



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

August 4, 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. Rescheduled Meeting Minutes of July 21, 2020
 - B. Executive Session Minutes of July 21, 2020
 - C. Resolution to Set Compensation of Elected Township Officials of Hanover Township, Cook County, Illinois
 - D. Resolution to Approve the Fiscal Year 2020 to Fiscal Year 2022 Hanover Township Strategic Action Plan
 - E. Authorization to Purchase Used Emergency Services Vehicle
 - F. Consideration of Road System Right-of-Way Mowing
- VIII. Executive Session
- IX. Other Business
- X. Adjournment

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

Hanover Township
Board Audit Report
From 7/21/2020 - 8/3/2020

	<u>Total</u>
Total Town Fund	30,309.35
Total Senior Services Fund	25,747.66
Total General Assistance Fund	11,362.29
Total Road Maintenance Fund	2,694.04
Total Mental Health Board Fund	1,653.08
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	
 Total All Funds	 <u><u>71,766.42</u></u>

Supervisor

Town Clerk
Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

July 21 through August 3, 2020

Type	Date	Num	Name	Memo	Amount
1103 · Aging Services - Revenue					
1103500 · Senior Programs					
Check	07/21/2020	137556	Robert Rauen	Program Refund	88.00
Check	07/21/2020	137564	Patricia Goodwin	Program Refund	357.00
Check	07/28/2020	137594	Joan Ward	Program Refund	94.00
Total 1103500 · Senior Programs					539.00
Total 1103 · Aging Services - Revenue					539.00
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	07/28/2020	137592	ProxIT Technology Solutions	Inv# 21390 Backup Cloud Services July 2020	1,324.94
Check	07/31/2020	137726	Staples	Inv# 3451701025 Computer Cables	348.75
Check	07/31/2020	137726	Staples	Inv# 3451701027 Monitor	362.36
Check	07/31/2020	137726	Staples	Inv# 3451701026 Monitors (2)	393.06
Total 1014430 · Computer Equipment & Software					2,429.11
Total 101CAP · Capital Expenditures					2,429.11
101CHN · Community Health					
1014452 · Office Supplies					
Check	07/21/2020	137530	Accurate Office Supply Co	Inv# 227710 Ink/Tray	65.34
Check	07/21/2020	137561	Tyrrell, Sarah J	Fax Toner	26.55
Check	07/28/2020	137577	Accurate Office Supply Co	Inv# 228729 Paper Plates/Plastic Cups	42.02
Total 1014452 · Office Supplies					133.91
1014453 · Printing					
Check	07/31/2020	137718	COTG	Inv# 2432113 Overage Copy Charges July	2.98
Total 1014453 · Printing					2.98
1014457 · Furniture and Computer Equip					
Check	07/31/2020	137725	Quench USA, Inc.	Inv# 2576147 Water Cooler Rental	54.08
Total 1014457 · Furniture and Computer Equip					54.08
1014459 · Professional Services					
Check	07/21/2020	137563	Alexian Brothers Health System	Inv# 1510626 Health Lab Services	388.89
Total 1014459 · Professional Services					388.89
1014465 · Medical Supplies					
Check	07/21/2020	137565	Stericycle, Inc	Inv# 4009478271 Medical Waste Disposal	464.64
Total 1014465 · Medical Supplies					464.64
1014492 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	289.92

Hanover Township Board Audit Report

July 21 through August 3, 2020

Type	Date	Num	Name	Memo	Amount
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-42.91
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1014492 · Dental, Vision & Life Insurance					257.61
Total 101CHN · Community Health					1,302.11
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	07/29/2020	137700	Canteen Refreshment Services	Inv# ORD65274 Water Machine Rental 7/20-8/16	40.95
Check	07/31/2020	137723	Leaf (618-009)	Inv# 10847516 Kyocera Copier Lease	97.44
Total 1014617 · Equipment & Furniture					138.39
1014621 · Satellite Office Utilities					
Check	07/29/2020	137699	Com Ed 010	Acct# 6997418010 Monthly Charges 6/9-7/9	186.68
Total 1014621 · Satellite Office Utilities					186.68
1014623 · Satellite Office Phone & Intrnt					
Check	07/29/2020	137697	Comcast (6276 IWC Internet)	Acct# 8771 20 032 0786276 Monthly Charges 7/4-8/3	193.95
Total 1014623 · Satellite Office Phone & Intrnt					193.95
1014692 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	539.46
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-79.85
Total 1014692 · Dental, Vision & Life Insurance					470.21
Total 101CMA · Community Relations					989.23
101VET · Veteran Affairs					
1014792 · Dental, Vision & Life Insurance					
Check	07/29/2020	137711	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					997.71
101ES · ES - Expenditures					
1014803 · Uniforms					
Check	07/21/2020	137555	Ray O'herron Co., Inc.	Inv# 2027504 Pants(2)/Shirts(2)	332.88
Total 1014803 · Uniforms					332.88
1014809 · Pre-Volunteer Screening					

Hanover Township Board Audit Report

July 21 through August 3, 2020

Type	Date	Num	Name	Memo	Amount
Check	07/21/2020	137554	Physicians Immediate Care	Inv# 4163301 Pre Employment Physical	234.00
Total 1014809 · Pre-Volunteer Screening					234.00
1014813 · Vehicle Fuel & Maintenance					
Check	07/21/2020	137540	Friendly Ford, Inc	Inv# C59896 Oil Change	106.25
Check	07/21/2020	137545	Illinois Tollway	Inv# G121000004260 Transponder Fees	77.70
Check	07/21/2020	137547	Mark Your Space, Inc.	Inv# 5865 Blue Reflective Lights on Interceptor	80.00
Check	07/21/2020	137566	Village of Hanover Park (Fuel)	Inv# 2020-00000854 June 2020 Fuel	294.41
Total 1014813 · Vehicle Fuel & Maintenance					558.36
1014814 · Communications					
Check	07/21/2020	137534	Comcast (ES 773)	Acct# 877110083 0226773 ES Internet Charges 7/18-8/17	157.41
Check	07/21/2020	137549	Motorola Solutions, Inc.	Inv# 5060920200601 Monthly Radio Service	586.00
Check	07/31/2020	137722	Emergency Services Marketing Corp., Inc.	Inv# 20-11131 Iam Responding Annual Fee	5.00
Total 1014814 · Communications					748.41
1014892 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	838.97
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	8.48
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-55.06
Total 1014892 · Dental, Vision & Life Insurance					792.39
Total 101ES · ES - Expenditures					2,666.04
101ISE · Insurance & Employee Benefits					
1014503 · General Insurance					
Check	07/31/2020	137714	Arachas Group LLC	Inv# 15552 Cyber Insurance Annual Premium	5,234.00
Total 1014503 · General Insurance					5,234.00
Total 101ISE · Insurance & Employee Benefits					5,234.00
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	07/28/2020	137595	Bade Supply	Inv# 37801 Air Freshener/Can Liners/Roll Towels/Urinal Screens	434.18
Total 1014205 · Janitorial Supplies					434.18
1014209 · Building Contracts					
Check	07/21/2020	137531	Alarm Specialties and Protection	Inv# 3690 Quarterly Alarm Monitoring - IWC	165.00
Check	07/21/2020	137537	Climatemp Service Group, LLC	Inv# S18069 RTU Diagnostic/Repair	729.84
Total 1014209 · Building Contracts					894.84
1014210 · Building Maintenance - Town					
Check	07/21/2020	137560	The Home Depot	Town Hall Lobby Paint	23.98

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July 21 through August 3, 2020

Type	Date	Num	Name	Memo	Amount
Total 1014210 · Building Maintenance - Town					23.98
1014211 · Building Maintenance - Senior					
Check	07/24/2020	137575	Sherwin-Williams	Inv# 2806-1 Senior Center Office Paint	20.77
Check	07/24/2020	137575	Sherwin-Williams	Inv# 2213-0 Senior Center Office Paint	32.95
Total 1014211 · Building Maintenance - Senior					53.72
1014213 · Equipment Maintenance - Town					
Check	07/21/2020	137558	Steiner Electric Company	Inv# S006677766.001 Generator Notification System Annual Renewal	300.00
Total 1014213 · Equipment Maintenance - Town					300.00
1014214 · Equipment Maintenance - Senior					
Check	07/28/2020	137598	Kool Technologies, Inc.	Inv# 3845 Senior Kitchen Refrigerator Repairs	262.50
Total 1014214 · Equipment Maintenance - Senior					262.50
1014215 · Equipment Maintenance - Astor					
Check	07/28/2020	137597	Fox Valley Fire & Safety	Inv# 366671 Fire Extinguisher Maintenance/Testing	244.60
Check	07/28/2020	137599	Sherwin-Williams	Inv# 2863-2 Astor Ave Community Center Reception Paint	89.67
Total 1014215 · Equipment Maintenance - Astor					334.27
1014219 · Vehicle Fuel - Town					
Check	07/21/2020	137566	Village of Hanover Park (Fuel)	Inv# 2020-00000854 June 2020 Fuel	534.07
Total 1014219 · Vehicle Fuel - Town					534.07
1014225 · Grounds/Reserve Maintenance					
Check	07/21/2020	137538	Doty Nurseries	Inv# 176340 Lenoci Reserve Trees	1,515.00
Check	07/21/2020	137548	Midwest Trading	Inv# I475878 Campus Mulch	338.40
Check	07/21/2020	137548	Midwest Trading	Inv# I476021 Campus Mulch	338.40
Total 1014225 · Grounds/Reserve Maintenance					2,191.80
1014228 · Building Maintenance - Izaak					
Check	07/24/2020	137574	Rich's Seamless Gutters Inc	Inv# 5765 IWC Gutter Repairs	606.00
Total 1014228 · Building Maintenance - Izaak					606.00
1014229 · Equipment Maintenance - Izaak					
Check	07/21/2020	137560	The Home Depot	Storage Box Installation Materials	23.48
Check	07/21/2020	137560	The Home Depot	IWC Camera Supplies/IWC Plexiglass Shield	38.93
Total 1014229 · Equipment Maintenance - Izaak					62.41
1014230 · Trash Removal - Izaak					
Check	07/21/2020	137543	Groot, Inc.	Acct# 3107-54379 Inv# 5671719 Monthly Charges	124.18
Total 1014230 · Trash Removal - Izaak					124.18

