



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board
September 15, 2020
7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Trustees’ Committee Reports
 - E. Department Reports
- V. Bill Paying
- VI. Unfinished Business
- VII. New Business
 - A. Regular Meeting Minutes of September 1, 2020
 - B. Approval of the Fiscal Year 2020 Audit
 - C. Approval of the Revised Township Communications Plan
 - D. Approval of Purchase of a Replacement Youth and Family Services Van
 - E. Appointment to the Township Committee on Youth
 - F. Presentation by the Department of Emergency Services
 - G. Presentation by the Office of Community Affairs
- VIII. Executive Session
- IX. Other Business
- X. Adjournment

**Our mission is to continuously improve the quality of life for Hanover Township residents.
Our vision is a better life through leadership, innovation, and diversity.**

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for August 2020

SERVICE PROVIDED	AUGUST 2020	AUGUST 2019	FYTD 2021	FYTD 2020
<i>Passports</i>	126	373	286	2,100
Photo fees	\$1,330	\$2,840	\$2,930	\$14,980
Fee deposits	\$4,410	\$9,020	\$10,020	\$52,130
<i>Fishing/Hunting licenses</i>	5	3	24	48
<i>Handicap Placards</i>	15	13	34	93
<i>Human Resources Requests</i>	112	157	677	580
<i>New Employee Orientations</i>	2	2	6	8
<i>Technology work orders</i>	51	67	230	331
<i>Resident Contacts</i>	1,676	1,596	6,214	7,941
<i>Percent of Budget Expended (25% of year)</i>	4.8%	7.2%	23.5%	30.8%

Department Highlights

- Administrative Services is currently recruiting to fill the position of Administrative Assistant to assist in day to day operations and provide administrative support to the department. The application deadline is September 11.
- Human Resources Manager Callahan participated in first round interviews for the Facilities and Road Maintenance Custodial Associate positions on August 3. Township Administrator Barr and Assistant Township Administrator Vana participated in second round interviews on August 6.
- Assistant Administrator Vana, Human Resource Manager Callahan, and Director Smith met several times to research and discuss transitioning the COVID-19 Symptom Monitoring Tool to an electronic form to assist with efficiency and accuracy in assessing staff, volunteers, vendors, and visitors that complete these forms. Staff have discussed this project with 3 different vendors and plan to begin the transition to electronic forms in the next month.
- Township Administrator Barr participated in a Zoom conference call with the Bartlett Fire Protection District for a strategic planning focus group with other local government representatives.
- Human Resources Manager Callahan completed 2 new hire orientations with Facilities and Road Maintenance Custodial Associates Kelly Malinkowski and Mauricio Ventura on August 24.
- Township Administrator Barr facilitated the Township's quarterly fleet planning meeting via video conference with Facilities and Road Maintenance Director Hanson, Operations Manager Nelson, Transportation Manager Steininger, Human Resources Manager Callahan, and Township Lead Accountant Howard on August 11.
- On August 14 Township Administrator Barr participated in a video conference call with Bartlett area local government Chief Administrative Officers to discuss ongoing COVID-19 operations.
- Township Administrator Barr facilitated a conference call with UP Holdings representatives on August 21 along with Assistant Township Administrator Vana and Director of Community and Government Relations Kuttnerberg to discuss funding strategies for Hanover Landing, the permanent supportive housing facility for disabled individuals.
- On August 25 Township Administrator Barr participated in an Executive Board meeting via video conference of the Metropolitan Township Association along with Supervisor McGuire.

Hanover Township Mission Statement:

To continuously improve the quality of life for Hanover Township residents.

DEPARTMENT OF AGING SERVICES

Report for August 2020

SERVICE PROVIDED	AUGUST 2020	AUGUST 2019	FYTD 2021	FYTD 2020
<i>Programming Division</i>				
Planned programs	82	273	339	1,314
Participants	561	3,650	2,552	18,088
Participants (unduplicated)	179	644	289	1,296
Wait listed (unduplicated)	0	29	0	184
Art & Computer classes	38	71	121	370
Art & Computer class participants	142	345	499	1,930
New volunteers	4	3	6	27
Total volunteers (unduplicated)	58	154	67	216
Volunteer hours reported	470	2,436	1,724	12,539
<i>Nutrition Division</i>				
Meals Served	1,079	1,484	5,162	7,406
Meals delivered by volunteers	2,819	2,482	15,298	11,418
<i>Social Services Division</i>				
Clients served (unduplicated)	259	166	593	557
Clients served (duplicated)	435	240	1,725	1,221
Energy Assistance	112	17	187	65
Prescription drugs & health insurance assistance	87	118	429	532
Social Service programs	8	11	36	63
Social Service program participants	146	115	456	835
Lending Closet transactions	85	109	333	626
<i>Transportation Division</i>				
One way rides given	767	1,347	2,586	7,045
Individuals served (unduplicated)	75	144	101	288
New riders	14	14	101	288
Unmet requests for rides	3	124	14	569

Department Highlights

- Social Services received a \$15,000 grant from AgeOptions for the monthly Memory Café program. The program typically features lunch and a cognitive activity; due to COVID-19, the program is available virtually for caregivers and people with dementia to attend.
- Social Services Therapist Jenny Mantis submitted her resignation effective September 24. We wish her the best in future endeavors and thank her for over six years of service.
- Transportation staff attended an Ecolane Webinar: *Troubleshooting Scenarios* on August 6.
- In-person exercise classes resumed August 7 and will run every Friday.
- Transportation Manager Steininger chaired the Illinois Township Association of Senior Citizen Services Committee Quarterly Transportation call on August 10. The call was well attended and covered budgets, best practices, and weather protocol.
- Social Services and Transportation staff attended *Adult Protective Services Mandated Reporter Training* on August 27.
- Nutrition Services held Rib Day on August 28 serving a record 185 meals in curbside pick-up.
- Social Services Manager Gomez, Social Services Specialists Domingo and Robles attended virtual training on *Dementia Friendly USA*. Staff will be able to spread awareness and support dementia friendly initiatives within the township.
- The annual Got Art! Exhibition was held virtually throughout the month of August.

OFFICE OF THE ASSESSOR

Report for August 2020

SERVICE PROVIDED	AUGUST 2020	AUGUST 2019	FYTD 2021	FYTD 2020
<i>Administration</i>				
Office visits	142	168	542	1,135
Building permits processed	707	947	2,671	3,427
Change of Name	2	9	5	45
Property tax appeals	0	0	0	0
Certificate of Errors	61	66	343	728
Property location updates	0	0	3	1
Sales Recording	119	290	936	777
New owner mailing	0	175	454	1,760
<i>Exemptions</i>				
Homeowner exemptions	32	29	132	256
Senior homeowner exemptions	10	20	50	340
Senior Freeze exemptions	10	12	99	245
Disabled Veteran exemptions	5	1	24	33
Disabled person exemptions	4	4	34	74
Miscellaneous exemptions	0	5	7	23

Department Highlights

- Extended Tuesday hours provided assistance to 1 visitor after 4:30 pm in August.
- The total number of email addresses on the Assessor's Office contact list is 3,155. 24 new email contacts were added in August.
- The Cook County Treasurer postponed indefinitely the 2018 delinquent tax sale.
- 2019 2nd installment tax bills were due August 3, but can be paid until October 1 without penalty. Partial payments will be accepted.
- Chief Deputy Glascott and Deputy Deyne attended a two day continuing education class, "Residential Complaints at the Local Level".
- Deputy Christopher attended a two day continuing education class, "Neighborhood Analysis".

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

OFFICE OF COMMUNITY AFFAIRS

Report for August 2020

SERVICE PROVIDED	AUGUST 2020	AUGUST 2019	FYTD 2021	FYTD 2020
<i>Website Visits*(total)</i>	4,337	4,590	29,198	23,240
<i>Website Visits (unique)</i>	6,340	4,015	22,152	19,109
<i>Facebook Likes</i>	27	45	167	250
<i>Facebook Reach</i>	49,191	70,070	229,430	323,453
<i>Twitter Followers</i>	7	0	20	18
<i>YouTube Views</i>	482	125	1,682	937
<i>Media Releases</i>	1	3	9	14
<i>Veteran Contacts</i>	8	80	270	253
<i>Total Veterans served</i>	6	64	183	181
<i>Total Resident Contacts (Elgin office)</i>	34	924	234	3,788

Department Highlights

- Director Kuttentberg met with new Aging Services Director Megan Conway on August 7 to discuss interdepartmental cooperation, outreach strategies, and communications tools.
- Veterans Service Officer Cyndi Wollack tendered her resignation late July. Her last day with the Township was August 14.
- Community Affairs staff conducted interviews for a department intern August 17 – 18. An offer was made and accepted by Melania Tockzo. A resident of Hoffman Estates, Ms. Tockzo is a junior at DePaul University and is studying communications and media.
- Director Kuttentberg joined Administrator Barr, Assistant Administrator Vana and Mental Health Board Manager Teachout on August 21 for a status update conference call with UP Holdings regarding the Hanover Landing housing initiative.
- Director Kuttentberg joined Supervisor McGuire on August 26 and 29 for Community Service Award presentations at the Senior Center and Astor Avenue Community Center.
- Director Kuttentberg attended Government Social Media Organization’s monthly update and roundup on August 26 for social media tools. New updates for Twitter were reviewed, as well as Facebook’s rollout of a new platform.

DEPARTMENT OF EMERGENCY SERVICES

Report for August 2020

SERVICE PROVIDED	AUGUST 2020	AUGUST 2019	FYTD 2021	FYTD 2020
<i>Volunteers</i>				
Total sworn volunteers	23	28	23	28
New sworn volunteers	1	0	1	1
<i>Hours</i>				
Volunteer Detail Hours	725	370	7,682	2,645
Volunteer Work Hours	265	108.5	512	1,173.5
Volunteer Training Hours	281	147	545	1,141
<i>Total Volunteer Hours</i>	1,271	625.5	8,739	4,959.5
<i>Details</i>				
Emergency Call Outs	14	5	42	35
Safety Patrols	3	5	213	18
Township Sponsored Events	0	3	0	10
Other Community Events	1	6	21	40
Miscellaneous	0	1	2	5
<i>Total Details</i>	18	20	262	108

Department Highlights

- Emergency Services responded to search and rescue incidents in Wayne on August 8 and in Lemont on August 14.
- Emergency Services responded to structural fire calls in Streamwood on August 7, in Bartlett on August 22, and in Glendale Heights on August 28.
- Director Crews participated in the Bartlett Fire Protection District focus group on August 18.
- Emergency Services responded to assist in a traffic accident in Hanover Park on August 9.
- Emergency Services provided weather spotting for storm fronts moving through the area on August 10 and August 23.
- Emergency Services responded to three separate traffic accidents in Wayne on August 10 and a traffic accident in Streamwood on August 12.
- Emergency Services provided damage assessment in Forreston on August 12 following a significant storm.
- On August 13 Director Crews met with the Elgin Community Emergency Response Team that recently disbanded. Director Crews made a presentation with this group to highlight opportunities within the Hanover Township Emergency Services.
- Director Crews met with the Elburn Police Chief on August 4 to discuss the current Hanover Township Emergency Services program.

DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for August 2020

SERVICE PROVIDED	AUGUST 2020	AUGUST 2019	FYTD 2021	FYTD 2020
<i>Administration</i>				
Vehicle service calls	4	6	10	40
Work orders	*255	58	*1,135	473
Event set-ups/tear downs	23	175	53	953
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	5,858	5,820	24,487	24,303
Town Hall	9,540	10,620	32,580	46,500
Senior Center	40,977	39,970	180,595	171,088
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	0.0	0.00	382.85	368.49
Town Hall	9.45	9.37	1,058.44	2,132.9
Senior Center	838.48	956.11	5,033.66	5,243.56
<i>Road Maintenance</i>				
Salt Usage (Tons)	0	0	20	42

*increase due to implementation of UpKeep Work Order system allowing for more accurate documentation.

Department Highlights

- Director Hanson and Road Manager Santangelo met with the storm water engineer from Toberman Engineering to continue addressing several drainage and stormwater issues throughout the unincorporated areas of the Township. Areas included the Rolling Knolls subdivision, specifically Forest View Drive, Chapel Creek subdivision, and Dale Drive.
- Facilities Manager O’Neil managed the installation of Veteran’s Hall ceiling fans.
- Facilities Manager O’Neil managed the installation of the Izaak Walton Center’s dumpster enclosure.
- Facilities staff continues daily spray sanitation of buses and is continuing the twice daily disinfecting of all facilities as part of department coronavirus precautions.
- Director Hanson managed the removal and trimming of two trees, including the prominent European Elm at the Izaak Walton Center and Reserve. Township staff are working with a representative from the Izaak Walton League to decide on an appropriate replacement species for a tree in the same location.
- The annual Township unincorporated roads Brush Pickup Program continued the first full week of August. Road Associate Crane and Maintenance Associate Marcinek chipped 12 truckloads of mulch at 5 tons per load for a total of 60 tons of mulch, bringing the season total to 212 tons. All mulch was delivered to Township residents through the Resident Mulch Delivery Service or used within Township Reserves.
- Director Hanson, in collaboration with Director Crews, accepted delivery of the drone to be shared between Facilities and Road Maintenance and Emergency Services. Facilities and Road Maintenance staff will utilize the drone for facility, reserves, and road inspections, as well as storm water and flood mapping and damage assessment.

Hanover Township Mission Statement:

To continuously improve the quality of life for Hanover Township residents.

DEPARTMENT OF HUMAN SERVICES

Report for August 2020

SERVICE PROVIDED	AUGUST 2020	AUGUST 2019	FYTD 2021	FYTD 2020
<i>General Assistance</i>				
General Assistance clients	10	11	54	52
General Assistance appointments	21	24	118	118
Emergency Assistance appointments	14	26	106	118
Emergency Assistance approved	2	4	16	15
Crisis intake clients	325	157	1,599	721
Access to Care	0	0	0	1
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	36	4	108	72
Circuit Breaker	0	0	0	0
<i>Social Services</i>				
ComEd Hardships	3	4	23	16
Weatherization	0*	0	0	0
<i>Food Pantry</i>				
Served (Households)	662	599	4,105	3,307
New applications	16	35	27	166
Food Donations	73	45	343	205
<i>Community Center Walk-Ins</i>	45	180	118	899

* Program Closed

Department Highlights

- Food Pantry usage continues to be strong with a 24% increase from FY20. Positive feedback received from residents shopping inside the Food Pantry stating they are “happy to be back.” Residents returning are required to complete the COVID-19 Symptoms Monitoring Tool and have their temperature taken and witnessed.
- Curbside food pantry pick-up and home deliveries continue. The Food Pantry has also added a white board placed outside the building that lists the current fresh items for residents submitting shopping lists. This allows residents to choose the fresh items they would like to receive.
- Online registration and backpack distribution was successful. 1,306 backpacks were distributed to children for back to school in August.
- Meal boxes have been ordered for the holiday season. Food Pantry families will be able to register for a meal box and schedule a time for pick up.
- Holiday Program registration will be different this year. A new email, holidays@hanover-township.org, has been established to allow residents the ability to register for the Sponsor-a-Family and Toy Drive online. Once registration is received the resident will be contacted and asked to submit all required documentation. Both programs will be a drive through, contactless pick up this year.
- Human Services staff members Lori Orozco, William Burke and Mary Jo Imperato are registered for the Basic Veteran Benefits course in East Peoria on September 21 through September 25.
- Applications continue to be submitted remotely for Community and Economic Development Authority (CEDA) and Salvation Army. Salvation Army funds assisted 4 residents in August.

Human Services Mission Statement:

Hanover Township Human Services is committed to improving the welfare of Hanover Township residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.

OFFICE OF THE MENTAL HEALTH BOARD

Report for August 2020

SERVICE PROVIDED	JULY 2020	JULY 2019	FYTD 2021	FYTD 2020
<i>Grant Funding</i>				
New clients	158	220	1,012	1,098
Ongoing clients	1,009	662	3,324	2,374
Closed cases	44	56	225	330
Prevention programming presentations	33	24	113	215
Number in audience	55	308	76	1,539
<i>TIDE</i>				
Participants	25	20	25	20
Rides	102	118	356	579
<i>Resource Center</i>				
Organizations providing services	6	6	6	6
Clients served	18	142	18	434

Department Highlights

- The Mental Health Board met on August 25, 2020 and awarded the following:
 - \$15,000 to Advanced Preschool Inc. in challenge funding for the creation of a new classroom for at-risk elementary age children that cannot stay home during virtual learning. The classroom will include access to a mental health professional and meals.
 - \$7,800 to Fellowship Housing in emergency funding to assist single moms in their program who have increased costs and less income due to COVID-19.
 - \$1,000 to Clearbrook in capital funding for updated furniture in their Community Integrated Living Arrangement Home.
- Virtually participated in quarterly Association of Community Mental Health Authorities of Illinois two day meeting.
- Manager Teachout presented to the newly formed Elgin Township Mental Health Board to discuss the Hanover Township Mental Health Board, their funding opportunities available, the list of annual funded agencies, programs offered such as the taxi voucher program (TIDE) and AID transportation program, as well as fielded questions.
- Hosted the quarterly meeting of the Human Services Coordinating Council virtually on August 19. Elgin City Councilman, Corey Dixon, spoke about the City of Elgin's efforts with mental health and homelessness.
- Manager Teachout attended the Homelessness Working Group with stakeholders from PADS of Elgin to discuss action steps in finding a new location.
- Manager Teachout began planning a virtual panel discussion on the topic of domestic violence.
- Communicated with funded agencies about the upcoming due date for FY22 Annual Service Contract applications.
- Began discussions with current TIDE riders about potentially expanding the TIDE program to provide more options for riders. Manager Teachout will be distributing a survey to determine the needs and requests of the current riders.

Mental Health Board Mission Statement:

The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

OFFICE OF COMMUNITY HEALTH

Report for August 2020

SERVICE PROVIDED	AUGUST 2020	AUGUST 2019	FYTD 2021	FYTD 2020
<i>Appointments</i>				
ProTimes	7	8	38	46
TB skin test	3	11	6	47
Cholesterol	1	1	1	14
Pharmaceutical Assistance Programs	1	0	3	3
Miscellaneous labs	25	7	56	55
Wellness Screening (BP, diabetes, anemia)	16	28	24	290
Other*	34	53	160	228
<i>Clinic Clients</i>				
Senior Center/ home visits	65	96	199	536
Astor Avenue	14	13	18	46
Elgin, Izaak Walton Center	4	1	5	15
Offsite clinics	0	15	0	57
Total clients (unduplicated)	47	41	134	324
<i>Public Education & Health Promotion</i>				
Media coverage	1	4	1	20
Informational seminars/Program	3	8	8	32
Program Participants	71	154	181	851
<i>Primary Care Provider Support</i>	2	5	4	14

*Other includes virtual nurse appointments during COVID 19 closure

Department Highlights

- Director Smith and Community Health Nurse Court continued to perform contact tracing for COVID positive patients for the Cook County Department of Public Health and were assigned 125 new cases in the month of August.
- Director Smith and Community Health Nurse provided employee wellness health screenings for 19 employees in the month of August.
- Director Smith and Community Health Nurse Court provided 7 virtual nurse appointments for residents in the month of August.
- Director Smith and Community Health Nurse Court provided 2 home visits for residents in the month of August.
- Director Smith met with Bartlett Fire Chief Gabrenya on August 5 to discuss partnering with the fire district to provide health services for frequent 911 callers.
- The Office of Community Health hosted a blood drive with the American Red Cross on August 11, which resulted in 30 units of blood collected for donation.
- Director Smith met with Assistant Township Administrator Vana and Human Resources Manager Callahan on August 27 to review software programs for COVID-19 health symptom monitoring tools.

Office of Community Health Mission Statement:

Our mission is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for August 2020

SERVICE PROVIDED	AUGUST 2020	AUGUST 2019	FYTD 2021	FYTD 2020
<i>Outreach & Prevention</i>				
Open Gym participants	37	334	403	4,971
Open Gym participants (unduplicated)	22	84	55	693
Alternative to Suspension referrals	0	30	0	30
Alternative to Suspension participants	7	0	276	269
Alternative to Suspension participants (unduplicated)	7	0	134	92
<i>Clinical</i>				
Therapy clients	217	305	1,135	1,962
Therapy clients (unduplicated)	53	123	233	819
New clients (unduplicated)	3	0	19	19
Clinical hours	154	316	845	1,435
Group session participants	8	0	71	639
<i>Tutoring Participants</i>				
Total	3	0	17	321
Unduplicated	3	0	7	116

Department Highlights

- Prevention Services Manager Dickinson returned from maternity leave on August 5.
- Youth and Family Services Youth Leaders held the 2nd Food/Back to School drive this year on August 6, with 5 Youth Leader participants. The drive secured a van full of food and school items for the Department of Human Services.
- Youth and Family Services hosted its first Open Gym Family Fun Movie Night on August 6 with 43 participants using a drive-in movie model.
- The department's summer programming ended on August 13.
- Director Houdek and Prevention Services Manager Dickinson met virtually with Esteban Diaz of the Kenneth Young Center to discuss current services provided by the department and possible collaboration.
- Clinical Manager Gonzalez and Therapist Garza met with Principal Arroyo of Parkwood Elementary School to identify students for support groups.
- Director Houdek met with current Youth and Family Services tutors to discuss the plan of resuming in person tutoring this fall.
- Director Houdek facilitated the Association of Illinois Township Committees on Youth business meeting and quarterly workshop on August 27. The workshop titled "Mandated Reporting" was presented by Lisa Vargas, Public Service Administrator in the Division of Child Protection for the Illinois Department of Family Services. Sixty-four participants were present for the virtual workshop including 15 Youth and Family Services staff.

