have won the "Most Unusual" Award in the Streamwood Summer Celebration Parade which took place on Saturday, July 25. The parade theme was Recycle, Renew and Reuse. We illustrated the theme by having the seniors make their own costume of old recycled bags with clever sayings ironed onto them. Additionally they created hats and other accessories made from recycled items. Our float was titled, "Old Bags Think Green".

Funding for the LIHEAP (Low Income Home Energy Assistance Program) Cooling Program was available from July 6-July 31. Eligible individuals applying for the program received a flat grant of \$150 towards their ComEd bill. Social Services and Welfare Services staff partnered together during the first two busiest days and together filed 189 LIHEAP applications. Our Social Services team alone filed a total of 162 applications for the LIHEAP Cooling Program year. Social Services launched their first annual Christmas in July program by partnering with the community to create care packages for those who are in need during this difficult economic time. The center has a new Grief Support Group facilitated by the Bereavement Coordinator of Monarch Hospice. Staff attended training as the Senior Center will become a Weatherization Intake Site this fall helping people with the costs of weatherizing their homes for winter.

The Transportation Manager has interviewed five individuals for the standby bus driver position. Second interviews are underway. A meeting is scheduled with a taxi company to explore the voucher system as a back up when the schedule is full. Research has begun on the dispatch/routing software.

A proposal has been prepared by Dr. William Gingold and Roland Garton for "Proposed Research and Evaluation Plan for Hanover Township Senior Services." A reduction in cost of the proposal was negotiated through additional use of Hanover Township Senior Services staff.

***You Are Cordially Invited To Attend***

Tuesday, Aug. 18-5:30-6:45 p.m.-Hanover Township Senior Artists Reception-Bartlett Village Hall 2<sup>nd</sup> floor

Wednesday, Aug. 19, 2009 – 11:00 a.m. - "Love Boat on the Mississippi"- Summer Party-Chandler's Banquets, 401 N. Roselle, Schaumburg. Please RSVP: [tcolagrossi@hanover-township.org](mailto:tcolagrossi@hanover-township.org)

Friday, Aug. 21, 2009 – 5:00 p.m. – Hip Hop Sock Hop Back to School Dance, Senior Center. Youth & Family Services & Seniors Services Intergenerational Event: DJ, Wii & snacks.

## Hanover Township Senior Services Monthly Report ~ July 2009

<b>Programming Division</b>	
	<b><i>Recreation</i></b>
80	# Planned programs at Senior Center
1375	# Participants at Senior Center
6	# Offsite trips & events
130	# Program participants on trips & offsite events
49	# Wait listed (unduplicated) for trips only
48	# Names added to Newsletter Mailing List
	<b><i>Arts &amp; Crafts</i></b>
29	# Art classes
307	# Art class participants
	<b><i>Computer Classes</i></b>
20	# Computer classes
167	# Computer class participants
	<b><i>Volunteers</i></b>
41	# New requests for volunteers
8	# New volunteers
1388	# Volunteer hours reported
1021	# Meals delivered by volunteers
841	# Congregate meals served
<b>Social Services Division</b>	
1079	# Active cases
474	# Contacts with active cases
547	# Telephone calls
170	# Office appointments
2	# Home visits
218	# Referrals given to clients to contact other agencies
235	# Outside resources contacted on behalf of clients
0	# Elder abuse referrals
6	# Medicare counseling sessions
166	# Energy Assistance programs
106	# Prescription drugs & health insurance assistance
7	# Public Aid programs
34	# RTA Senior & Disabled Ride Free
7	# Social Service programs at Senior Center
80	# Social Service program participants
56	# Lending Closet transactions
10	# Unmet needs (services of referrals not available)
<b>Transportation Division</b>	
1693	# One-way rides given
252	# Individuals served – unduplicated
23	# New riders
137	# Riders under 60
252	# Rides given to disabled
114	# Wheelchair assisted rides
203	# Rides to dialysis
173	# Rides to Victory Centre of Bartlett
50	# Unmet requests for rides

**WELFARE SERVICES  
BOARD REPORT  
AUGUST, 2009**

August has been very busy for Welfare Services staff, with the cold weather coming CEDA required us to train for the Weatherization and LIHEAP programs as well as attend a mandatory meeting regarding offered programs.

File review is continuing, Cathy Mikulski from the Assessor's office has helped us in verifying addresses and ownership of property in the township. This information is needed for confirmation the property is in the township and confirms the client lives at the given address.

Lori Orozco has started as the Food Pantry Manager. In her first two weeks she began re-evaluating systems and using the auxiliary staff so the food pantry will run more efficiently.

Andrea Freerksen from Youth and Family Services has been helping with the case work on a temporary basis. She has done an outstanding job and has been a team player. Without the help from Youth and Family Services we would not be as far along in reviewing our current caseload.

David Marcinek from Facilities and Maintenance as well as Rick Nelson has been assisting with the food pantry donations, pick-ups and deliveries to homebound residents and stocking and distributing food. I cannot express how helpful their department has been in making this transition successful.