Hanover Township Board Audit Report

July 21 through August 3, 2020

Type	Date	Num	Name	Memo	Amount
1014292 · Dental, Vision & Life Insurance					
Check	07/28/2020	137586	NCPERS	Billing# 5785082020 Monthly Premium	16.00
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	988.14
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	29.68
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-146.26
Total 1014292 · Dental, Vision & Life Insurance					887.56
Total 101MAIN · Facilities Maintenance					6,709.51
101PAN · Pantry					
1014161 · Utilities					
Check	07/21/2020	137550	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges 5/16-6/14	38.90
Check	07/21/2020	137551	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges 5/16-6/13	43.82
Check	07/28/2020	137588	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges 6/15-7/13	39.09
Check	07/28/2020	137589	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges 6/14-7/15	39.09
Total 1014161 · Utilities					160.90
1014192 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	337.89
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-50.01
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Total 1014192 · Dental, Vision & Life Insurance					301.83
Total 101PAN · Pantry					462.73
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	07/28/2020	137578	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges 7/16-8/15	89.15
Total 1014402 · Telephone - Town					89.15
1014403 · Utilities - Town					
Check	07/21/2020	137552	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 5/17-6/15	133.39
Check	07/28/2020	137587	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 6/16-7/16	125.57
Total 1014403 · Utilities - Town					258.96
1014405 · Internet Access - Town					
Check	07/28/2020	137579	Comcast (607)	Acct# 8771100830128607 Monthly Internet Charges 7/23-8/22	288.40
Total 1014405 · Internet Access - Town					288.40
1014416 · Equipment Rental - Town					
Check	07/31/2020	137723	Leaf (618-009)	Inv# 10847516 Kyocera Copier Lease - Main Copier	306.01
Check	07/31/2020	137723	Leaf (618-009)	Inv# 10847516 Kyocera Copier Lease - Passports	23.10
Total 1014416 · Equipment Rental - Town					329.11

Hanover Township Board Audit Report

July 21 through August 3, 2020

Type	Date	Num	Name	Memo	Amount
Total 101THE · Town Hall Expense					965.62
101TOE · Town Office Expense					
1014401 · Postage					
Check	07/28/2020	137581	Easy Permit Postage	Acct 8000-9090-0585-2392 Postage Refill	850.77
Total 1014401 · Postage					850.77
1014404 · Office Supplies					
Check	07/31/2020	137726	Staples	Inv# 3451701023 Coffee Supplies	148.69
Total 1014404 · Office Supplies					148.69
1014406 · Printing					
Check	07/28/2020	137600	Signs by Tomorrow	Inv# 27111 Graduation Banners (3)	1,040.82
Check	07/31/2020	137727	Allegra Print & Imaging	Inv# 62769 Township History Program Book (150)	198.00
Check	07/31/2020	137727	Allegra Print & Imaging	Inv# 62749 Annual Report (75)	566.25
Total 1014406 · Printing					1,805.07
1014414 · Memberships, Subs & Publication					
Check	07/28/2020	137582	Elgin Area Chamber of Commerce	Inv# 110215577 Membership Renewal	355.00
Check	07/28/2020	137591	Daily Herald	Acct 681793 Daily Herald Newspaper Service 8/1-9/25	96.20
Total 1014414 · Memberships, Subs & Publication					451.20
1014535 · Legal Notices					
Check	07/28/2020	137590	Paddock Publications, Inc	Inv# 151031 Annual Town Meeting Legal Notice	67.85
Total 1014535 · Legal Notices					67.85
1014560 · Emergency Contingency Fund					
Check	07/21/2020	137533	Allegra Marketing Print & Mail	Inv# 94666 Astor Ave Comm Center COVID Floor Directional Decals	136.70
Check	07/24/2020	137573	Mark Your Space, Inc.	Inv# 5958 Covid Signage - Lenoci Reserve	35.00
Check	07/28/2020	137593	Village of Streamwood	Inv# 744 Arlingdale Lake Maintenance 2020	1,000.00
Total 1014560 · Emergency Contingency Fund					1,171.70
1014592 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	1,058.81
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	41.51
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-156.81
Total 1014592 · Dental, Vision & Life Insurance					943.51
Total 101TOE · Town Office Expense					5,438.79
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	07/24/2020	137576	Staples	Inv# 3451219911 Toners (4)	537.81
Check	07/24/2020	137576	Staples	Inv# 3451219919 Ink (3)	190.92

Hanover Township Board Audit Report

July 21 through August 3, 2020

Type	Date	Num	Name	Memo	Amount
Total 1044405 · Office Supplies					728.73
1044411 · Equipment					
Check	07/21/2020	137557	Staples	Inv# 3449918889 Printer	169.99
Total 1044411 · Equipment					169.99
1044492 · Dental, Vision & Life Insurance					
Check	07/28/2020	137586	NCPERS	Billing# 5785082020 Monthly Premium	16.00
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	1,150.56
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-170.30
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	19.08
Total 1044492 · Dental, Vision & Life Insurance					1,015.34
Total 104ASR · Assessor's Division					1,914.06
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094618 · Psychiatric Backup					
Check	07/24/2020	137568	Alexian Brothers Behavioral Health Hospi	Psychiatric Backup	165.00
Total 1094618 · Psychiatric Backup					165.00
1094621 · Recruitment and Pre Employment					
Check	07/21/2020	137554	Physicians Immediate Care	Inv# 4163301 Pre Employment Physical	138.00
Total 1094621 · Recruitment and Pre Employment					138.00
1094623 · Travel					
Check	07/31/2020	137712	Houdek, Tina M	Mileage Reimbursement	5.80
Total 1094623 · Travel					5.80
1094626 · Equipment & Furniture					
Check	07/31/2020	137712	Houdek, Tina M	Quarterly Cell Phone Reimbursement	120.00
Total 1094626 · Equipment & Furniture					120.00
1094692 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	1,107.66
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	56.35
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-163.94
Total 1094692 · Dental, Vision & Life Insurance					1,000.07
Total 109ADM · Administration & Clinical					1,428.87
109OUT · Outreach & Prevention					
1094792 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	866.03
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	29.68

Hanover Township Board Audit Report

July 21 through August 3, 2020

Type	Date	Num	Name	Memo	Amount
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-134.91
Total 1094792 · Dental, Vision & Life Insurance					760.80
Total 109OUT · Outreach & Prevention					760.80
Total 109YFS · Youth & Family Services					2,189.67
Total 1014 · Town Fund - Expenditures					30,309.35
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	07/21/2020	137536	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 6/2-7/1	4,320.83
Check	07/21/2020	137553	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges Balance 5/25-6/24	618.49
Total 1104524 · Utilities					4,939.32
1104527 · Equipment					
Check	07/21/2020	137562	Wells Fargo	Inv# 5011088041 Copier Payment July 2020	289.85
Total 1104527 · Equipment					289.85
1104528 · Office Supplies					
Check	07/29/2020	137696	Accurate Office Supply Co	Inv# 519844 Toner/Wireless Mouse (2)	138.80
Check	07/31/2020	137725	Quench USA, Inc.	Inv# 2576147 Water Cooler Rental	162.22
Total 1104528 · Office Supplies					301.02
1104533 · Printing					
Check	07/21/2020	137546	Kwik Print	Inv# 67372 Letterhead/Business Cards	180.30
Check	07/31/2020	137718	COTG	Inv# 2432113 Overage Copy Charges July	78.94
Check	07/31/2020	137718	COTG	Inv# 2432113 Tax Exempt	-3.51
Check	07/31/2020	137718	COTG	Inv# 2432114 Copies July	22.42
Check	07/31/2020	137718	COTG	Inv# 2432114 Tax Exempt	-1.17
Total 1104533 · Printing					276.98
1104592 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	111.34
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	19.25
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-22.74
Total 1104592 · Dental, Vision & Life Insurance					107.85
Total 1104ADM · Administration					5,915.02
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	07/21/2020	137541	Get Fresh Produce, Inc	Inv# 3550257 Congregate Food	69.25
Check	07/21/2020	137541	Get Fresh Produce, Inc	Inv# 3552720 Congregate Food	114.68
Check	07/21/2020	137541	Get Fresh Produce, Inc	Inv# 3553477 Congregate Food	104.50