Hanover Township Youth and Family Services Mission:

The prevention of juvenile delinquency and the promotion of positive development in young people. We strengthen families, provide outreach to youth at risk of school failure and contribute to the building of a healthier Township community.

Hanover Township
Board Audit Report
From 9/1/2020 - 9/14/2020

	<u>Total</u>
Total Town Fund	37,529.72
Total Senior Services Fund	25,175.02
Total General Assistance Fund	13,235.75
Total Road Maintenance Fund	10,765.44
Total Mental Health Board Fund	26,223.38
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	10,925.00
 Total All Funds	 <u><u>123,854.31</u></u>

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

September 1 - 14, 2020

Type	Date	Num	Name	Memo	Amount
1103 · Aging Services - Revenue					
1103500 · Senior Programs					
Check	09/01/2020	138108	Theresa Giovenco	Program Refund	27.00
Check	09/01/2020	138109	James Harris	Program Refund	170.00
Check	09/01/2020	138111	Frances Moore	Program Refund	27.00
Total 1103500 · Senior Programs					224.00
Total 1103 · Aging Services - Revenue					224.00
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	09/08/2020	138164	Access 1 Source	Inv# 80395 Time & Attendance Monthly Software Fee	267.50
Total 1014430 · Computer Equipment & Software					267.50
Total 101CAP · Capital Expenditures					267.50
101CHN · Community Health					
1014452 · Office Supplies					
Check	09/01/2020	138094	Accurate Office Supply Co	O# 231380 Printer Ink	73.11
Total 1014452 · Office Supplies					73.11
1014453 · Printing					
Check	09/01/2020	138107	COTG	Inv# 2458091 Overage Copy Charges August	0.29
Check	09/08/2020	138113	Braden Interact Business (70301-1-IBP SS)	Inv# 659515 Copy Charges	3.56
Total 1014453 · Printing					3.85
1014457 · Furniture and Computer Equip					
Check	09/08/2020	138122	Leaf (618-008)	Inv# 10989857 Lower Level Copier Lease	60.00
Total 1014457 · Furniture and Computer Equip					60.00
1014492 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1014492 · Dental, Vision & Life Insurance					10.60
Total 101CHN · Community Health					147.56
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	09/08/2020	138128	Staples	Inv# 3454590206 Office Chair/Deskpad	110.68
Check	09/08/2020	138172	Verizon Wireless (00002)	Inv# 9861028978 Monthly Charges 8/19-9/18	36.01
Total 1014617 · Equipment & Furniture					146.69
1014619 · Office Supplies					

Hanover Township Board Audit Report

September 1 - 14, 2020

Type	Date	Num	Name	Memo	Amount
Check	09/08/2020	138128	Staples	Inv# 3454094591 Copy Paper/Ink/Deskpad	74.18
	Total 1014619 · Office Supplies				74.18
	1014621 · Satellite Office Utilities				
Check	09/08/2020	138114	Com Ed 010	Acct# 6997418010 Monthly Charges 7/9-8/7	414.32
Check	09/08/2020	138116	City of Elgin	Acct# 413720-6423 Water Monthly Charges 7/9-8/7	7.03
Check	09/08/2020	138123	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 7/26-8/24	45.57
	Total 1014621 · Satellite Office Utilities				466.92
	1014692 · Dental, Vision & Life Insurance				
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
	Total 1014692 · Dental, Vision & Life Insurance				10.60
	Total 101CMA · Community Relations				698.39
	101VET · Veteran Affairs				
	1014792 · Dental, Vision & Life Insurance				
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	8.48
	Total 1014792 · Dental, Vision & Life Insurance				8.48
	Total 101VET · Veteran Affairs				8.48
	Total 101CVA · Community & Veteran Affairs				706.87
	101ES · ES - Expenditures				
	1014809 · Pre-Volunteer Screening				
Check	09/08/2020	138125	Physicians Immediate Care	Inv# 4166856 Pre Employment Physical/Drug Screen	78.00
	Total 1014809 · Pre-Volunteer Screening				78.00
	1014813 · Vehicle Fuel & Maintenance				
Check	09/01/2020	138106	Village of Hanover Park (Fuel)	Inv# 2020-00000856 July 2020 Fuel	325.81
Check	09/08/2020	138117	Friendly Ford, Inc	Inv# 62649 Tire/Oil Change	353.98
	Total 1014813 · Vehicle Fuel & Maintenance				679.79
	1014814 · Communications				
Check	09/08/2020	138172	Verizon Wireless (00002)	Inv# 9861028978 Monthly Charges 8/19-9/18	88.73
	Total 1014814 · Communications				88.73
	1014892 · Dental, Vision & Life Insurance				
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	8.48
	Total 1014892 · Dental, Vision & Life Insurance				8.48
	Total 101ES · ES - Expenditures				855.00

Hanover Township Board Audit Report

September 1 - 14, 2020

Type	Date	Num	Name	Memo	Amount
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	09/11/2020	138295	Kopon Airdo, LLC	Inv# 190-0001-31295 Legal Services - August	10,767.46
Check	09/11/2020	138295	Kopon Airdo, LLC	Inv# 109-0001-31296 Legal Services - August	7,543.84
Total 1014502 · Legal Services					18,311.30
Total 101LEA · Legal & Auditing					18,311.30
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	09/01/2020	138095	Bade Supply	Inv# 38419 Mops (4)/Dusters (4)/Toilet Mops (4)	86.68
Check	09/08/2020	138147	Bade Supply	Inv# 38675 Garbage Can/Dolly/Cleaning Apron	150.70
Check	09/11/2020	138267	Bade Supply	Inv# 38705 Foam Soap/Towels/Cleaner/Hand Soap (In-House Inventory)	1,090.83
Total 1014205 · Janitorial Supplies					1,328.21
1014208 · Housekeeping Contract					
Check	09/08/2020	138151	Scrubco	Inv# 11473 Cleaning Services August - Astor	1,000.00
Check	09/11/2020	138274	Custodius Chicago	Inv# 633 Cleaning Services August - IWC	865.00
Total 1014208 · Housekeeping Contract					1,865.00
1014209 · Building Contracts					
Check	09/08/2020	138124	Orkin Pest Control 579 (Astor)	Inv# 200780698 Pest Control - Astor Ave	57.68
Check	09/08/2020	138150	Orkin Pest Control 029 (Senior)	Inv# 200780688 Pest Control - Senior Center	11.11
Total 1014209 · Building Contracts					68.79
1014210 · Building Maintenance - Town					
Check	09/01/2020	138098	Elgin Key & Lock Co., Inc.	Inv# 201157 Stock keys	45.20
Check	09/11/2020	138275	Menards - West Chicago	Inv# 12132 Office Door Handle	32.99
Check	09/11/2020	138276	The Home Depot	GFCI Outlet Station1	14.46
Check	09/11/2020	138296	Menards - West Chicago	Inv# 12517 ES Overnight Privacy Panelling	25.98
Check	09/11/2020	138296	Menards - West Chicago	Inv# 12504 Privacy Curtains	29.98
Check	09/11/2020	138296	Menards - West Chicago	Credit 12516 Privacy Curtains Credit	-29.98
Total 1014210 · Building Maintenance - Town					118.63
1014211 · Building Maintenance - Senior					
Check	09/11/2020	138276	The Home Depot	Wasp Spray	4.94
Total 1014211 · Building Maintenance - Senior					4.94
1014216 · Equipment Rental					
Check	09/11/2020	138276	The Home Depot	Cordless Drill Battery	55.00
Total 1014216 · Equipment Rental					55.00
1014219 · Vehicle Fuel - Town					
Check	09/01/2020	138106	Village of Hanover Park (Fuel)	Inv# 2020-00000856 July 2020 Fuel	648.73

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Type	Date	Num	Name	Memo	Amount
			Total 1014219 · Vehicle Fuel - Town		648.73
			1014221 · Cell Phone/Communications		
Check	09/08/2020	138172	Verizon Wireless (00002)	Inv# 9861028978 Monthly Charges 8/19-9/18	229.32
			Total 1014221 · Cell Phone/Communications		229.32
			1014222 · Trash Removal - Town		
Check	09/08/2020	138120	Groot, Inc.	Acct# 3107-68246 Inv# 5957947 Monthly Charges September 2020	264.73
			Total 1014222 · Trash Removal - Town		264.73
			1014223 · Trash Removal - Senior		
Check	09/08/2020	138120	Groot, Inc.	Acct# 3107-61390 Inv# 5957787 Monthly Charges September 2020	339.38
			Total 1014223 · Trash Removal - Senior		339.38
			1014224 · Trash Removal - Astor		
Check	09/08/2020	138120	Groot, Inc.	Acct# 3107-69323 Inv# 5957948 Monthly Charges September 2020	660.78
			Total 1014224 · Trash Removal - Astor		660.78
			1014225 · Grounds/Reserve Maintenance		
Check	09/08/2020	138149	Midwest Trading	Inv# I475947 Campus Mulch	338.40
			Total 1014225 · Grounds/Reserve Maintenance		338.40
			1014226 · Uniforms		
Check	09/11/2020	138268	Bartlett Sports	Inv# 5590 Department Uniform Shirts (22)	418.00
			Total 1014226 · Uniforms		418.00
			1014228 · Building Maintenance - Izaak		
Check	09/08/2020	138152	Thyssenkrupp Elevator Corp	Inv# 3005469821 Annual Preventative Maintenance - IWC Elevator	2,735.21
			Total 1014228 · Building Maintenance - Izaak		2,735.21
			1014230 · Trash Removal - Izaak		
Check	09/08/2020	138120	Groot, Inc.	Acct# 3107-54379 Inv# 5958636 Monthly Charges September 2020	124.45
			Total 1014230 · Trash Removal - Izaak		124.45
			1014292 · Dental, Vision & Life Insurance		
Check	09/08/2020	138166	NCPERS	Billing# 5785092020 Monthly Premium	16.00
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	29.68
			Total 1014292 · Dental, Vision & Life Insurance		45.68
			Total 101MAIN · Facilities Maintenance		9,245.25
			101PAN · Pantry		
			1014161 · Utilities		