Back Pack Giveaway was a huge success however due to economic conditions we were unable to fulfill the need of all residents in need of backpacks. We have some additional backpacks coming in on Tuesday that we will distribute on a first come first serve basis.

Currently we are working on a bowling event to benefit the food pantry, thanksgiving meal boxes and adopt-a-family for Christmas programs. I will provide more information as it becomes available.

The demand for the food pantry has grown considerably since I have been in my position. One of our main goals is to reach out into the community and schedule food or fund drives to help with the growing demand.

Finally, I would like to invite you to the Astor Avenue Community Center to see our new reception area as well as changes we have made to the building. We are working together as a team and accomplishing great things. I look forward to your visit.

Respectfully submitted,

*Mary Jo Imperato*

## Hanover Township Youth and Family Services

### Board Report

8/18/09

1. Open Gym completed its 15th summer on 8/14/09. This summer we experienced an increase in new participants, an increase in teens attending, and multiple days of youth having to wait to participate due to filling capacity.
2. Regular weekly meetings have been taking place with the Neighborhood Leaders United (NLU) in the Astor neighborhood. Efforts have been focused on securing a permit for a block party and donations for the event. The goals for the block party includes assisting residents in meeting each other, celebrating the neighborhood through food, music, art, and continued efforts in asset mapping. Date for the block party is Sunday, August 23<sup>rd</sup>, 2009, 2-6PM. The block party will be on Astor Avenue, between Briarwood Avenue and Arbor Vitae. Please mark your calendars and come meet the neighbors of Astor Avenue.
3. Year-Round Open Gym recruitment for staff has begun. Program development for homework help and fitness components are taking place. Negotiations with Principals at the following schools have begun to secure resources: Heritage Elementary School (Streamwood), Parkwood Elementary School (Hanover Park), Nature Ridge Elementary School (Bartlett), Lords Park Elementary School (Elgin), and Ontarioville Elementary School (Hanover Park).
4. Continued negotiations with representatives of School District U-46 have occurred centered on a pilot Alternative to Suspension Program. Department's August consultation will focus on compiling current best practices on suspension programs.
5. Summer Tutoring completed its first summer on 8/12/09. Both students and parents expressed gratitude for the program and a wish for the summer component to continue next year. Fall tutoring will begin on October 5<sup>th</sup>, 2009.
6. On Friday August 21<sup>st</sup>, Youth and Family Services will be co-hosting with Senior Services the Sock Hop Hip Hop Intergenerational Back to School Dance at the Senior Center. The dance will take place from 5-8PM. There will be food, raffle prizes, and Guitar Hero competitions. Prizes have been generously donated by Burger King of Hanover Park, Mainstreet USA of Streamwood, Nana's Hot Dogs of Streamwood, Sam's Club of Streamwood, and Streamwood Bowl. Please mark your calendars and come prepared to mingle and dance with the Seniors and Teens....it is a wild combination!
7. Continued efforts are taking place to assist AITCOY in reorganization and recruitment of new members. Much emphasis is being placed on creation of a website and utilization of intranet communication methods.
8. YFS staff represented the township at the Community Resource Fair at Glendale Terrace on 8/12/09. Further representation occurred at registrations at Tefft and Canton Middle Schools on 8/13/09 and 8/18/09.
9. Eight families presented for Family Therapy since last report. Five are Spanish-speaking and three are English-speaking. Of the eight families, three are Streamwood residents, three are Hanover Park residents, one is from Elgin, and one is a Bartlett resident.

**Tammy Dominick**  
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August 13, 2009

Mr. Michael J. Cohen  
Outreach Services Coordinator  
Hanover Township Youth and Family Services  
250 S. Route 59  
Bartlett, IL 60103

Dear Mr. Cohen:

On behalf of many Nature Ridge Elementary School parents and myself, I would like to extend a sincere thank-you to the Hanover Township Youth and Family Services staff and you for the fantastic summer activities you provided our children this summer on Thursdays at Open Gym at Nature Ridge Elementary School in Bartlett. Let's just say... it became my favorite day of the week!

My children, ages 12 and 9, attended weekly and would come home beaming after playing basketball, dodge ball, and kickball with all their buddies from school! An obstacle course with the Bartlett Police Officers was a great time, too! The crafts were cute and creative as well! Who can compete with ice-cream eating contests?!? However, one of their most favorite parts was receiving FREE 7-11 slurpee coupons in the weekly raffles! I was thrilled to see FREE backpacks and school supplies, too! How awesome!

As a home childcare provider, not only did my children get to benefit from your activities, but my "extended" family did, too! By the end of the summer, we had many friends in the neighborhood (and throughout the U-46 district) wanting to go with us to Open Gym! Great job in motivating and entertaining the kids!

We were excited to see you will be returning in the Fall for after-school program activities. Let us know when and where we sign up! We are most appreciative of your efforts, as well as the other supporting entities and volunteers that make this program possible. You provide a safe, learning environment for our children that is FREE, but best of all, lots of FUN!

Thank you again for the helping hand!

Sincerely,



Tammy Dominick