Hanover Township Board Audit Report

July 21 through August 3, 2020

Type	Date	Num	Name	Memo	Amount
Check	07/21/2020	137541	Get Fresh Produce, Inc	Credit# 440238 Congregate Food	-69.25
Check	07/21/2020	137541	Get Fresh Produce, Inc	Credit# 440527 Congregate Food	-1.90
Check	07/21/2020	137542	Gordon Food Service	Inv# 203601003 Congregate Food	836.53
Check	07/21/2020	137542	Gordon Food Service	Credit# 14371250 Congregate Food	-12.54
Check	07/21/2020	137544	Highland Baking Company	Inv# 2317153 Congregate Food	22.17
Check	07/24/2020	137570	Gordon Food Service	Inv# 203741337 Congregate Food	462.12
Check	07/24/2020	137570	Gordon Food Service	Credit# 14390676 Congregate Food	-26.50
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3557452 Congregate Food	193.85
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3558308 Congregate Food	70.60
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3558363 Congregate Food	18.83
Check	07/24/2020	137571	Get Fresh Produce, Inc	inv# 3556288 Congregate Food	57.45
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3555764 Congregate Food	124.98
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3554268 Congregate Food	81.04
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3545172 Congregate Food	54.25
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3548789 Congregate Food	20.68
Check	07/24/2020	137572	Highland Baking Company	Inv# 2318363 Congregate Food	18.03
Check	07/24/2020	137572	Highland Baking Company	Inv# 2319869 Congregate Food	24.87
Check	07/24/2020	137572	Highland Baking Company	Inv# 230452 Congregate Food	39.79
Check	07/24/2020	137572	Highland Baking Company	Inv# 2321327 Congregate Food	35.30
Check	07/29/2020	137706	Get Fresh Produce, Inc	inv# 3561353 Congregate Food	87.95
Check	07/29/2020	137706	Get Fresh Produce, Inc	Credit 440828	-24.95
Check	07/29/2020	137706	Get Fresh Produce, Inc	Credit 440932	-12.55
Check	07/29/2020	137707	Highland Baking Company	Inv# 2324176 Congregate Food	46.15
Check	07/31/2020	137719	Highland Baking Company	Inv# 2325017 Congregate Food	22.60
Check	07/31/2020	137720	Gordon Food Service	Inv# 203878217 Congregate Food	985.97
Check	07/31/2020	137721	Get Fresh Produce, Inc	Inv# 3562733 Congregate Food	25.10
Check	07/31/2020	137721	Get Fresh Produce, Inc	Inv# 3562299 Congregate Food	162.76
Total 1105551 · Congregate Food					3,531.76
1105553 · Congregate Supplies					
Check	07/21/2020	137541	Get Fresh Produce, Inc	Inv# 3550257 Congregate Supplies	20.20
Check	07/21/2020	137541	Get Fresh Produce, Inc	Credit# 440238 Congregate Supplies	-20.20
Check	07/21/2020	137542	Gordon Food Service	Inv# 203601003 Congregate Supplies	30.26
Check	07/24/2020	137570	Gordon Food Service	Inv# 203741337 Congregate Supplies	89.50
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3557452 Congregate Supplies	20.20
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3554268 Congregate Supplies	20.20
Check	07/31/2020	137720	Gordon Food Service	Inv# 203878217 Congregate Supplies	32.56
Check	07/31/2020	137721	Get Fresh Produce, Inc	Inv# 3562299 Congregate Supplies	48.38
Total 1105553 · Congregate Supplies					241.10
1105558 · Home Delivered Meals Food					
Check	07/21/2020	137541	Get Fresh Produce, Inc	Inv# 3550257 HDM Food	69.25
Check	07/21/2020	137541	Get Fresh Produce, Inc	Inv# 3552720 HDM Food	114.67
Check	07/21/2020	137541	Get Fresh Produce, Inc	Inv# 3553477 HDM Food	104.50
Check	07/21/2020	137541	Get Fresh Produce, Inc	Credit# 440238 HDM Food	-69.25
Check	07/21/2020	137541	Get Fresh Produce, Inc	Credit# 440527 HDM Food	-1.90
Check	07/21/2020	137542	Gordon Food Service	Inv# 203601003 HDM Food	836.53

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	07/21/2020	137542	Gordon Food Service	Credit# 14371250 HDM Food	-12.54
Check	07/21/2020	137544	Highland Baking Company	Inv# 2317153 HDM Food	22.17
Check	07/24/2020	137570	Gordon Food Service	Inv# 203741337 HDM Food	462.11
Check	07/24/2020	137570	Gordon Food Service	Credit# 14390676 HDM Food	-26.50
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3557452 HDM Food	193.85
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3558308 HDM Food	70.60
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3558363 HDM Food	18.82
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3556288 HDM Food	57.45
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3555764 HDM Food	124.97
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3554268 HDM Food	81.03
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3545172 HDM Food	54.25
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3548789 HDM Food	20.67
Check	07/24/2020	137572	Highland Baking Company	Inv# 2318363 HDM Food	18.02
Check	07/24/2020	137572	Highland Baking Company	Inv# 2319869 HDM Food	24.87
Check	07/24/2020	137572	Highland Baking Company	Inv# 2320452 HDM Food	39.79
Check	07/24/2020	137572	Highland Baking Company	Inv# 2321327 HDM Food	35.30
Check	07/29/2020	137706	Get Fresh Produce, Inc	inv# 3561353 HDM Food	87.95
Check	07/29/2020	137706	Get Fresh Produce, Inc	Credit 440828	-24.95
Check	07/29/2020	137706	Get Fresh Produce, Inc	Credit 440932	-12.55
Check	07/29/2020	137707	Highland Baking Company	Inv# 2324176 HDM Food	46.14
Check	07/31/2020	137719	Highland Baking Company	Inv# 2325017 HDM Food	22.61
Check	07/31/2020	137720	Gordon Food Service	Inv# 203878217 HDM Food	985.96
Check	07/31/2020	137721	Get Fresh Produce, Inc	Inv# 3562733 HDM Food	25.10
Check	07/31/2020	137721	Get Fresh Produce, Inc	Inv# 3562299 HDM Food	162.76
Total 1105558 · Home Delivered Meals Food					3,531.68
1105560 · Home Delivered Meals Supplies					
Check	07/21/2020	137541	Get Fresh Produce, Inc	Inv# 3550257 HDM Supplies	20.20
Check	07/21/2020	137541	Get Fresh Produce, Inc	Credit# 440238 HDM Supplies	-20.20
Check	07/21/2020	137542	Gordon Food Service	Inv# 203601003 HDM Supplies	30.26
Check	07/24/2020	137570	Gordon Food Service	Inv# 203741337 HDM Supplies	89.49
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3557452 HDM Supplies	20.20
Check	07/24/2020	137571	Get Fresh Produce, Inc	Inv# 3554268 HDM Supplies	20.20
Check	07/31/2020	137720	Gordon Food Service	Inv# 203878217 HDM Supplies	32.56
Check	07/31/2020	137721	Get Fresh Produce, Inc	Inv# 3562299 HDM Supplies	48.37
Total 1105560 · Home Delivered Meals Supplies					241.08
1105792 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	127.62
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	5.30
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-18.89
Total 1105792 · Dental, Vision & Life Insurance					114.03
Total 1104NUT · Nutrition					7,659.65
1104PRO · Enrichment Programs					
1104514 · Weekend Programming					

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Type	Date	Num	Name	Memo	Amount
Check	07/29/2020	137690	JR Media Group	Senior Virtual Presentation - Grandma Goes to Hawaii	200.00
Total 1104514 · Weekend Programming					200.00
1104515 · Programming					
Check	07/29/2020	137688	Steve Justman	Senior Presentation - Musical Memories	150.00
Check	07/29/2020	137689	Krista August	Senior Virtual Presentation - Local History 9/10/20	225.00
Check	07/29/2020	137689	Krista August	Senior Virtual Presentation - Local History 10/15/20	225.00
Check	07/29/2020	137691	Blenderful Music	Inv# 200817 Senior Virtual Musical Presentation	200.00
Check	07/29/2020	137703	Dance Alternatives, Inc.	Inv# HP07080715 Virtual Line Dance Classes (2)	110.00
Check	07/29/2020	137705	Cesar Grimaldo	Inv# 072820 French/Spanish Instruction Add'l July/Aug	300.00
Check	07/29/2020	137710	Tranquility Yoga Studio	Virtual Yoga Instruction - August 2020	1,204.99
Total 1104515 · Programming					2,414.99
1104520 · Volunteer Services					
Check	07/29/2020	137693	Maureen Edelman	Home Delivered Meals Mileage July 2020	37.70
Check	07/29/2020	137694	Phil Roth	Home Delivered Meals Mileage July 2020	52.78
Check	07/29/2020	137695	Joanne Rapp	Home Delivered Meals Mileage July 2020	33.06
Check	07/31/2020	137713	Konzal, Tessa	Home Delivered Meals Mileage March 2020	92.80
Total 1104520 · Volunteer Services					216.34
1104532 · Visual Arts					
Check	07/24/2020	137569	Blick Art Materials	Inv# 4165013 Plaettes/Paint/Canisters/Brushes	447.83
Check	07/31/2020	137717	Blick Art Materials	Art Supplies	13.29
Total 1104532 · Visual Arts					461.12
1104892 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	1,059.39
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	24.38
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-156.81
Total 1104892 · Dental, Vision & Life Insurance					926.96
Total 1104PRO · Enrichment Programs					4,219.41
1104SOC · Social Services					
1104992 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	272.58
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-20.17
Total 1104992 · Dental, Vision & Life Insurance					263.01
Total 1104SOC · Social Services					263.01
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	07/29/2020	137702	Complete Fleet Services Inc.	Inv# 26460 Bus 140 Brakes/Rotors/Oil Change	1,497.10