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Type	Date	Num	Name	Memo	Amount
Check	09/08/2020	138169	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges 7/14-8/13	39.19
Check	09/08/2020	138170	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges 7/16-8/13	39.24
Total 1014161 · Utilities					78.43
1014192 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Total 1014192 · Dental, Vision & Life Insurance					13.95
Total 101PAN · Pantry					92.38
101THE · Town Hall Expense					
1014403 · Utilities - Town					
Check	09/08/2020	138167	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 7/17-8/15	126.00
Check	09/11/2020	138288	Com Ed 006 (Town)	Acct 7826009006 Monthly Charge/Supply Services 7/31-8/31	1,168.32
Check	09/11/2020	138299	Village of Bartlett	Acct# 51470 Water/Sewer Town	147.57
Check	09/11/2020	138299	Village of Bartlett	Acct# 63818 Water/Sewer Runzel Reserve	29.40
Total 1014403 · Utilities - Town					1,471.29
1014405 · Internet Access - Town					
Check	09/11/2020	138284	AT&T 824	Acct 253810824 Back-up Internet 8/28-9/27	83.77
Total 1014405 · Internet Access - Town					83.77
Total 101THE · Town Hall Expense					1,555.06
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	09/08/2020	138171	Staples	Inv# 3454094482 Coffee/Coffee Supplies	235.18
Check	09/08/2020	138171	Staples	Inv# 3454590040 Manila Folders	87.38
Check	09/08/2020	138171	Staples	Inv# 3454590041 Coffee Supplies	19.79
Check	09/08/2020	138171	Staples	Credit for Inv# 3436075892 Office Supplies	-132.40
Total 1014404 · Office Supplies					209.95
1014406 · Printing					
Check	09/08/2020	138165	Braden Interact Business (303723780 Town)	Inv# 660460 Copy Charges	251.98
Total 1014406 · Printing					251.98
1014530 · Financial Administration					
Check	09/11/2020	138271	Governmental Accounting, Inc	Inv# 58828 Monthly Contract Billing	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014592 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	41.51
Total 1014592 · Dental, Vision & Life Insurance					41.51

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Type	Date	Num	Name	Memo	Amount
Total 101TOE · Town Office Expense					5,903.44
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	09/08/2020	138128	Staples	Credit for Inv# 3451219911	-95.94
Total 1044405 · Office Supplies					-95.94
1044492 · Dental, Vision & Life Insurance					
Check	09/08/2020	138166	NCPERS	Billing# 5785092020 Monthly Premium	16.00
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	19.08
Total 1044492 · Dental, Vision & Life Insurance					35.08
Total 104ASR · Assessor's Division					-60.86
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094619 · Office Supplies					
Check	09/08/2020	138127	Quill Corporation	Inv# 9187789 Toner/Ink	132.68
Total 1094619 · Office Supplies					132.68
1094621 · Recruitment and Pre Employment					
Check	09/08/2020	138125	Physicians Immediate Care	Inv# 4166856 Pre Employment Physical/Drug Screen	78.00
Total 1094621 · Recruitment and Pre Employment					78.00
1094623 · Travel					
Check	09/11/2020	138281	Katrina Granberry	Mileage Reimbursement August 2020	6.96
Total 1094623 · Travel					6.96
1094692 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	56.35
Total 1094692 · Dental, Vision & Life Insurance					56.35
Total 109ADM · Administration & Clinical					273.99
109OUT · Outreach & Prevention					
1094651 · Cellphones					
Check	09/08/2020	138172	Verizon Wireless (00002)	Inv# 9861028978 Monthly Charges 8/19-9/18	197.08
Total 1094651 · Cellphones					197.08
1094792 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	35.15
Total 1094792 · Dental, Vision & Life Insurance					35.15

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Type	Date	Num	Name	Memo	Amount
Total 109OUT · Outreach & Prevention					232.23
Total 109YFS · Youth & Family Services					506.22
Total 1014 · Town Fund - Expenditures					37,529.72
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104523 · Recruitment					
Check	09/08/2020	138125	Physicians Immediate Care	Inv# 4166856 Pre Employment Physical/Drug Screen	138.00
Total 1104523 · Recruitment					138.00
1104524 · Utilities					
Check	09/08/2020	138168	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges Balance 7/25-8/23	1,042.69
Check	09/11/2020	138287	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 8/2-9/1	4,588.57
Check	09/11/2020	138299	Village of Bartlett	Acct# 62447 Water/Sewer	147.57
Total 1104524 · Utilities					5,778.83
1104525 · Telephone & High Speed Internet					
Check	09/08/2020	138172	Verizon Wireless (00002)	Inv# 9861028978 Monthly Charges 8/19-9/18	61.28
Total 1104525 · Telephone & High Speed Internet					61.28
1104527 · Equipment					
Check	09/01/2020	138094	Accurate Office Supply Co	Inv# 522784 Printer	154.22
Check	09/08/2020	138112	Accurate Office Supply Co	Inv# 522950 Office Chair	232.08
Check	09/08/2020	138122	Leaf (618-008)	Inv# 10989857 Lower Level Copier Lease	60.00
Total 1104527 · Equipment					446.30
1104533 · Printing					
Check	09/01/2020	138096	COTG	Inv# 2461380 Overage Copy Charges August	12.98
Check	09/01/2020	138107	COTG	Inv# 2458091 Overage Copy Charges August	100.88
Check	09/08/2020	138113	Braden Interact Business (70301-1-IBP SS)	Inv# 659515 Copy Charges	20.17
Total 1104533 · Printing					134.03
1104535 · Travel					
Check	09/08/2020	138133	Kay, Linda	Mileage Reimbursement August 2020	13.05
Total 1104535 · Travel					13.05
1104592 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1104592 · Dental, Vision & Life Insurance					10.60
Total 1104ADM · Administration					6,582.09
1104NUT · Nutrition					

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Type	Date	Num	Name	Memo	Amount
1105551 · Congregate Food					
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3577135 Congregate Food	56.00
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3580834 Congregate Food	113.34
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3581219 Congregate Food	71.13
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3582991 Congregate Food	56.33
Check	09/01/2020	138100	Gordon Food Service	Inv# 204452829 Congregate Food	605.89
Check	09/01/2020	138101	Highland Baking Company	Inv# 2339454 Congregate Food	44.35
Check	09/01/2020	138101	Highland Baking Company	Inv# 2340379 Congregate Food	16.48
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3544583 Congregate Food	42.00
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3551037 Congregate Food	69.25
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3581126 Congregate Food	112.71
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3585151 Congregate Food	102.15
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3585155 Congregate Food	163.50
Check	09/08/2020	138119	Gordon Food Service	Inv# 204606925 Congregate Food	591.77
Check	09/08/2020	138121	Highland Baking Company	Inv# 2343304 Congregate Food	39.66
Check	09/08/2020	138121	Highland Baking Company	Credit# 2339202 Congregate Food	-18.16
Check	09/11/2020	138272	Get Fresh Produce, Inc	Inv# 3585165 Congregate Food	181.81
Check	09/11/2020	138273	Highland Baking Company	Inv# 2345007 Congregate Food	20.36
Check	09/11/2020	138273	Highland Baking Company	Inv# 2344558 Congregate Food	47.63
Check	09/11/2020	138291	Get Fresh Produce, Inc	Inv# 3587174 Congregate Food	108.61
Check	09/11/2020	138292	Gordon Food Service	Inv# 204758798 Congregate Food	862.41
Check	09/11/2020	138293	Highland Baking Company	Inv# 2346842 Congregate Food	60.20
Total 1105551 · Congregate Food					3,347.42
1105553 · Congregate Supplies					
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3580834 Congregate Supplies	20.20
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3581219 Congregate Supplies	39.80
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3582991 Congregate Supplies	20.20
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3551037 Congregate Supplies	20.20
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3581126 Congregate Supplies	8.55
Check	09/08/2020	138119	Gordon Food Service	Inv# 204606925 Congregate Supplies	19.03
Check	09/11/2020	138279	West Pier Laundry Streamwood	Inv# 2764 Laundry Service Dish Towels/Tablecloths	27.00
Check	09/11/2020	138291	Get Fresh Produce, Inc	Inv# 3587174 Congregate Supplies	10.10
Check	09/11/2020	138292	Gordon Food Service	Inv# 204758798 Congregate Supplies	63.62
Total 1105553 · Congregate Supplies					228.70
1105558 · Home Delivered Meals Food					
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3577135 HDM Food	56.00
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3580834 HDM Food	113.33
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3581219 HDM Food	71.12
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3582991 HDM Food	56.32
Check	09/01/2020	138100	Gordon Food Service	Inv# 204452829 HDM Food	605.88
Check	09/01/2020	138101	Highland Baking Company	Inv# 2339454 HDM Food	44.35
Check	09/01/2020	138101	Highland Baking Company	Inv# 2340379 HDM Food	16.48
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3544583 HDM Food	42.00
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3551037 HDM Food	69.25
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3581126 HDM Food	112.70

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Type	Date	Num	Name	Memo	Amount
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3585151 HDM Food	102.15
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3585155 HDM Food	163.50
Check	09/08/2020	138119	Gordon Food Service	Inv# 204606925 HDM Food	591.77
Check	09/08/2020	138121	Highland Baking Company	Inv# 2343304 HDM Food	39.65
Check	09/08/2020	138121	Highland Baking Company	Credit# 2339202 HDM Food	-18.15
Check	09/08/2020	138126	Pur Foods LLC dba Mom's Meals	Inv# MM08312020 Special Dietary Meals (336)	2,251.20
Check	09/11/2020	138272	Get Fresh Produce, Inc	Inv# 3585165 HDM Food	181.81
Check	09/11/2020	138273	Highland Baking Company	Inv# 2345007 HDM Food	20.36
Check	09/11/2020	138273	Highland Baking Company	Inv# 2344558 HDM Food	47.62
Check	09/11/2020	138291	Get Fresh Produce, Inc	Inv# 3587174 HDM Food	108.61
Check	09/11/2020	138292	Gordon Food Service	Inv# 204758798 HDM Food	862.40
Check	09/11/2020	138293	Highland Baking Company	Inv# 2346842 HDM Food	60.20
Check	09/11/2020	138297	Pur Foods LLC dba Mom's Meals	Inv# MM04302020-2 Special Dietary Meals (14)	91.00
Check	09/11/2020	138297	Pur Foods LLC dba Mom's Meals	Inv# MM08312020-2 Special Dietary Meals (28)	184.52
Check	09/11/2020	138297	Pur Foods LLC dba Mom's Meals	Inv# MM07312020-2 Special Dietary Meals (42)	273.00
Check	09/11/2020	138297	Pur Foods LLC dba Mom's Meals	Inv# MM06302020-2 Special Dietary Meals (28)	182.00
Check	09/11/2020	138297	Pur Foods LLC dba Mom's Meals	Inv# MM05312020-2 Special Dietary Meals (28)	182.00
Total 1105558 · Home Delivered Meals Food					6,511.07
1105560 · Home Delivered Meals Supplies					
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3580834 HDM Supplies	20.20
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3581219 HDM Supplies	39.80
Check	09/01/2020	138099	Get Fresh Produce, Inc	Inv# 3582991 HDM Supplies	20.20
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3551037 HDM Supplies	20.20
Check	09/08/2020	138118	Get Fresh Produce, Inc	Inv# 3581126 HDM Supplies	8.55
Check	09/08/2020	138119	Gordon Food Service	Inv# 204606925 HDM Supplies	19.03
Check	09/11/2020	138279	West Pier Laundry Streamwood	Inv# 2764 Laundry Service Dish Towels/Tablecloths	27.00
Check	09/11/2020	138291	Get Fresh Produce, Inc	Inv# 3587174 HDM Supplies	10.10
Check	09/11/2020	138292	Gordon Food Service	Inv# 204758798 HDM Supplies	63.62
Total 1105560 · Home Delivered Meals Supplies					228.70
1105792 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	5.30
Total 1105792 · Dental, Vision & Life Insurance					5.30
Total 1104NUT · Nutrition					10,321.19
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	09/01/2020	138097	Dance Alternatives, Inc.	Inv# HP08050812 Virtual Line Dance Classes - August	110.00
Check	09/01/2020	138103	MIndful Innovations Consulting, LLC	Inv# 82520 Senior Presentation - Exploring Incarceration July/Aug 2020	390.00
Check	09/01/2020	138105	Tranquility Yoga Studio	Virtual Yoga Instruction - September 2020	1,294.99
Check	09/11/2020	138262	Blenderful Music	Inv# 200921 Senior Musical Presentation	250.00
Check	09/11/2020	138265	Dance Alternatives, Inc.	Inv# HP08190826 Virtual Line Dance Classes - August	110.00
Check	09/11/2020	138266	Cesar Grimaldo	Inv# 072820 French/Spanish Instruction Sept/Oct	600.00
Check	09/11/2020	138282	Devona Murell	Card Making Class Aug/Sept - Instructor Fee	300.00
Check	09/11/2020	138282	Devona Murell	Card Making Class Supplies	146.67