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	07/29/2020	137702	Complete Fleet Services Inc.	Inv# 26539 Bus 145 Reverse Lights/Oil Change	449.23
Check	07/29/2020	137702	Complete Fleet Services Inc.	Inv# 26506 Bus 146 Door Lift/Step Inspection/Lamps/Oil Change	786.02
Check	07/29/2020	137702	Complete Fleet Services Inc.	Inv# 26601 Bus 141 Oil Change/Door Molding/Filters	303.88
Check	07/31/2020	137716	Airstream Pressure Washing Inc	Inv# 7385 On Site Bus Washing (9)	225.00
Total 1104518 · Vehicle Maintenance					3,261.23
1104551 · Training					
Check	07/21/2020	137532	Alexian Bros Corporate Health Services	Inv# 708388 Drug Screen/Physical	123.00
Check	07/24/2020	137567	Township Officials of Illinois	New Employee Drug Screening	90.00
Check	07/29/2020	137692	Township Officials of Illinois	New Employee Clearinghouse Setup	10.00
Total 1104551 · Training					223.00
1104552 · Fuel					
Check	07/21/2020	137566	Village of Hanover Park (Fuel)	Inv# 2020-00000854 June 2020 Fuel	1,843.72
Total 1104552 · Fuel					1,843.72
1104692 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	2,070.82
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	56.69
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-303.89
Total 1104692 · Dental, Vision & Life Insurance					1,823.62
Total 1104TRN · Transportation					7,151.57
Total 1104 · Aging Services - Expenditures					25,208.66
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	07/29/2020	137708	Staples	Inv# 3451219917 Clipboards (10)	23.80
Check	07/29/2020	137708	Staples	Inv# 3451219916 Copy paper/Steno Book/Binders/Staples	96.87
Check	07/29/2020	137708	Staples	Inv# 3451219914 Paper Plates/Bowls	29.38
Check	07/29/2020	137708	Staples	Inv# 3451219913 Paper Plates	23.75
Total 2024202 · Office Supplies					173.80
2024204 · Equipment					
Check	07/31/2020	137723	Leaf (618-009)	Inv# 10847516 Kyocera Copier Lease	106.23
Total 2024204 · Equipment					106.23
2024212 · Dues & Publications					
Check	07/29/2020	137709	Township Officials of Illinois	Member# T14092 Associate Membership	50.00
Total 2024212 · Dues & Publications					50.00
2024511 · Phone and Internet					

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Type	Date	Num	Name	Memo	Amount
Check	07/29/2020	137698	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 7/25-8/24	186.90
Total 2024511 · Phone and Internet					186.90
2024592 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	1,011.42
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	27.73
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-149.71
Total 2024592 · Dental, Vision & Life Insurance					889.44
Total 2024ADM · Administration					1,406.37
2024HOM · Home Relief					
2024102 · Rent					
Check	08/01/2020	5572	Country Mutual Insurance Company	Home Insurance Assistance	38.90
Check	08/01/2020	5573	Southwicke on Sutton Condo Assn.	August 2020 Rent	186.63
Check	08/01/2020	5575	Michelle Breen	August 2020 Rent	500.00
Check	08/01/2020	5576	Spring Lakes Estates	August 2020 Rent	750.00
Check	08/01/2020	5577	Cook County Treasurer	Property Tax Assistance	373.77
Check	08/01/2020	5580	Cynthia Wheelock	August 2020 Rent	550.00
Check	08/01/2020	5581	James Susman	August 2020 Rent	650.00
Check	08/01/2020	5582	Spring Lakes Estates	August 2020 Rent	655.00
Check	08/01/2020	5583	Northwest Compass	August 2020 Rent	300.00
Check	08/01/2020	5584	Hanover Homes LLC	August 2020 Rent	750.00
Check	08/01/2020	5585	Larry Bennett	August 2020 Rent	500.00
Total 2024102 · Rent					5,254.30
2024103 · Utilities					
Check	08/01/2020	5570	Com Ed	Utilities Assistance	150.64
Check	08/01/2020	5571	NICOR	Utiliites Assistance	27.48
Check	08/01/2020	5574	Village of Streamwood	Utilities Assistance	71.95
Check	08/01/2020	5578	Village of Streamwood	Utilities Assistance	71.95
Check	08/01/2020	5579	Com Ed	Utilities Assistance	104.28
Total 2024103 · Utilities					426.30
2024105 · Personal Essentials					
Check	08/01/2020	5568	Walmart	Personal Essentials	840.00
Total 2024105 · Personal Essentials					840.00
2024106 · Travel Expenses					
Check	08/01/2020	5569	BP Gas Station	Fuel Assistance Cards (5)	225.00
Check	08/01/2020	5572	Country Mutual Insurance Company	Transportation Assistance	77.93
Total 2024106 · Travel Expenses					302.93
2024119 · Emergency Assistance					
Check	07/22/2020	5566	NICOR	Emergency Assistance	428.60

Hanover Township Board Audit Report

July 21 through August 3, 2020

Type	Date	Num	Name	Memo	Amount
Check	07/22/2020	5567	Com Ed	Emergency Assistance	703.79
Check	07/31/2020	5586	Maria Espinoza	Emergency Assistance	2,000.00
Total 2024119 · Emergency Assistance					3,132.39
Total 2024HOM · Home Relief					9,955.92
Total 2024 · Human Services - Expenditures					11,362.29
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034709 · Uniforms & Safety Equipment					
Check	07/21/2020	137560	The Home Depot	Gloves for Staff Chipper Operations	51.94
Total 3034709 · Uniforms & Safety Equipment					51.94
3034711 · Utilities					
Check	07/31/2020	137724	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 6/16-7/16	52.78
Total 3034711 · Utilities					52.78
3034792 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	272.58
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-40.35
Total 3034792 · Dental, Vision & Life Insurance					242.83
Total 3034ADM · Administration					347.55
3034ROD · Road Maintenance					
3034600 · Controlled Substance Testing					
Check	07/21/2020	137554	Physicians Immediate Care	Inv# 4163301 Pre Employment Physical	188.00
Total 3034600 · Controlled Substance Testing					188.00
3034602 · Operating Supplies & Materials					
Check	07/21/2020	137539	Earth, Inc	Inv# 22040 Dirt for Greenfeather CulDeSac Restoration	240.00
Check	07/21/2020	137539	Earth, Inc	Inv# 22053 Dirt for Greenfeather CulDeSac Restoration	120.00
Check	07/21/2020	137539	Earth, Inc	Inv# 22068 Dirt for Greenfeather CulDeSac Restoration	380.00
Check	07/21/2020	137560	The Home Depot	Vehicle Soap	10.94
Check	07/28/2020	137596	Earth, Inc	Inv# 22113 Gromer Rd Top Soil	120.00
Total 3034602 · Operating Supplies & Materials					870.94
3034603 · Fuel					
Check	07/21/2020	137566	Village of Hanover Park (Fuel)	Inv# 2020-00000854 June 2020 Fuel	766.43
Total 3034603 · Fuel					766.43
3034610 · Street Lighting					

Hanover Township Board Audit Report

July 21 through August 3, 2020

Type	Date	Num	Name	Memo	Amount
Check	07/21/2020	137535	Com Ed 152	Acct# 0045120152 Monthly Charges 6/9-7/9	391.15
Total 3034610 · Street Lighting					391.15
Total 3034ROD · Road Maintenance					2,216.52
303EQM · Equipment					
3034608 · Equipment Purchase					
Check	07/21/2020	137560	The Home Depot	Wheelbarrow	94.98
Total 3034608 · Equipment Purchase					94.98
3034609 · Maintenance Vehicles & Equip					
Check	07/21/2020	137559	Suburban Tire Auto Care Centers	Inv# 0508339 Chipper Tire	34.99
Total 3034609 · Maintenance Vehicles & Equip					34.99
Total 303EQM · Equipment					129.97
Total 3034 · Road Maintenance - Expenditures					2,694.04
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054592 · Dental, Vision & Life Insurance					
Check	07/29/2020	137704	Euclid Managers	Acct 5641581 Monthly Premium (3 Months)	502.59
Check	07/29/2020	137711	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Check	07/29/2020	137704	Euclid Managers	Covid Credit - June 20	-74.39
Total 5054592 · Dental, Vision & Life Insurance					442.15
Total 5054ADM · Administration					442.15
5054COM · HT Community Resource Center					
5054210 · Utilities					
Check	07/28/2020	137580	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges 6/5-7/7	404.21
Check	07/28/2020	137583	Groot, Inc (114943)	Inv# 5671771 Monthly Charges July 2020	119.72
Total 5054210 · Utilities					523.93
5054213 · Janitorial					
Check	07/28/2020	137584	JaniKing	Inv# CHC05200207 Monthly Billing May 2020	414.00
Total 5054213 · Janitorial					414.00
5054250 · Building Maintenance					
Check	07/28/2020	137585	Johnson Controls Security Solutions	Inv# 34549515 Quarterly Security Monitoring Aug - Oct 2020	273.00
Total 5054250 · Building Maintenance					273.00
Total 5054COM · HT Community Resource Center					1,210.93

**Hanover Township
Board Audit Report**
July 21 through August 3, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
			Total 5054 · Mental Health - Expenditures		1,653.08
TOTAL					<u>71,766.42</u>

- I. Call to Order/Roll Call: Supervisor McGuire called the rescheduled meeting to order at 7:30 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 Acting Director Kristin Vana, 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*, HR Manager Suzy Callahan, and Attorneys Mike Airdo and Mark Kimzey*; no public was present. *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. No public was present or via teleconference at this time, and no comments were submitted for consideration by the public, and Mr. McGuire closed the Town Hall.
- IV. Reports
 - A. Supervisor's Report: Supervisor McGuire reported that the Township received an opinion from Attorney General Raoul's office concurring with the way Hanover Township administers the GA/relief program. Thank you to Representative Crespo for seeing this through on our behalf. Mr. McGuire would share the opinion with MTA, Township Officials and the TOI GA division.
 - B. Clerk's Report: Clerk Dolan Baumer thanked everyone for attending the Annual Town Meeting earlier this evening.
 - C. Assessor's Report: Assessor Smogolski offered no report.
 - D. Trustee Liaison Committee Reports: Trustee Beattie reminded the Board that the Committee on Youth would hold a meeting on Monday, available via Zoom.
 - E. Department Reports: Written reports were prepared for the Board's review; highlights included Director Smith reporting that the Community Health department has fully transitioned to software for data collection for Covid tracking; 200 cases have been assigned to them. The blood drive would be held on August 11. The outdoor walking program has resumed at the Izaak Walton Center. PPEs are sufficient to last until the end of the year. Manager Teachout reported that FY22 Mental Health Board applications are available online. TIDE rides are increasing as more businesses open up. Hunter Ridge CILA home thanks the Township for services through the food pantry during the lockdown period. Director Imperato reported that the Community Center is open. The food pantry has seen a 30 percent increase in use over last year. Monetary donations are up. Applications for GA and relief funds are being taken virtually and in person as the need directs. The Foundation has raised over \$69,000 since March 17. Backpack distribution starts this week. Youth and Family Services Director Houdek reported that in-person Open Gym started at Izaak Walton Center with over 90 participants. The department is still running virtual programming, as well as select in-person sessions. The Family Fun Night would be held on August 7 from 7:30-9:30 p.m. as a movie night here on the campus; attendance is by registration only. The youth leader food drive would be held on August 6 in front of the Aging Services Center. Procedures for tutoring are being developed for start-up this fall. Human Resource Manager Callahan reported that the 911 phone line for Emergency Services has been activated. Harassment Training should be completed by the staff and elected officials. The workplace evaluation should be completed today. Director Vana resumes her role on August 4. Computer replacement is ongoing. Director Kuttentberg reported that review by the state is ongoing for the pending OSLA grant. Senator Castro reported that bond sales have begun to fund the program