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Type	Date	Num	Name	Memo	Amount
Check	09/11/2020	138283	Marti Spenk	Inv#34 Exercise Class Instructor Fee/Zoom Subscription - October	714.99
Check	09/11/2020	138294	Janet Kruse	Inv# HP09020909 Virtual Line Dancing Class (2)	110.00
Total 1104515 · Programming					4,026.65
1104520 · Volunteer Services					
Check	09/01/2020	138102	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement August 2020	30.74
Check	09/08/2020	138129	Dorothy Archer	Home Delivered Meals Mileage Reimbursement August 2020	119.42
Check	09/08/2020	138130	Edward Baus	Home Delivered Meals Mileage Reimbursement 8/25/20	14.50
Check	09/08/2020	138131	Maureen Edelman	Home Delivered Meals Mileage Reimbursement August 2020	46.40
Check	09/08/2020	138132	Valerie Jachowske	Home Delivered Meals Mileage Reimbursement 7/30-8/27	85.26
Check	09/08/2020	138134	Lisa Kirsh	Home Delivered Meals Mileage Reimbursement August 2020	24.36
Check	09/08/2020	138135	Andrew and Angela Lazzara	Home Delivered Meals Mileage Reimbursement August 2020	29.58
Check	09/08/2020	138136	Alan Lenoci	Home Delivered Meals Mileage Reimbursement August 2020	70.30
Check	09/08/2020	138137	Joanne Rapp	Home Delivered Meals Mileage Reimbursement August 2020	38.28
Check	09/11/2020	138277	Verify (XHTSSE)	Inv# 1375298 Background Checks August	106.00
Check	09/11/2020	138280	Charles Valerio	Home Delivered Meals Mileage Reimbursement 8.20-9.10	33.64
Total 1104520 · Volunteer Services					598.48
1104532 · Visual Arts					
Check	09/01/2020	138110	Krall, Marianne	Art Class Supplies	18.41
Check	09/11/2020	138263	Denise Laurin-Donatelle	Inv# 090720 Senior Zoom Presentation - Fashion History	75.00
Check	09/11/2020	138264	Denise Laurin-Donatelle	Inv# 090920 Drawing Class - September	150.00
Check	09/11/2020	138285	Blick Art Materials	Inv# 4507174 Paints/Transfer Paper/Palettes	91.01
Total 1104532 · Visual Arts					334.42
1104892 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	24.38
Total 1104892 · Dental, Vision & Life Insurance					24.38
Total 1104PRO · Enrichment Programs					4,983.93
1104SOC · Social Services					
1104519 · Senior Assistance					
Check	09/11/2020	138261	Helfriede Reinprecht	Rent Assistance	200.00
Total 1104519 · Senior Assistance					200.00
1104992 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1104992 · Dental, Vision & Life Insurance					10.60
Total 1104SOC · Social Services					210.60
1104TRN · Transportation					
1104518 · Vehicle Maintenance					

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Type	Date	Num	Name	Memo	Amount
Check	09/11/2020	138290	Elgin Key & Lock Co., Inc.	Inv# 201249 Van Keys (2)	176.00
Total 1104518 · Vehicle Maintenance					176.00
1104550 · Telephone					
Check	09/11/2020	138298	Verizon Wireless	Acct# 742025529 Monthly Charges 8/19-9/18	481.38
Total 1104550 · Telephone					481.38
1104552 · Fuel					
Check	09/01/2020	138106	Village of Hanover Park (Fuel)	Inv# 2020-00000856 July 2020 Fuel	2,132.78
Total 1104552 · Fuel					2,132.78
1104692 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	63.05
Total 1104692 · Dental, Vision & Life Insurance					63.05
Total 1104TRN · Transportation					2,853.21
Total 1104 · Aging Services - Expenditures					24,951.02
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	09/08/2020	138128	Staples	Inv# 3454094481 Folders/File Folders	57.49
Total 2024202 · Office Supplies					57.49
2024507 · Professional Services					
Check	09/08/2020	138125	Physicians Immediate Care	Inv# 4166856 Pre Employment Physical/Drug Screen	128.00
Total 2024507 · Professional Services					128.00
2024592 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	27.73
Total 2024592 · Dental, Vision & Life Insurance					27.73
Total 2024ADM · Administration					213.22
2024HOM · Home Relief					
2024102 · Rent					
Check	09/01/2020	5592	Larry Bennett	September 2020 Rent	500.00
Check	09/01/2020	5594	Michelle Breen	September 2020 Rent	500.00
Check	09/01/2020	5599	Cook County Treasurer	Property Tax Assistance	373.77
Check	09/01/2020	5600	Country Mutual Insurance Company	Home Insurance Assistance	38.90
Check	09/01/2020	5601	Hanover Homes LLC	September 2020 Rent	750.00
Check	09/01/2020	5604	Northwest Compass	September 2020 Rent	300.00
Check	09/01/2020	5605	Southwicke on Sutton Condo Assn.	September 2020 Rent	186.63
Check	09/01/2020	5606	Spring Lakes Estates	September 2020 Rent	516.36

Hanover Township Board Audit Report

September 1 - 14, 2020

Type	Date	Num	Name	Memo	Amount
Check	09/01/2020	5607	James Susman	September 2020 Rent	650.00
Check	09/01/2020	5611	Cynthia Wheelock	September 2020 Rent	550.00
Total 2024102 · Rent					4,365.66
2024103 · Utilities					
Check	09/01/2020	5595	Com Ed	Utilities Assistance	27.48
Check	09/01/2020	5596	Com Ed	Utilities Assistance	324.95
Check	09/01/2020	5597	Com Ed	Utilities Assistance	183.92
Check	09/01/2020	5598	Com Ed	Utilities Assistance	113.82
Check	09/01/2020	5602	NICOR	Utiliites Assistance	49.72
Check	09/01/2020	5603	NICOR	Utiliites Assistance	23.85
Check	09/01/2020	5608	Village of Streamwood	Utilities Assistance	71.95
Check	09/01/2020	5609	Village of Streamwood	Utilities Assistance	71.95
Check	09/02/2020	5614	Com Ed	Utilities Assistance	324.00
Total 2024103 · Utilities					1,191.64
2024105 · Personal Essentials					
Check	09/01/2020	5610	Walmart	Personal Essentials	809.28
Total 2024105 · Personal Essentials					809.28
2024106 · Travel Expenses					
Check	09/01/2020	5593	BP Gas Station	Fuel Assistance Cards (5)	225.00
Check	09/01/2020	5600	Country Mutual Insurance Company	Transportation Assistance	58.29
Check	09/02/2020	5612	State Farm Salah, Neal	Auto Insurance	43.97
Total 2024106 · Travel Expenses					327.26
2024119 · Emergency Assistance					
Check	09/02/2020	5613	Village of Bartlett	Emergency Assistance	924.21
Check	09/02/2020	5615	Edda Torres	Emergency Assistance	1,700.00
Check	09/11/2020	5616	Tim Binning	Emergency Assistance	2,250.00
Check	09/11/2020	5617	National Home Rentals	Emergency Assistance	1,232.55
Check	09/11/2020	5618	Village of Streamwood	Emergency Assistance	221.93
Total 2024119 · Emergency Assistance					6,328.69
Total 2024HOM · Home Relief					13,022.53
Total 2024 · Human Services - Expenditures					13,235.75
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	09/11/2020	138295	Kopon Airdo, LLC	Inv# 190-0007-31297 Road Division Legal Services - August	8,050.11
Total 3034701 · Legal					8,050.11
3034711 · Utilities					

Hanover Township Board Audit Report

September 1 - 14, 2020

Type	Date	Num	Name	Memo	Amount
Check	09/01/2020	138104	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 7/17-8/15	52.89
Check	09/11/2020	138270	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges/Supply Services 7/31-8/31	264.96
Total 3034711 · Utilities					317.85
3034792 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 3034792 · Dental, Vision & Life Insurance					10.60
Total 3034ADM · Administration					8,378.56
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	09/08/2020	138148	Midwest Material Management	Inv# MM-77896 Sherwood Dr. Culvert Spoils Disposal	579.15
Check	09/08/2020	138153	Welch Bros., Inc	Inv# 3101560 Sherwood Dr Culvert Pipe/Flared Ends	521.60
Check	09/11/2020	138269	Beverly Materials, L.L.C.	Inv# 256143 Culvert Stone	90.00
Check	09/11/2020	138276	The Home Depot	Adjustable Wrench/Hose Spray Nozzle/Cleaner/Gloves	58.86
Check	09/11/2020	138276	The Home Depot	Culvert Concrete	10.62
Total 3034602 · Operating Supplies & Materials					1,260.23
3034603 · Fuel					
Check	09/01/2020	138106	Village of Hanover Park (Fuel)	Inv# 2020-00000856 July 2020 Fuel	713.19
Total 3034603 · Fuel					713.19
3034610 · Street Lighting					
Check	09/08/2020	138115	Com Ed 051	Acct# 5619024051 Monthly Charges 7/31-8.31	31.57
Check	09/11/2020	138289	Com Ed 152	Acct# 0045120152 Monthly Charges 8/9-9/9	381.89
Total 3034610 · Street Lighting					413.46
Total 3034ROD · Road Maintenance					2,386.88
Total 3034 · Road Maintenance - Expenditures					10,765.44
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054014 · Equip / Database					
Check	09/08/2020	138144	Launch Digital Marketing	Inv# 48070 Website Hosting September 2020	50.00
Total 5054014 · Equip / Database					50.00
5054592 · Dental, Vision & Life Insurance					
Check	09/11/2020	138278	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Total 5054592 · Dental, Vision & Life Insurance					13.95
Total 5054ADM · Administration					63.95
5054COM · HT Community Resource Center					