for this six-year plan. A resident shred event would be held in September. He is preparing a report on how our departments have adapted to new ways of service delivery. Director Hanson noted that ceiling fans for the Veterans Hall would cost up to \$11,000 for fans, electric, labor, etc. The UVC has been ordered. Cleaners for the Township janitorial staff have been interviewed and the proposed start date of the sub-department would be August 12-21. The County transportation and highway liaison would be on site to assess the drainage and floodwater situation on Tamling Court. Mark Kimzey reported that that street in unincorporated Cook in Hanover Township is under the jurisdiction of Hanover Township, according to the County and State. Director Crews reported that Emergency Services has created a recruitment video. He recently met with Carol Stream emergency services to see if we could assist them. He received a positive letter from the Elgin Fire department thanking ES for their services. A tri-fold brochure has been created for the department's recruitment efforts. Acting Director Vana reported that the department of Aging Services is limiting in-person programming in line with the Illinois Department of Aging. Program attendance has been slow, but more people are attending each week. No more than 30 people are allowed in the Aging Services Center at one time. The excessive heat is preventing outdoor programming at this time. The Illinois Department on Aging says that congregate meal service is not to open, yet. Ms Megan Conway starts her job here as Director of Aging Services on July 27. Ms Renee Stein has started as a part-time bus driver.

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

VI. Bill Paying: Ms Vana presented the bills for payment from July 6, 2020 through July 20, 2020 as follows:

a.	Town	\$53,606.68
b.	Senior Services	14,268.09
c.	General Assistance	12,967.40
d.	Road Maintenance	5,761.19
e.	Mental Health Board	151,322.87
f.	Vehicle	<u>200.00</u>
	Total	<u>\$238,126.23</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from July 6, 2020 through July 20, 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.

VIII. New Business:

A. Board Meeting Minutes of July 7, 2020: Clerk Dolan Baumer presented the minutes from the Board meeting of July 7, 2020 for review and approval. Trustee Beattie moved to approve the Board meeting of July 7, 2020; motion seconded by Trustee Martinez 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 July 7, 2020: Clerk Dolan Baumer presented the minutes from the Executive Session of July 7 2020 for review and approval. A motion to approve the Executive Session minutes of July 7, 2020 was made by Trustee Beattie and seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.

IX. Executive Session: Motion to go into Executive Session pursuant to §2c5 (The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.), and §2c11 (Litigation, when an

action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.) pursuant to the Illinois Open Meetings Act was made by Trustee Essick and seconded by Trustee Beattie. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Any remaining staff was excused from the meeting at 8:01 p.m.

The Board returned from Executive Session at 8:28 p.m. and Clerk Dolan Baumer called the roll: present were Trustees Beattie, Moinuddin, Martinez, Essick, and Supervisor McGuire.

- X. Other Business: No other business was discussed.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:29 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, Senior and Welfare Services, Y&F Services, Community & Veterans Affairs

RESOLUTION _____

**A RESOLUTION
TO SET COMPENSATION OF ELECTED TOWNSHIP OFFICIALS
OF HANOVER TOWNSHIP, COOK COUNTY, ILLINOIS**

WHEREAS, pursuant to the Township Code, 60 ILCS 1/65-20, the compensation of township officers shall be set by the township board at least one-hundred and eighty (180) days before the beginning of the terms of office, or November 18, 2020; and

WHEREAS, the elective offices for Hanover Township are set for election on April 6, 2021; and

WHEREAS, pursuant to the Township Code, 60 ILCS 1/65-20, the compensation of the township assessor shall be set by the township board at the same time the township board sets the compensation of its township supervisor; and

NOW, THEREFORE, BE IT RESOLVED by the Township Supervisor and Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: TOWNSHIP SUPERVISOR; CLERK; TRUSTEES.

The annual salaries for the offices of the Township Supervisor, Township Clerk, and Trustees of Hanover Township for the period beginning on the later of (i) May 17, 2021, or (ii) the date on which the person duly elected to such office at the Consolidated General Election of 2021 takes and subscribes the oath of office or affirmation prescribed by the Illinois Constitution before a person authorized to administer such oath or affirmation and gives any bond that may be required by law, and ending on April 30, 2022, and for each subsequent year thereafter until the end of their terms on May 18, 2025, shall be as set forth in the Schedule of Elected Officer Compensation, a copy of which is attached hereto and incorporated herein by this reference.

SECTION TWO: TOWNSHIP ASSESSOR.

The annual salary for the office of the Township Assessor of Hanover Township for the period beginning on the later of (i) January 1, 2022, or (ii) the date on which the person duly elected to such office at the Consolidated General Election of 2021 takes and subscribes the oath of office or affirmation prescribed by the Illinois Constitution before a person authorized to administer such oath or affirmation and gives any bond that may be required by law, and ending on December 31, 2022, and for each subsequent year thereafter until the end of the term on December 31, 2025, shall be as set forth in the Schedule of Elected Officer Compensation, a copy of which is attached hereto and incorporated herein by this reference.

SECTION THREE: AUTHORIZATION.

The Supervisor and Clerk of Hanover Township are authorized to sign and attest, respectively, to this Resolution on behalf of Hanover Township.

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

SECTION FIVE: REPEALER. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: August 4, 2020

APPROVED: August 4, 2020

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on August 4, 2020, and approved on August 4, 2020, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

RESOLUTION _____

**A RESOLUTION
TO APPROVE THE FISCAL YEAR 2020 TO FISCAL YEAR 2022
HANOVER TOWNSHIP STRATEGIC ACTION PLAN**

WHEREAS, since November 2007, Hanover Township has conducted strategic planning to enhance its planning and budgetary process; and

WHEREAS, over the course of the last several months, Hanover Township, through the Township Board, department directors, agency officials, and employees, examined the mission and vision of Hanover Township, assessed the accomplishments of Hanover Township, as a whole, and of each department, specifically, and developed short and long term action steps to form Hanover Township's Strategic Action Plan.

NOW, THEREFORE, BE IT RESOLVED by the Township Supervisor and Board of Town Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: APPROVAL. The Hanover Township Strategic Action Plan (hereinafter, the "Plan"), a copy of which is attached hereto and incorporated herein by this reference, to guide the actions and set the goals of Hanover Township for the Fiscal Years of 2020 through 2020, is hereby approved.

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

SECTION THREE: REPEALER. All prior Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: August 4, 2020

APPROVED: August 4, 2020

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

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I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on August 4, 2020, and approved on August 4, 2020, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



Hanover Township

Strategic Plan and Goal Development Update 2020

Prepared by project coordinators and workshop facilitators:

Greg Kuhn, Ph.D., Interim Director

Mel Henriksen, MPA, Assistant Director



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement and Regional Development



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Executive Summary

Strategic planning is a preferred approach to guiding an organization's future rather than making decisions issue by issue. Hanover Township (“the Township”) engaged the Center for Governmental Studies (CGS) at Northern Illinois University (NIU) to facilitate a strategic planning workshop with Board and senior staff members in February of 2020 to update its previous strategic plan. Prior to the workshop, several focus groups were held with community stakeholders to gather input on their vision regarding the Township's future. With the focus groups as a starting point for discussions, the strategic planning workshop provided a positive atmosphere for the Board and senior staff members to work together and collaboratively review and develop the Township's visions of the future and strategic goals to determine where it is the Township wants to go as an organization and as a community. As was discussed and reviewed during the workshop, executive-level workshops and strategic planning sessions are a staple of good governance and leadership for progressive organizations.

Mission, Vision, Values

Participants in the workshop were involved in several exercises aimed at reviewing and gathering input on the Township's mission, vision, and values. After participants offered refinements, a consensus on each of the final statements is presented below.

Hanover Township **Mission**

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

Hanover Township **Vision**

A better life through leadership, innovation, and diversity.