Hanover Township Board Audit Report

September 1 - 14, 2020

Type	Date	Num	Name	Memo	Amount
5054210 · Utilities					
Check	09/08/2020	138143	Groot, Inc (114943)	Inv# 5958689 Monthly Charges September 2020	239.44
Check	09/08/2020	138145	Nicor (MHB 84)	Acct# 84-67-77-1000 0 Monthly Charges 7/15-8/12	11.04
Total 5054210 · Utilities					250.48
5054286 · Agency Support Services					
Check	09/08/2020	138141	Comcast (MHB 823)	Acct 8771 10 084 0485823 Monthly Cable/Internet 9/2-10/1	198.35
Check	09/08/2020	138146	Quench USA, Inc.	Inv# 2648516 Water Cooler Rental	55.00
Total 5054286 · Agency Support Services					253.35
Total 5054COM · HT Community Resource Center					503.83
5054SVC · Service Contracts					
5054102 · CAC Family Support					
Check	09/08/2020	138140	Childrens Advocacy Ctr of Nwst Co County	Family Support Services July 2020	1,157.10
Total 5054102 · CAC Family Support					1,157.10
5054138 · Contract Support Services					
Check	09/08/2020	138142	Fellowship Housing Corporation	COVID-19 Assistance	7,800.00
Total 5054138 · Contract Support Services					7,800.00
5054162 · Tide Transportation					
Check	09/08/2020	138138	A#1 Cab Dispatch Inc	Tide Transportation Services	1,698.50
Total 5054162 · Tide Transportation					1,698.50
5054179 · Challenge Grant Fund					
Check	09/08/2020	138139	Advanced Preschool	COVID-19 Assistance	15,000.00
Total 5054179 · Challenge Grant Fund					15,000.00
Total 5054SVC · Service Contracts					25,655.60
Total 5054 · Mental Health - Expenditures					26,223.38
8084 · Capital Projects - Expenditures					
8084425 · Building & Perm Improvements					
Check	09/11/2020	138286	Black Pearl Sealcoating Inc	Inv# 4256 Tiknis Campus Parking Lot Sealcoat/Striping	10,925.00
Total 8084425 · Building & Perm Improvements					10,925.00
Total 8084 · Capital Projects - Expenditures					10,925.00
TOTAL					123,854.31

- I. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 7:00 p.m.

Clerk Dolan Baumer called the roll; present were Supervisor McGuire, Clerk Dolan Baumer and Trustees Beattie, Martinez, Essick, and Moinuddin.

Others present either in person or via teleconference were Assessor Tom Smogolski, Aging Services Director Megan Conway*, Human Services Director Mary Jo Imperato*, Community Health Director Kristen Smith*, Community and Veterans Affairs Director Tom Kuttentberg*, Emergency Services Director Mike Crews*, Facilities and Road Maintenance Director Caleb Hanson, Youth and Family Services Director Tina Houdek*, Mental Health Board Manager Amanda Teachout*, Assistant Administrator Kristin Vana, Attorney Mike Airdo, Attorney Mark Kimzey, and Palatine Township Trustee Andy-John Kalkounos. *Attendance via teleconference.
- II. Pledge of Allegiance: Supervisor McGuire invited everyone to stand and join him in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board, and Mr. McGuire closed the Town Hall.
- IV. Reports
 - A. Supervisor's Report: Supervisor McGuire reported that the Community Service Awards were presented individually, with thanks to Directors Imperato and Kuttentberg; the group presentation will be scheduled at a later date. He reported that he sent a letter to the Illinois Housing Development Authority regarding the Hanover Landing's funding status with UP Development. He also copied our State Legislators and has asked Director Kuttentberg to follow up. A Township food pantry visitor was diagnosed with Covid 19; that individual was "last in" to the pantry and all sanitation procedures were thoroughly followed thereafter. All screening paperwork was completed according to the protocols. Two appointments to the Diversity and Engagement Task Force were made and the Supervisor welcomed Gurpreet Singh of Streamwood, and M. Amin Haider also of Streamwood, to the Committee.
 - B. Clerk's Report: Clerk Dolan Baumer reported that mail in ballot applications are being taken at Early Voting cites throughout Cook County and applications may be deposited at any throughout the state.
 - C. Assessor's Report: Assessor Smogolski offered no additional report.
 - D. Trustee Liaison Committee Reports: No reports were offered.
 - E. Department Reports: Director Houdek reported that the recently scheduled outdoor Open Gym was cancelled due to inclement weather. The next outdoor family movie night is scheduled for the 18th. Registration for the four day per week Open Gym program is ongoing and is strong. In-person tutoring registration is open to fifty students. The annual Youth Leaders garage sale raising money for the mid-year conference in January will be held this month. Virtual therapy is being held, with the staff moving toward in-person family therapy. Two groups are running sessions in schools. The Mental Health Board awarded funds to Advance PreSchool, Fellowship Housing and the CILA Home of Hoffman Estates. Manager Teachout attended the Human Services Council meeting where homelessness in Elgin was discussed. The Resource Center rooftop unit is in and cost less than budgeted; remaining funds will be reallocated to other capital needs at the Center. Director Conway reported that nutrition services is breaking records with meal service to our residents. Age Options is granting money toward "memory café" programs here at the Township. A tree was planted in the late Charlene Alin's memory and a dedication would be held on October 6. Six-year employee, Therapist Jenny Mantis, tendered her resignation; she will be missed. Director Imperato thanked Kopon Airdo for the recent presentation to the association of caseworkers. Veterans services training would be taken by Director Imperator, Lori Orozco and William Burke September 21-25. The holiday programs

registration/applications are online. 350 holiday food boxes have been ordered from the Northern Illinois Food Bank. They have seen an increase in call regarding needs due to Covid and job losses. Director Smith reported that the virtual health expo web page went live on September 1. The event website is just4thehealthofit.org. Local agencies are continuing to reach out to participate in the event, and the page will continue to be updated. AMITA Health will be here on September 23 to provide free prostate cancer blood test screenings. The office will be providing free cholesterol and diabetes screenings throughout September. CVS Pharmacy will be at the Senior Center on September 18 providing flu shots. The department is working with CVS to get access to flu shots to provide for homebound residents who are concerned with leaving their homes. WITS workout starts this Thursday. On November 4 the Red Cross will be at the Senior Center for another blood drive. The Red Cross is testing all donations for COVID antibodies. Director Kuttentberg reported that the department will have an intern join them this month. Fall activity numbers are building on the grounds and at the facility. The garbage receptacle enclosure is almost completed. Reminder that the TOCC conference is September 16, September 18 will be the Hoffman Estates virtual legislative session, and the shred would be held on September 12. Director Crews reported that the team completed a series of meetings with the Carpentersville fire department to discuss adding Hanover Township Emergency Services as an added response for Carpentersville, Dundee and West Dundee. Emergency Services would offer lighting, air cascade, gross decontamination and large diameter hose rolling. The officer core met recently to discuss the specifics of the mandatory overnight program, scheduled for roll-out on October 1. With Directors Kuttentberg and Hanson we met to discuss the logistics for the document shred and what role the Emergency Services would play. We are expecting a successful event. Assistant Administrator Vana reported that a full-time administrative assistant position is being posted on September 11. The Covid tracking paperwork is soon to be digitized to make it simpler to record and retain. Director Crews reported that the first night of staff custodial services began last night. He and Sam Santangelo met with the County Engineers to walk Township unincorporated areas. A report would be forthcoming. They have also reached out to the NCC Soil & Water Conservation District for input. Astor Avenue will be resurfaced September 7-11. Curbing is being worked on in Bridlewood. The Sherwood Drive, Bellingham and Robinhood culverts are being worked on. The future Board Meetings would feature presentations by each department head, reported Administrator Barr. Interviews are being held for auditing firms. Hitchcock Design will soon kick-off the design phase and will work with Director Kuttentberg.

At this time, Supervisor McGuire excused staff for the balance of the meeting.

VI. Bill Paying: Mr. Barr presented the bills for payment from September 1, 2020 through September 8, 2020 as follows:

a.	Town	\$84,132.06
b.	Senior Services	12,537.84
c.	General Assistance	3,091.23
d.	Road Maintenance	16,817.08
e.	Mental Health Board	23,549.39
f.	Vehicle	0
e.	Capital	<u>5,836.90</u>
	Total	<u>\$145,964.50</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from September 1, 2020 through September 8, 2020 as presented. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

VII. Unfinished Business: No unfinished business was discussed.

Minutes of a Meeting of the Hanover Township Board

Tuesday, September 1, 2020

Page 3

VIII. New Business:

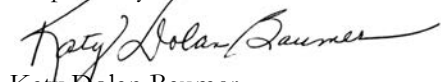
- A. Board Meeting Minutes of August 18, 2020: Clerk Dolan Baumer presented the minutes from the Board meeting of August 18, 2020 for review and approval. Trustee Beattie moved to approve the Board meeting of August 18, 2020; motion seconded by Trustee Essick and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- B. Executive Session Minutes of August 18, 2020: Clerk Dolan Baumer presented the minutes from the Executive Session of August 18, 2020 for review and approval. A motion to approve the Executive Session minutes of August 18, 2020 was made by Trustee Essick and seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- C. Tentative Amended Budget and Appropriation Ordinance: A motion was made by Trustee Beattie to approve ordinance #090120 a tentative amended budget; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- D. Resolution to Approve a Professional Services Agreement with Hitchcock Design Group: A motion was made by Trustee Moinuddin to approve resolution #090120 approving a professional services agreement with Hitchcock Design Group; motion seconded by Trustee Beattie. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- E. Resolution to Approve Addendum #4 to the Building Lease with the Bartlett Volunteer Fire Association: A motion was made by Trustee Essick to approve resolution #0901201 approving of Addendum no. 4 to the building lease with the Bartlett Volunteer Fire Association; motion seconded by Trustee Beattie. This addendum includes an evergreen clause that will allow the lease to renew monthly without coming back for another addendum approval. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- F. Consideration of Updates regarding the General Assistance Program: Attorneys Airdo and Kimzey gave the presentation on the GA program in Illinois outlining the duties and responsibilities of the Supervisor in management of the program. After the presentation, Mr. McGuire said that each of the Trustees have been made Deputy GA Directors to allow for transparency of the program at Hanover Township.

IX. Executive Session: No motion to go into Executive Session was made.

X. Other Business: Mr. McGuire reported that due to the potential acquisition of a property to be determined at a coming meeting, he requested that Mr. Barr work with Hitchcock Design for a concept drawing not to exceed \$8,500.

XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:40 p.m. was made by Trustee Beattie and seconded by Trustee Martinez followed by a roll call vote. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor, Aging Services, Human Services, Y&F Services, Community Affairs



Communications Plan

ADOPTED 2015

REVISED 2020

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I. Introduction

Hanover Township has an overriding interest and expectation in determining and guiding the Township’s message as distributed in the various communication outlets at its disposal. These include the Township’s website (www.hanover-township.org), the Township newsletters (Hanover Happenings, Club 59, e-newsletter), social media tools (Facebook, Twitter, YouTube, Instagram and LinkedIn), and the distribution of press releases. The Township strives to ensure that certain standards are met when disseminating information through these communication mediums.