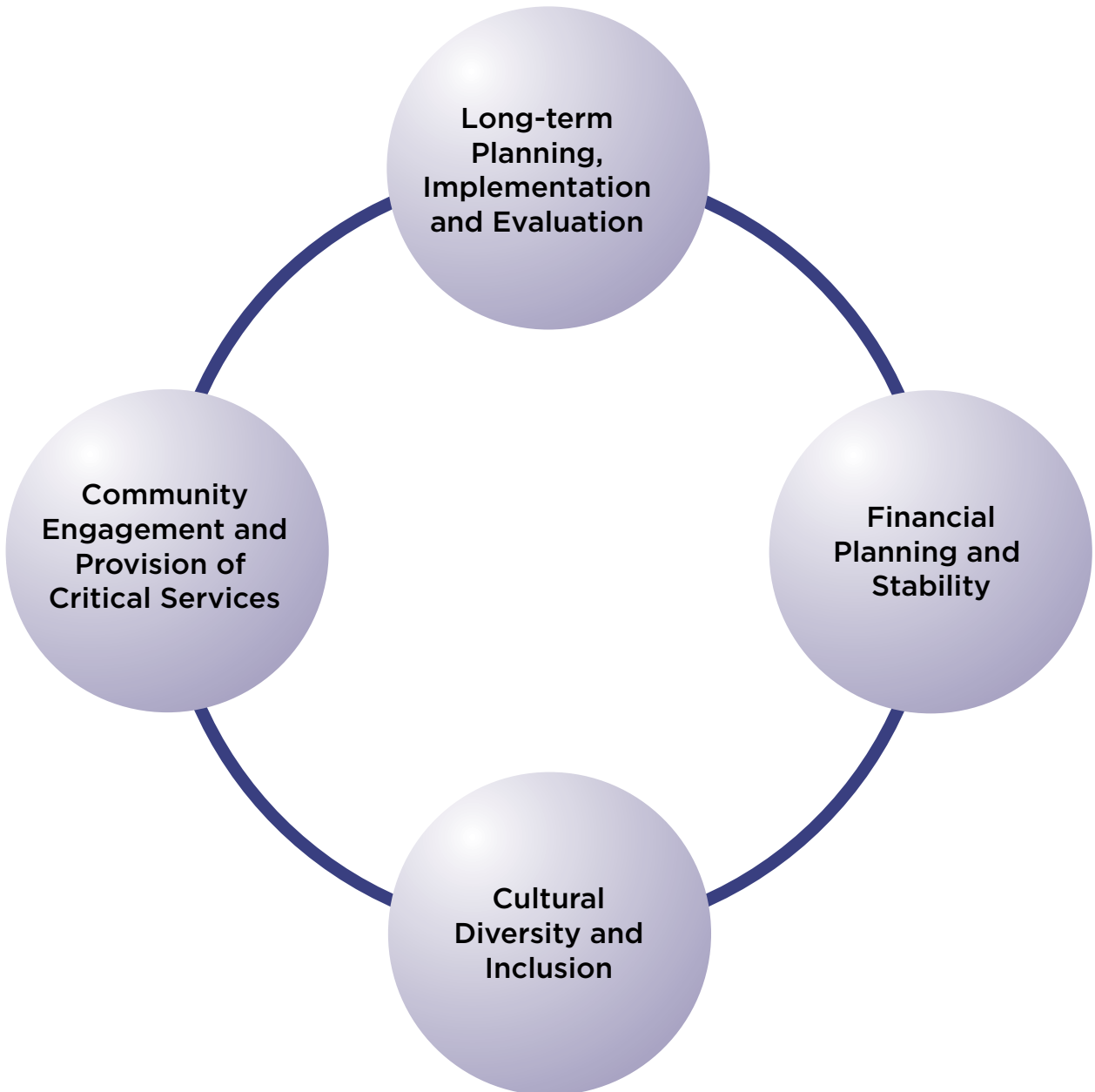
Hanover Township **Values**

*Above and Beyond – We go the extra mile.
Ownership – Our responsibility is great service.
Adaptability – We move to a solution.*

Strategic Priorities

Ultimately, four key strategic priority areas were identified as an outcome of the entire process highlighting activities and initiatives that Hanover Township should focus on in both the short- and long-term. The strategic priority areas identified as a result of the strategic planning process include [in no particular order]:

Strategic Priority Areas



Strategic Goals

After discussions regarding the visions for the future, important topics, strengths, weaknesses, opportunities, and threats for the Township, participants were asked to review current goals and identify any changes to those goals or additional goals needed. In total, nine goals were modified or created [in no particular order]:

Hanover Township Strategic Goals

1. Evaluate and prioritize Youth and Family Services programming.
2. Develop and implement Hanover Township's Open Space Reserves Master Plan and continue to identify funding and development opportunities.
3. Consider options to create a modernized emergency services station within Hanover Township's boundaries.
4. Further embrace the diversity of all ages and cultures within the Township.
5. Maintain our commitment to community outreach, engagement and awareness of the Township's services and programs including continued implementation of the Township's Communications Plan.
6. Collaborate with stakeholders and partners in our broader community to advance the completion of a disabled housing facility within the Township.
7. Remain committed to careful fiscal stewardship by working across the organization to promote, maintain and sustain a sound financial position in both the short- and long-term.
8. Continue to grow, enhance and promote the Township's high standards for customer-focused service delivery across all departments.
9. Evaluate planning and financing options for renovations to the Town Hall.

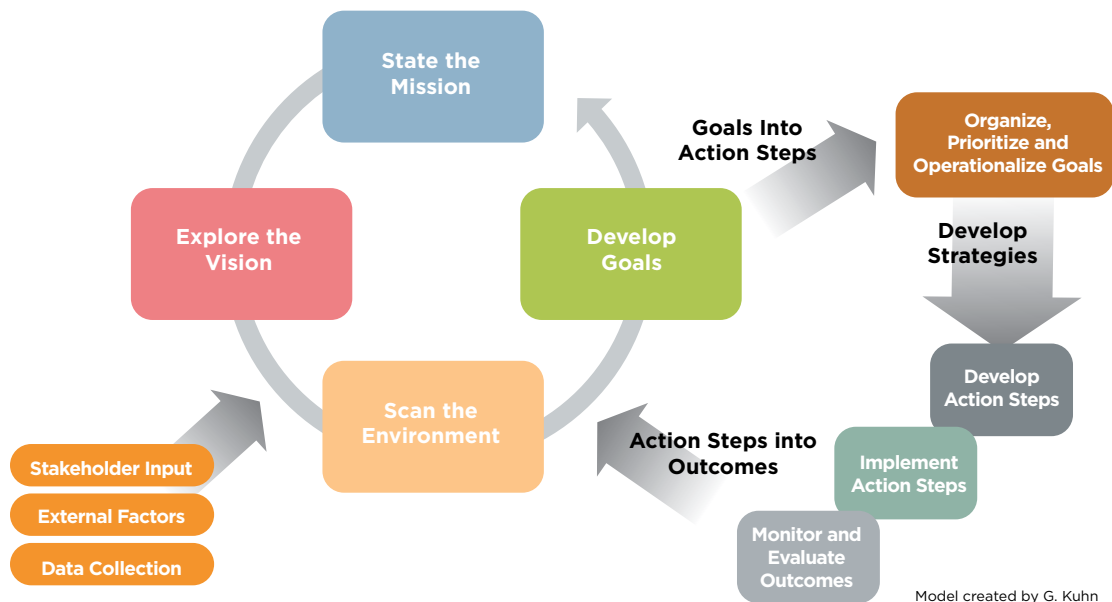
Introduction

As an organization, the Township has placed itself among the special class of governmental entities that have made a commitment to formalized strategic planning and goal setting exercises (Figure 1). As Township leaders are aware, strategic planning is not a new phenomenon for progressive communities and government agencies. Policymaking boards and staff in both private and public organizations, including the Township, recognize the value of such processes. This important work will serve the community well into the coming years and is as important as ever in the uncertain times related to the global pandemic occurring at the time of this report.

The Board and senior staff members gathered in February 2020 to discuss the Township’s vision, important policies, topic areas, as well as review and develop goals, and ultimately establish the future direction for the Township. The strategic planning workshop provided a positive atmosphere to set aside time to methodically, *strategically*, determine where it is the Township wants to go as an organization. As was shared with the Board and senior staff members at the conclusion of the workshop, the organization should resist the temptation to rearrange priorities as the fiscal year moves along. It is important to adhere to the results of the Board and senior staff members’ efforts throughout this process and the Township’s budgeting process.

Keep in mind that the judicious use of the Township’s limited resources (including financial resources and professional staff time) will be the key to good results. These high standards can place a strain on the organization, as excellence requires adequate staff time, expertise, and resources. In the end, quality policies and quality implementation equate to tough choices in setting priorities and in allocating resources. Only a limited number of goals and objectives can be effectively managed and implemented at any given time. In a very realistic sense, clear and stable priorities must be maintained if the Township desires to stretch its resources as far as they can go.

Figure 1. Strategic Planning Model*



**Model generally represents the steps that are taken for this type of initiative.*

Pre-Workshop:

Taking Stock, Stakeholder Focus Groups

This pre-workshop component is an important piece designed to help ground the environmental scanning portion of the process. Listening is vital to planning, and these steps are an important part of “taking stock” and helping to understand current Township policies and operational perspectives, perceptions, and preferences. In total, four (4) focus groups were conducted in January 2020. The focus groups generally included 8-12 participants during each session.

The focus group sessions conducted included representatives from the following groups:

- Township Front-Line Staff
- Human Services Organizations
- Civic Institutions (e.g., village managers, police and fire chiefs)
- Township Auxiliary Staff/Volunteers

The focus group sessions were designed to serve as a primer for the strategic planning process. The information presented next in summation was designed to add *exploratory and thematic information* for the Board and Senior Leadership Team to consider during the strategic planning workshop. As a result of the focus group sessions and the responses recorded, the facilitators identified five overarching themes that emerged during the environmental scanning process (Figure 2). The themes represent important topic areas that the Township should direct efforts towards over the next 3-5 years. The themes are presented below [in no particular order]. Please see [Appendix](#) for a full summary of all focus group questions and aggregated responses for each theme.

Figure 2. Environmental Scanning, Overarching Themes



Outline of Workshop:

Leadership Exercises and Discussion Sessions

Session I. Introduction Exercise: Icebreaker and Visioning

The format for all of the discussion sessions used in the planning effort employed approaches that were highly participative and interactive. The process was informed by the environmental scanning components and the identified strengths, weaknesses, opportunities, and threats for the Township. The workshop facilitators utilized a group discussion approach called *'Nominal Group Technique'* where participants were assured equal opportunities to speak and share opinions by the facilitator. During the workshop discussion sessions, individuals had the opportunity to generate and share their ideas, as well as participate in group activities allowing them to weigh alternatives and refine their thinking through dialogue. As ideas were shared and debated, the group worked steadily toward a consensus regarding organizational values, purpose, future directions, and priorities.

Each participant engaged in a visioning exercise by selecting an item from the “garage sale” table, and using it to answer the visioning question, “In 10-15 years when I return to the Township, I hope to see, or think I will see...,” regarding services, programs, staffing levels, capital needs and general concepts that should or would be present in the Township at these intervals. Participants were asked to think about their ideas ahead of time and then be ready to share them with the group during the first session of the workshop. This was a brainstorming exercise—all ideas about the Township’s future were encouraged and shared. No evaluative or judgmental debate was permitted during this session. Below is a summary of those answers.

Exploration of Hanover Township’s Desired Future Condition: Visions of the Future

Garage Sale Item	Visions of the Future
Fire truck	Community-wide festivals with food trucks
Squad car	Help teens in trouble stay out of squad cars by offering volunteer opportunities, mentorships, etc.
Hard hat	Represents extensive building projects, facilities, and infrastructure
PVC valve	Building projects, infrastructure, Town Hall updates (e.g., brick and mortar)
Baseball	Youth Center
Chain	Retain volunteers – join the team
Brick	New facility for the Town Center
Capitol building	What can the Township be in the eyes of the State and the community - help earn recognition
Birthday candles	Celebrate another 170 years – not burned down by the State
Basketball	Youth Center for activities and programs – maybe close to the Township Center
#1 Candle	We can be the best we can be – drive, ambition, aim high
Flexible spring	Township has been flexible to address and adapt
Hammer	More space, more services, Youth Center/facility, etc.
Globe	Continued engagement with a multi-cultural community, embrace diversity
Computer	Come back and see more technology, more access via the web
Brain	Continued improvement – physical and mental health
Bus	Represents expansion of services and access to services
Capitol building	We need to demonstrate that we’re needed, valuable, relevant – we’re a front door to many, including immigrants

Session II. Surrender or Lead

Participants were introduced to a leadership exercise entitled “Surrender or Lead.” The premise of the exercise is that participants worked to develop responses to some simple, but effective and thought-provoking questions. Participants were asked, in small groups, to respond to a series of structured questions designed to initiate discussion and reveal hopes, perspectives, challenges, opportunities, and possible barriers based on the collective view of each participant’s group. The group’s responses were recorded and are reported below. Underlined and bolded sections are key phrases that the group provided in response to the exercise’s open questions and prompts.

Group #1

1. We want to **grow services**, but **retain quality**.
2. The two most important things to focus on are **innovation** and **diversity** because of **changing demographics and technology**.
3. If it weren’t for **funding**, we would **expand services and facilities**.
4. We need to finally **address language barriers**.
5. **Capital projects** will have the biggest impact on the Township in the coming 2-3 years.

Group #2

1. We want to **build a youth center**, but **the referendum failed**.
2. The two most important things to focus on are **quality service** and **leadership** because **residents deserve it and leadership affects quality services**.
3. If it weren’t for **our weak State association**, we would **not have a target on Township government**.
4. We need to finally **hold our State association accountable**.
5. **Infrastructure improvements** will have the biggest impact on the Township in the coming 2-3 years.

Group #3

1. We want to **improve services for our diverse population**, but **we need to develop strategic ways to address those gaps**.
2. The two most important things to focus on are **service delivery** and **transparency** because **Townships are under scrutiny**.
3. If it weren’t for **an unsuccessful referendum**, we would **have a youth center**.
4. We need to finally **come up with a long-term plan to address growth – facilities, parking, programming, and language barriers**.
5. **Hanover Landing** will have the biggest impact on the Township in the coming 2-3 years.

Group #4

1. We want to **expand services, facilities, and staff**, but **we need money**.
2. The two most important things to focus on are **outreach/education** and **excellent services because our survival depends on it**.
3. If it weren’t for **staff and volunteers**, we would **not lead at what we do**.
4. We need to finally **expand space**.
5. **Springfield actions (consolidation/property tax freeze)** will have the biggest impact on the Township in the coming 2-3 years.

Session III. Environmental Scanning: Internal and External S.W.O.T Analysis

The next step of the strategic planning workshop involved reviewing and accounting for the internal and external factors present in the environment that can potentially influence the success of the Township, both negatively and positively. Given the exploratory statements and challenges raised in the Surrender or Lead exercise, participants were then asked to identify what constraints and practical difficulties are likely to be encountered that will make it challenging to achieve the desired future state. These elements included both internal and external factors, conditions, trends, regulations, agencies, resources, etc. Furthermore, participants were asked to identify the Township’s **strengths (S)** and **weaknesses (W)**. In what areas does the Township regularly excel, and in what areas are there difficulties or shortcomings in terms of expertise, resources, training, etc.? What **opportunities (O)** are on the horizon that can be used to the Township’s advantage? Conversely, what trends or **threats (T)** lie ahead that would be obstacles or hindrances? Those answers are captured next.

S.W.O.T. EXERCISE (Strengths, Weaknesses, Opportunities, Threats)

Internal

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Leadership • Employees/staff/new staff • Volunteers • Education • Transparency • Professionalism • Responsiveness • Financial reserves • Coordination, cooperation, communication • Intergovernmental relationships • Diversity including a diverse Board • Technology • Location in Cook County • Efficiency • Breadth of services • Programs • Communication and marketing • Financial position • Mental Health Board • Reputation/brand • Flexible/adaptable • Facilities at satellite locations • Board works well together • Transportation program • Creative funding (e.g., Township foundation, grants) • Unique assets in boundaries - forest preserve, etc. 	<ul style="list-style-type: none"> • Language barriers • No large storage garage • Coordination, cooperation, communication • Changing demographics • Technology not as up to date as could be, outsourced currently • Main campus is far from the Township center • Need for improved transportation options • Land-locked • Relationship with school district - data sharing, etc. • Campus is “land-locked”

External

OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Enhanced services - volunteers and talent alignment • Language skills available and expansion • Evaluate consolidation opportunities • Cooperation/collaboration • Technology improvements • Anti-government movement spurs change/innovation • Statewide association • Staff turnover • Intergovernmental relations • Changing demographics can offer exploration of new programming • Technology • Location in Cook County • Communications • Marketing program • Fiscal position and management • Mental Health Board • Reputation • Flexibility • Energy, environment, sustainability • Cemetery • Facilities • Quality employers and jobs • Creative foundation grants • Municipal partnerships • Park Districts • Forest Preserves • School District 	<ul style="list-style-type: none"> • Language barriers and lack of translator resources available • Coordination, cooperation, communication • Technology • Need for improved transportation access • Lack of volunteers and lack of diversity among volunteers • School District challenges • State legislature • Anti-government movement • Threat of consolidation • Other Townships • Economy/downturn • Changing demographics affecting service needs • Cook County government/policies/taxes • Staggered election cycle - all members at once • Impact of weather on infrastructure and services • Statewide association

Session IV. Nominal Group Goal Identification

With the preceding workshop discussion sessions acting as a sound foundation for goal-setting, the final workshop session was a healthy group discussion of current goals and/or action items needed to achieve the future visions as expressed by the group. To begin the process, the previous strategic planning goals were reviewed for levels of completeness and appropriateness. Goals could be modified, removed if complete, or kept as is if they were still ongoing. After the current goals were reviewed, participants returned to the groups they had worked with during the previous Surrender or Lead exercise. Each member was allotted time to highlight the three or four most important policy and/or program goals that they think the Township should accomplish in the next one to five years. The groups then shared their short- and long-term goals with the larger group. Goals that participants developed could be general or highly specific.

Board and senior staff members then worked together to consolidate the goals based on similar topic areas, including the suggestion that more operational goals should be addressed at the staff level and incorporated into administrative plans. As a result, nine strategic goals were established and are presented below [in no particular order]. These nine goals were determined to be the key strategic areas that the Township should focus on over the next several fiscal years.