Internally, the Township utilizes *Hanover Horizons*, the once a month employee e-newsletter and the *HT Weekly*, a weekly e-news bulletin, to communicate internal and external news that is relevant to Township personnel.

II. Purpose

To ensure that the Township optimizes its use of each communication medium available to communicate effectively with both internal and external audiences.

III. Communications Team

The Township Administrator, Director of Community & Government Relations and Communications Specialist serve as the Township’s Communications Team. In addition, all Township officials, appointed board and committee members, Township Management Team, Township employees, Township auxiliary staff, and volunteers serve as communications ambassadors for the Township.

IV. Communications Ambassadors

A communications ambassador is defined as anyone who represents the Township in the capacity of an elected official, appointed board and committee member, staff, auxiliary staff or volunteer and who interacts with residents and the general public in the explanation or promotion of Township programs, events, and services.

V. Plan Principles and Goals

Principles

- The plan supports and reinforces the Township’s practice of providing thorough, excellent communications to all audiences and residents.
- The intent of the plan is to be proactive rather than reactive.

- The plan continues the Township’s practice of communicating timely, accurate, and useful information, which is essential to ongoing communications excellence.

Goals

With this plan, the Township strives to accomplish the following as allowed by human and fiscal resources:

- Strengthen outgoing communication to Township residents, businesses, and community organizations;
- Further utilize Township, officials, employees, and volunteers as ambassadors for Township information;
- Increase opportunities to share incoming information from residents and businesses;
- Maintain and increase the Township’s visibility as a quality community in which to live, work, and locate a business;
- Continue to cultivate strong relationships with the media.
- Maintain and seek opportunities to strengthen the Township’s internal communications.

VI. Spokespersons

The Director of Community & Government Relations serves as the primary spokesperson and Public Information Officer for Hanover Township and conveys the official Township position on routine media inquiries, issues of Township wide significance, and situations that are sensitive or controversial in nature.

Employees are asked to forward all media inquiries and interview requests to the Director of Community & Government Relations via e-mail for purposes of identifying the proper spokesperson(s) and maintain uniform messaging.

Depending on the situation, the Township Administrator may designate an additional Township leader to serve as the spokesperson. In such a situation, initial media calls should be directed to the Office of Community & Veterans Affairs (CVA). A single initial media contact ensures uniformity and consistency in coordinating a focused and targeted Township message. Several uncoordinated responses increase the risk of contradictory information being disseminated, which will leave the public confused and potentially mistrusting of the Township.

VII. Media Interviews

The Director of Community & Government Relations will identify the appropriate spokesperson for a media interview depending on the subject matter of the media request.

The Director of Community & Government Relations will determine the nature of the interview and find out what questions might be asked in advance of the interview in order to properly prepare officials and staff. The Director of Community & Government Relations will review potential questions, develop key messages or talking point, and practice responses.

During an interview, the Township spokesperson should follow these guidelines:

- Information given to the media should be accurate and never speculative in nature.
- Content should provide timely information of general interest to the public and reflect the Township's programs, services, initiative or areas of responsibility.
- All requests for public records should be made through the Township Clerk's Office which processes FOIA requests.
- Each question should be answered directly. If the employee does not know the answer, the employee should respond with *"I will need to gather the correct information and get back to you,"* and then follow through by finding out the answer promptly after the interview is over. Never speculate on what the answer might be – always be factual.
- Elected Officials and Township staff shall not divulge confidential information on an "off the record" basis.
- Elected Officials and Township staff should speak from the perspective of what best represents the views of Hanover Township.
- An interview is not a conversation with a reporter, but with the reporter's reader, listeners or viewers.
- If the media representative asks for information, which the Elected Official or Township representative is uncomfortable with or unable to release, the employee should direct the reporter to the Director of Community & Government Relations.
- If the media representative becomes abusive or discourteous, the spokesperson may use discretion in terminating the interview. An appropriate response in such a situation might be *"I'm sorry; Can I get some additional information and follow up with you?."* A response of *"no comment"* is inappropriate. The Director of Community & Government Relations should be contacted

immediately following an interview of this nature. In their absence, contact the Township Administrator.

Guidelines for communication with the media when the issue is non-controversial and limited to the staff member's area of expertise:

When fielding a media inquiry, it is not necessary to respond immediately. It is acceptable to gather notes and thoughts and call the reporter back but be cognizant that the reporter is on a deadline. If necessary, individuals may obtain in writing via e-mail: the name of the reporter calling, the media organization, the deadline, and the anticipated time of the release of information in print or broadcast and their questions. Additional questions to ask are the content of the story and the other sources the reporter will be utilizing.

Guidelines for dealing with television and radio interviews:

When an interview request is received for an on-air interview, please contact the Director of Community & Government Relations and provide the reporter's name and affiliate. The Director of Community & Government Relations or their designee will handle scheduling the interview and will be available for consultation before the interview.

The best approach with the media is to be prompt, helpful, and honest. All contacts from the media should be returned as soon as possible, in deference to reporters' deadlines. A call should be returned within a half-day or sooner.

Issues that should not be discussed with reporters are:

- 1) Legal issues, including liability issues, property acquisition and pending litigation
- 2) Personnel issues, including those surrounding existing and former employees
- 3) Questions involving Township integrity, such as ethics
- 4) A community-wide emergency
- 5) Initiatives or programs that have not been approved or are waiting board approval

Refer all such inquiries to the Director of Community & Government Relations, or in their absence, the Township Administrator.

VIII. Community-Wide Emergencies

A community-wide emergency can have a lasting impact on the Township's reputation and public support. How well the Township conveys its message to the public is largely dependent on what the media reports. This is especially true in a community-wide

situation or emergency, as the media will be our primary means of communicating with our stakeholders. These situations are generally accompanied by a high level of emotion which can further shape public perception of Hanover Township.

In the event the Township becomes embroiled in a high-profile or sensitive media situation, the Township's first priority is to quickly assess the situation and resolve it through a coordinated, uniform, factual, and timely response to the media. If handled improperly, such an event can lead to long-term damage to the Township's reputation and loss of public confidence.

The goal in such a situation is to allow clear and accurate communication to the media, the public, residents, community partners, and other stakeholders which will instill confidence and continuity of Township governance. A well-managed crisis can not only preserve the Township's reputation and credibility but can also enhance it.

The first 24 hours are critical to gaining control and managing a situation. Within the first 24 hours, the Township should:

- Hold an emergency meeting with Township Supervisor, the Township Administrator, Director of Community & Government Relations, and other departments involved. This entails a briefing on the situation and gathering and coordination of facts to create a clear, accurate, timely, and uniform statement or position on the situation. The meeting will identify key messages and anticipate questions that may be asked by the media.
- Appoint a single spokesperson for the situation. The Township Supervisor, the Township Administrator, the Supervisor or the Director of Community & Government Relations will serve as the spokesperson, or they may designate another person as the single media contact during the situation.

In the event of a long-term situation that requires multiple media briefings and responses over an extended period, a team of designated public information officers will be assembled and kept up to date on all developments.

General Guidelines in a Community-wide Situation:

- Immediately respond to press inquiries with whatever information is available. Even in negative situations, it is pertinent to get the Township's message to the media and let the public know the Township is dealing with the situation. After an initial press briefing, a press conference should be established.

- Gather information as quickly as possible – basic who, what, when, and where. The how and why may be shared later. Discuss with the Township Attorney and the relevant Township department(s) and officials what information can be released and what information should be withheld.
- Instill confidence and credibility with the public by involving top Township leadership in press briefings. The Township Supervisor, Township Administrator or other appropriate spokespersons will calm and assure the public that the situation is being handled and is under control.
- Inform internal audiences at the same time media is informed. If the sole source of staff information is the press, employee morale can be damaged. Keeping a clear message with internal audiences assures a uniform message is being disseminated and reduces the risk of internal speculation and press leaks. This can be accomplished via e-mail, Hanover Horizons, and special departmental meetings.
- Maintain a calm and gracious presence. Show confidence and be helpful to the media. Offer reassurance to the public; be clear on actions being taken and resources being provided. Openness and responsiveness increases credibility and respect with the media.
- Include the Director of Community & Government Relations in strategy and decision-making – each decision has a public ramification.
- Update information frequently and regularly. Post press releases and statements on the website and social media.
- Monitor media reports and social media and report errors and misconceptions immediately to the Director of Community & Government Relations
- After the crisis has been resolved, evaluate the effectiveness of the crisis communication plan and update accordingly.

IX. Media Releases

At least two weeks lead-time should be allowed whenever possible for promotion of an event, public meeting or project. A request for a media release should be sent to the Director of Community & Government Relations. The Director of Community & Government Relations or designated staff will draft and distribute the media release and post to the Township website.

X. Township Website

Recognizing that internet traffic is ever increasing and that more and more, the web is often the first place residents and businesses go for information, the Township's website (www.hanover-township.org) is, and will remain the primary communications tool for

Hanover Township. No department, division or official entity governed by the Township can establish a site on the internet that is independent from the Township's primary site (www.hanover-township.org) without expressed written permission of the Township Administrator.

Standards

In order to provide a high level of quality, consistency, usability, and value to Township web communications, the following standards must be followed:

1. Posting Policy

- Content should provide timely information of general interest to the public and reflect the Township's programs, services, initiatives or areas of responsibility. The department head or their designee, prior to posting, will approve content.
- Content should be a resource to the public on information about the community and provide useful information to residents, community organizations, visitors, and residents.
- Department heads will be responsible for ensuring the accuracy and timeliness of all information posted.
- Inappropriate content includes:
 - That which directly or indirectly endorses any person or organization not directly associated with Hanover Township.
 - Commentary or personal opinions.
 - Photographs, music, video or graphics not having the written permission of the copyright holder or proof of being royalty-free.
 - Content in support of or opposition to political campaigns or ballot measures.
 - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation, or any other protected class.
 - Information that may tend to compromise the safety or security of the public or public systems.
 - Content that violates a legal ownership interest of any other party.

2. Consistency

To allow viewers to navigate easily through the Township website, web authors must follow the established page layouts, navigation link placement, use of graphics, font styles, etc.

3. Compliance

Employees granted permission to edit the Township website are responsible for

complying with applicable federal and state ordinances, regulations, and policies. This includes adherence to established laws and policies regarding copyright or plagiarism, records retention, the Illinois Freedom of Information Act, the Illinois Open Meetings Act, the First Amendment of the United States Constitution, and privacy and information security policies and protocols established by the Township.

XI. Social Media

To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, Hanover Township utilizes social media platforms to reach a broader audience.

Hanover Township has an overriding interest and expectation in deciding what is shared on behalf of the Township on social media sites.

No department, division or official entity governed by the Township can establish a social media account online that is independent from the Township's primary social media accounts without expressed written permission of the Township Administrator.