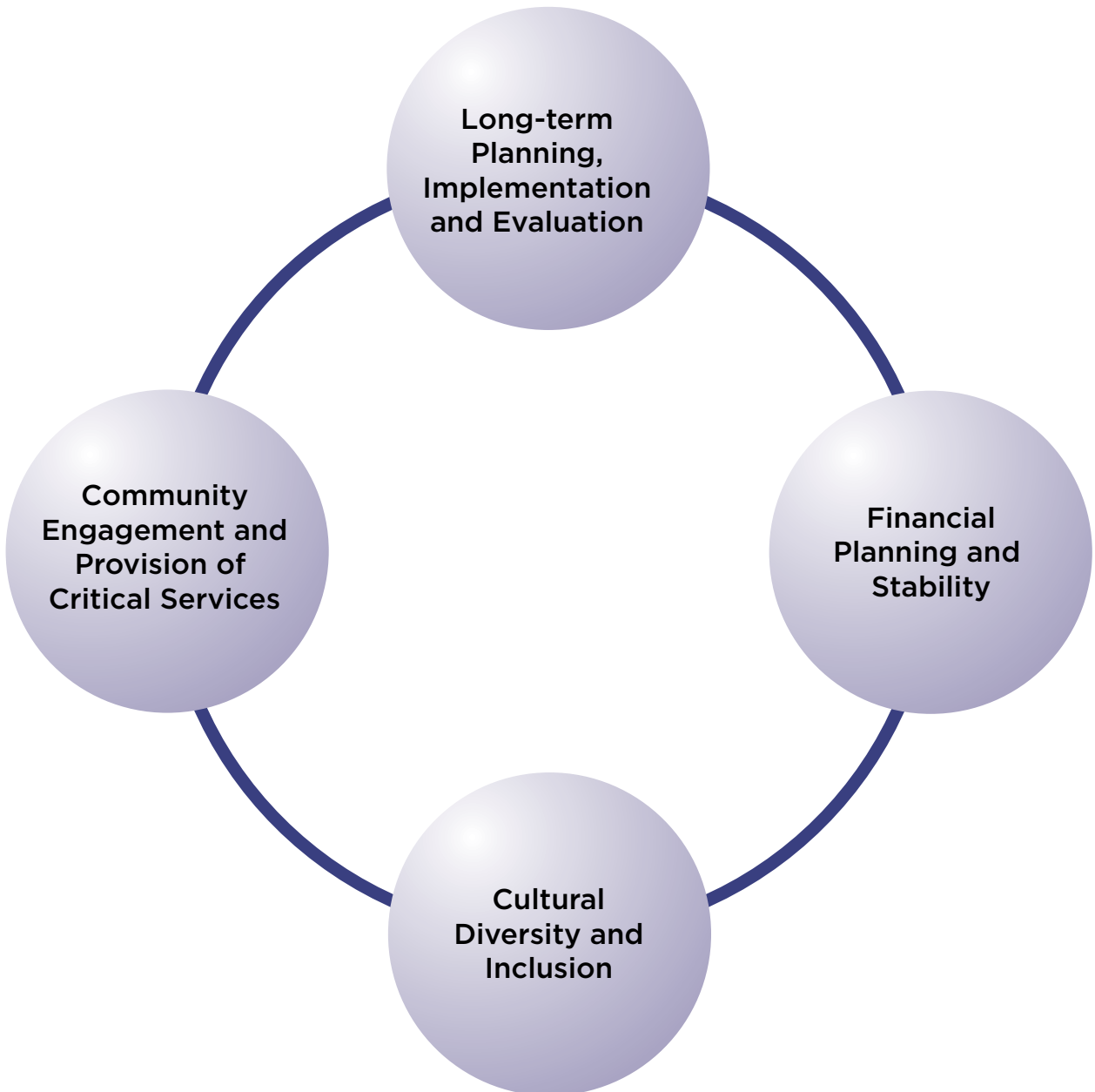
Hanover Township Strategic Goals

1. Evaluate and prioritize Youth and Family Services programming.
2. Develop and implement Hanover Township's Open Space Reserves Master Plan and continue to identify funding and development opportunities.
3. Consider options to create a modernized emergency services station within Hanover Township's boundaries.
4. Further embrace the diversity of all ages and cultures within the Township.
5. Maintain our commitment to community outreach, engagement and awareness of the Township's services and programs including continued implementation of the Township's Communications Plan.
6. Collaborate with stakeholders and partners in our broader community to advance the completion of a disabled housing facility within the Township.
7. Remain committed to careful fiscal stewardship by working across the organization to promote, maintain and sustain a sound financial position in both the short- and long-term.
8. Continue to grow, enhance and promote the Township's high standards for customer-focused service delivery across all departments.
9. Evaluate planning and financing options for renovations to the Town Hall.

Strategic Priority Areas

Ultimately, four key strategic priority areas were identified as an outcome of the process highlighting activities and initiatives that the Township should focus on in both the short- and long-term. The strategic priority areas identified as a result of the strategic planning process are illustrated below [in no particular order].

Strategic Priority Areas



Conclusion

The value of the strategic planning process will only be realized if it is used as an active working guide to both the Township’s leadership team and staff as the issues explored during the strategic planning process are pursued. It is designed to capture the content of the discussions and to assist the Township in developing implementation plans for their high priority goals. What is apparent from the exchange of ideas and dialogue during the environmental scanning and strategic planning workshop is that the Township is fortunate to have a progressive leadership and a management team that is looking ahead and committed to strategic thinking and planning. One noted observer summarized the challenges of organizational progress this way:

*“The art of progress is to preserve order amid change,
and change amid order...”*

— A.N. Whitehead

We wish you well with the ambitious year that lies ahead.

Handwritten signatures of Greg Kuhn and Melissa Henriksen. The signature on the left is 'Greg Kuhn' and the signature on the right is 'Melissa Henriksen'.

Greg Kuhn and Melissa Henriksen, Project Coordinators and Session Facilitators

Appendix:

Focus Group Summary Themes & Responses

Focus Group Summary

One of the key analytical techniques used for focus group notes is an analyst's search for key phrases, words, or terms that cut across all groups. Coding is done by analysts' individual readings of the data, followed by key term searches with the aid of document software. The words and phrases listed below are the results of the study team's analysis of the collected focus group notes. At a glance, the reader can discover what terms were used or referred to most frequently in the feedback notes. Using individual analyst's coding, the researcher identifies terms that recur across groups and across questions. The results are revealing in that they highlight key topics or issues that should be weighed and considered when proceeding with strategic planning discussions.

The information that follows is a summary of key themes and topics that emerged during the exploratory focus group/outreach sessions. The sessions served as a primer for the strategic planning process. The information that is presented in this summation was designed to add *exploratory and thematic information* for the Board and Senior Leadership Teams to consider during the strategic planning workshop sessions.

The same exploratory focus group discussion questions were asked to each focus group and are listed below:

1. How would you describe Hanover Township to a stranger or someone who doesn't live or work here?
2. If you left Hanover Township tomorrow, and didn't return for 10-15 years, what do you think you'll see, or what do you hope you'll see, when you return?
3. What do you like best about Hanover Township? Related to that, what are the strengths/greatest assets of the Township? Opportunities?
4. Can you identify areas or topics in need of attention or improvement? Related to that, what are the weaknesses/greatest needs in Hanover Township? Threats?
5. What are/should be the top priorities for the Township over the next 3-5 years?
6. If you could change or initiate one key item or thing about the Township, what would it be?

Overall Themes

The data below were derived from the analysis of the bundled focus group data. Using qualitative analysis techniques such as reviews of phrases, developing sorting categories, and conducting word counts, the following comment themes, topics, and phrases surfaced.

Environmental Scanning — Overarching Themes



Services and Resource Allocation

- Hanover Township fills the gaps and provides services not provided by other governmental agencies
- Enhance accessibility of services – offer services in different areas of the community
- Services provide the feeling of ‘home away from home’
- Something for everyone – good social network
- More opportunities for diverse/innovative services (e.g., classes for youth and seniors to connect and share skills, physical therapy program, massage therapist at senior center)
- Expand youth and family services
- Explore more shared services to avoid duplication
- More services for non-English speaking individuals (e.g., mental health services and screenings)

Internal and External Communication

- Translators needed, not all Township employees/volunteers/partners are aware of options for language assistance
- More consistent communication between the Township and local government organizations/partners and identify areas to share services/information/ resources
- Strategies to maintain an effective/up-to-date social media presence
- Comprehensive resource guide create/improved/shared
- Better marketing of township services – more personal engagement individualized department messaging, eye-catching
- More engagement between the departments to enhance understanding of all functions and affiliations – cross marketing/understanding

Organizational and Professional Development

- Explore internal IT position and improved IT processes/equipment
- External IT issues - approval process, length to fix issues, don't have context for ongoing issues, improved phone system/training
- Evaluate employee pay and staffing structure (e.g., competitive salaries to minimize turnover, improve pool of candidates for new positions)
- Review staffing structure to allow for better coverage for breaks/vacations, avoid burnout
- Township help fund trainings for staff, volunteers, partners (police department, first responders, etc.)
 - *E.g., Computer system, sensitivity training, behavioral, mental health, emergency response, active shooter, safety, language/bilingual*

Community Awareness, Partnerships, and Engagement

- Hanover Township cannot be replaced or duplicated by another entity – message – raise this awareness to the community
- Getting more/younger/right people to volunteer
- Increased awareness of Township services and programs – education on the connection with needs and Township (e.g., local organizations and first responders)
- Ongoing demographic assessment of community changes and needs
- Enhance marketing tools and techniques
- Strengthen overall partnerships across the communities and agencies (schools, police departments, non-profits, etc.)
- More collaboration between the Township's community nurse and public safety
- Explore partnerships with other Townships that don't provide enough/same services
- Better communication between agencies to share resources and referrals

Facilities and Space Utilization Needs

- Astor building parking
- Storage and parking at senior center
- Expanded youth and family services physical space – gathering place
- Centralized emergency services equipment
- More space for summer lunch program
- Food pantry physical expansion
- Retry referendum to acquire vacant school property/facility
- Expand space to centralize services



Date: July 31, 2020
To: Hanover Township Supervisor and Trustees
Cc: James Barr, Township Administrator
From: Mike Crews, Director of Emergency Services
Re: Purchase of Used Rescue Vehicle

Hanover Township Emergency Services is requesting authorization to purchase a used multi-purpose squad-type truck. The truck is currently in Texas, listed with a broker at an asking price of \$55,000. The truck is a 2008 Pierce, Ford F550 Rescue/Air truck and is budgeted for in the current fiscal year vehicle fund. A general description includes:

1. Diesel powered
2. Aluminum rescue body
3. Will-burt light tower
4. Telescoping scene lighting
5. Electric cord reel
6. SCBA bottle storage
7. Ground ladder
8. Pike poles
9. Hydraulic generator

The truck has 22,000 miles with similar roll-up door compartments to current Township rescue squads and adequate storage supporting current equipment needs.

The primary purpose of this truck is to further enhance the department's response capabilities. Service calls have continued to grow over the past year and rescue squads allow a wide variety of equipment to be deployed to incident scenes in an efficient manner. Additionally, this vehicle allows Emergency Services to provide a mobile air-fill cascade system to Township and mutual aid fire departments who would utilize this capability.

The truck provides the added benefit of full light capabilities. Although Emergency Services has a robust lighting capability, the department has on occasion fallen short of lighting needs on large scenes. This truck will address that shortfall.

Finally, the truck is being sold with a varied set of small tools and equipment that all are within current skill sets and tasks performed. This will save the time and effort of mounting new tools as the compartments come well equipped.

Staff is recommending purchase of this used rescue truck at a cost not to exceed \$55,000 for the vehicle and up to \$10,000 for paint/wrap and lettering. This vehicle purchase is budgeted for in the current FY21 budget. Please contact Director Mike Crews at (630) 837-0301 ext. 2161 or mcrews@hanover-township.org with any questions or comments. Thank you for your consideration.