Standards

To provide a high level of quality, consistency, usability, and value to social media communications, the following standards must be followed:

1. The Township's website (www.hanover-township.org) will remain the Township's primary and predominant internet presence.
 - The best, most appropriate uses of social media tools fall generally into two categories:
 - As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 - As marketing/promotional channels, which increase the Township's ability to broadcast its messages to the widest possible audience.
 - Content posted to social media sites should contain links directing users back to the Township's official website for in-depth information, forms, documents or online services necessary to conduct business with Hanover Township.
 - On any Township social media site, a disclaimer will be placed that indicates that the Township's official website is the Township's primary and predominant internet presence.
2. The Communications Team will post, monitor, engage, and reply to messages and mentions on social media. Content will be reviewed for appropriateness, quality, consistency with overall Township message and branding, priority, goals, etc.

3. Employees granted permission to use this outlet are responsible for complying with applicable federal, state, county and Township municipalities' laws, ordinances, regulations, and policies. This includes adherence to established laws and policies regarding copyright or plagiarism, records retention, the Illinois Freedom of Information Act, the Illinois Open Meetings Act, the First Amendment of the United States Constitution, and privacy and information security policies and protocols established by the Township.

4. Employees representing the Township via social media outlets must conduct themselves at all times as representatives of Hanover Township.

5. Content posted to Township social media accounts by staff shall not include any of the following:

- Content in support of or opposition to political campaigns or ballot measures.
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Conduct or encouragement of illegal activity.
- Information that may tend to compromise the safety or security of the public or public systems.
- Content that violated a legal ownership interest of any other party.

6. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication of useful, factual information regarding public events, and information on department services and programs.

XII. Resident Newsletters (*Hanover Happenings*, *Club 59* and *e-newsletter*):

Purpose and Definition

The name of the Township newsletter is *Hanover Happenings*. The name of the Department of Aging Services newsletter is *Club 59*. The e-newsletter uses the name of the month as the subject line of the email i.e.: Hanover Township September News. The publications shall keep the public informed of recent actions of the Township Board and information from the Township departments and services.

Means and Frequency of Publication

Hanover Happenings is mailed to residents triennially (three issues per fiscal year).

Club 59 is mailed to subscribed senior residents bi-monthly (six issues per year).

The e-newsletter is emailed to subscribed email addresses on the first of every month.

Submission Deadlines

The Township newsletter, *Hanover Happenings*, will be mailed triennially to all addresses in the Township. Newsletter content must be submitted to the Director of Community & Government Relations or their designee no later than five weeks prior to the publication date.

Editor-in-Chief

The editor-in-chief of the *Hanover Happenings* and the e-newsletter is the Director of Community & Government Relations. All information submitted will be subject to the approval and editing of the Director of Community & Government Relations or their designee.

The editor-in-chief of *Club 59* is the Director of Aging Services.

XIII. Internal Communications

Purpose and Definition

The name of the Township's monthly internal e-newsletter is *Hanover Horizons*. The name of the Township's weekly internal e-bulletin is *HT Weekly*. These communication tools shall keep Township personnel informed of community news, internal announcements of events and programs, as well as communications from the Department of Administrative Services and employee work groups.

Means and Frequency of Publication

Hanover Horizons is e-mailed to all Township personnel with a Hanover Township email address on the first business day of the month.

HT Weekly is e-mailed to all Township personnel with a Hanover Township email address on the first business day of the week.

Submission Deadlines

Content for *Hanover Horizons* must be submitted to the Communications Specialist at least one week prior to publication.

Content for *HT Weekly* must be submitted to the Communications Specialist by the Thursday before publication.

Editor-in-Chief

The editor-in-chief of the *Hanover Horizons* and the *HT Weekly* is the Director of Community & Government Relations. All information submitted will be subject to the approval and editing of the Director of Community & Government Relations or their designee.

XIV. Flyers/Brochures

Township staff are required to submit drafts of flyers and brochures to the Director of Community & Government Relations or their designee to verify accuracy, quality, and Township style.

It is important to ensure the Township brand is consistent in materials distributed to the public.

XV. Use of Township Logo

The Township logo should not be altered in any way. Wide variances in color lightness or darkness change the Township's brand image, lessening the effect of the Township's entire visual identity. If the jpeg file of the logo requires resizing, editing should be completed by drawing out or drawing in the corners diagonally, not vertically or horizontally, to maintain appropriate image proportions.

The Township logo is available on the Media Drive or with the department's front desk staff.

XVI. Use of Township Letterhead

The use of Township letterhead is limited to official Township business only. Township letterhead cannot be used for non-Township business and is not to be provided to non-Township entities. In addition, should any Township Board or Committee require official notice to be sent to residents or any other entity, the staff liaison to that Board or Committee will handle the official communication in consultation with the Township Administrator.

XVII. Media Contacts

The Director of Community & Government Relations shall maintain a media distribution list. Individual contact names and phone numbers, in addition to addresses and e-mail addresses, should be included on the media contact list.

XVIII. Citizen Engagement and Outreach

Community engagement is the process of building relationships with residents, community organizations, and stakeholders, to work together as partners to improve the quality of life of Hanover Township residents.

The Hanover Township community offers many opportunities to engage with residents and partners to promote and bring awareness to the Township's programs, services and special events.

Board Meetings and Workshops: Residents have the opportunity to attend Township board and committee meetings and are allowed to address the board during the public comments section. In addition, residents have the opportunity to attend the Breakfast with the Board workshops on the second Saturday of most months to speak directly with elected officials.

Community Events & Festivals: Township departments are encouraged to participate in community events and festivals. When appropriate, Township staff and volunteers should wear Township attire with a Township name badge. If departments are invited by a community organization and able to accept, they are required to notify the Director of Community & Government Relations to coordinate participation. If the department is not able to accept and the invitation is for a prominent event, they are to notify the Director of Community & Government Relations to evaluate other representation.

Resident Inquiry: Township staff that receive inquiries (phone or email) unrelated to their department's function but in regards to Township officials and Township Board policies shall forward the message or direct the inquirer to the Director of Community & Government Relations, or in their absence, the Township Administrator. Media inquiries are to be directed to the Director of Community & Government Relations. Questions for other departments, regarding programs and services should be directed to the department head.

Speaking Requests: Hanover Township takes pride in our active efforts in responding to and seeking out opportunities to speak to community organizations (homeowners' associations, Kiwanis Clubs, chambers of commerce) and at community events. Township staff that receive requests and inquiries from individuals and community

organizations for speaking opportunities are to forward them to the Director of Community & Government Relations to gather information and identify the most appropriate Township representative and reply to the requestor.

Community Organizations & Memberships: Township personnel are encouraged to build relationships with key stakeholders and community groups that assist the Township in serving residents. This can include associations and civic entities such as chambers of commerce, the Rotary Club, Lions Club, Kiwanis Club and cultural non-profit organizations. Department leadership are also encouraged to build partnerships with stakeholders relevant to their mission to further the Township's goals.

Hanover Township Communications Team

James C. Barr
Township Administrator
(630) 837-0301x2127 – Office
(815) 751-4000 – Cell phone
jbarr@hanover-township.org

Tom Kuttenberg
Director of Community & Government Relations
(847) 888-8329x3130 – Office
(630) 408-4938 – Cell phone
tkuttenberg@hanover-township.org

Celeste Smith
Communications Specialist
(847) 888-8329 – Office
csmith@hanover-township.org



Memorandum

Date: September 10, 2020

To: Hanover Township Board

Cc: James Barr, Township Administrator

From: Tina Houdek, Director of Youth and Family Services

Re: Open Gym Vehicle Replacement

The Youth and Family Services Open Gym vehicle is scheduled for replacement during the current fiscal year as part of the Township's annual vehicle replacement program. The Open Gym vehicle is primarily driven by the Program Coordinator and used for transporting supplies and equipment back and forth from program and school sites.

The current vehicle is a 2007 Ford E-350 Van with 48,261 miles. The vehicle is aesthetically very poor with significant lower body rust that does not represent the township well. A quote was requested from Landmark Ford Inc., Springfield Illinois, a member of the Suburban Purchasing Cooperative for a 2020 Ford T-350 Transit Cargo Van. The total cost for the vehicle with options is \$27,993.00. This quote includes the high roof option that will assist with transporting a greater amount of supplies and equipment for programming as well as the ability to have easy access to the cargo area, including the ability to install shelving units in the van to organize daily Open Gym equipment. This quote also includes the trade-in of two vehicles; the 2007 Ford E-350 Cargo Van (\$700.00) and the 2010 Aeroteck Ford bus (\$4,000.00). This bus is an older reserved vehicle from the Department of Aging Services fleet that was held for Youth and Family Services. The lettering and graphics on the vehicle is estimated to cost an additional \$725.00 to \$800.00.

Attached is the quote from Landmark Ford Inc. of Springfield, Illinois. As the Director of Youth and Family Services, I recommend the Township Board authorize the purchase of the 2020 Ford T-350 Transit Cargo Van including the options proposed from the Suburban Purchasing Cooperative contract with Landmark Ford Inc., in the net amount of \$27, 993.00 and lettering not to exceed \$800.00. Please let me know if I can provide any additional information. Thank you for your consideration.

Quote

Landmark Ford Inc. You Always Do Better At Landmark

DATE: August 13,2020

2401 Prairie Crossing Drive
Springfield, IL. 62711
Phone: 217 862 5253
Fax: 217 862 5316

Quote For: Hanover Township

2020 Ford T-350 Transit cargo Van	\$	25,207.00
Fixed Rear door glass		75.00
Back-up Alarm		125.00
Vinyl Flooring front & rear		245.00
High Roof Option		4,976.00
Reverse sensing system		290.00
Delivery to hanover township		275.00
Bulkhead Installed		650.00
High roof insert add for High roof		375.00
Two additional keys from Ford		75.00
Lic & title M-plate		175.00
Power heated Mirrors		225.00
total for Van		32,693.00
Trade-In 2010 Aeroteck van Ford chassis 1FDFE4F57ADB01462		(4,000.00)
TRADE-IN 2007 Ford E-350 cargo Van 1FTSS34L47DA11773		(700.00)
Sub total		27,993.00
OTHER		
TOTAL	\$	27,993.00

Make all checks payable to Landmark Ford Inc. If you have any questions concerning this quote, contact Steve Decker Ph 217 862 -5253 e-mail steve.decker@landmarkauto.com

THANK YOU FOR YOUR BUSINESS

Choose a Board or Committee

(o) Committee on Youth

First Name

Corey

Last Name

Elton

Email

coreyelton@u-46.org

Phone

Address

City

St. Charles

State

Illinois

Zip Code

60107

Tell us about yourself

I am a graduate of Streamwood High School and current employee there! I have my MS. Ed in Special Education and taught both Cross-Cat classes and AVID for the past 4 years. I have been the AVID Coordinator, a Class Sponsor, a member of SIP and SD, Freshmen Experience Sponsor, created a Freshman Mentoring Program through AVID, and also used to sponsor Key Club when it was at SHS. This year, I have taken the position of MTSS Lead at SHS and am excited to work more closely with the township to build the relationship between our school and the community. Joining Committee on Youth would be a great place to begin!