

2023

HANOVER TOWNSHIP DECENNIAL COMMITTEE ON EFFICIENCY REPORT

AUGUST 15, 2023



Hanover Township Decennial Committee on Local Government Efficiency Committee Members:

Supervisor Brian P. McGuire

Assessor Khaja Moinuddin

Clerk Katy Dolan Baumer

Trustee Alisa Lee Beattie

Trustee Craig Essick

Trustee Eugene Martinez

Trustee Denise Noyola

Resident Marv Kramer

Resident Herb Porter

Committee Meeting Dates

February 7, 2023

March 7, 2023

April 5, 2023

May 16, 2023

June 6, 2023

August 15, 2023

Staff Liaisons

Township Administrator James C. Barr

Assistant Township Administrator Kristin Vana

(Committee Appointed Recording Secretary)

Director of Community & Government Relations Tom Kuttenberg

Administrative Specialist Hailey Match



INTRODUCTION:

Illinois State Statute (50 ILCS 70/) Decennial Committees on Local Government Efficiency Act went into effect on June 10, 2022. This act requires that all units that levy taxes, excluding municipalities and counties, must establish a committee to investigate local government efficiencies by June 10, 2023 and that the committees must reconvene every 10 years. These committees are required to meet at least three times, produce a final report, and submit the report to the county which the taxing district resides in.

Hanover Township is located in Cook County and is one of 29 townships in the county. The population of Hanover Township is 99,446, as of the 2020 census. Hanover Township has 97 employees (not including elected officials). The Township's annual budget for Fiscal Year 2023 is \$17,075,593. Hanover Township's equalized assessed valuation for 2023 is \$2,619,442,466. Hanover Township's Town Hall is located at 250 S. IL Route 59, Bartlett, IL 60103. The Township additionally manages several facilities and reserves, a full list of which can be found at the end of this report.

EXECUTIVE SUMMARY:

The Hanover Township Board of Trustees voted to establish the Decennial Committee on Local Government Efficiency on October 18, 2022. The Board of Trustees determined that each of its members would sit on the Committee, in addition the Township Clerk, Township Assessor, and two appointed community members. The Committee first met on February 7, 2023, and five additional times after that. During these Committee meetings Hanover Township staff presented on topics including Township jurisdiction and powers, programs and services offered by Hanover Township, state statutes governing Townships, ordinances, rules, and procedures implemented and followed by Hanover Township, and shared services, intergovernmental agreements, and interrelationships with other governmental units. These topics sparked discussion among the committee members on government efficiency within Hanover Township and throughout the county and state. Detailed in this report is a discussion of each of the topics covered by the Committee as well as recommendations established by the Committee to increase efficiency.

TOPICS COVERED BY COMMITTEE:

Township Jurisdiction and Powers

Hanover Township covers 36 square miles in Cook County with portions of Bartlett, Elgin, Hanover Park, Hoffman Estates, Streamwood, Schaumburg, and a portion of unincorporated Cook County. Interstate 90 marks the north border of the Township, Barrington Road marks the east border, the DuPage County line marks the south border, and the Kane County line is the Township's west border. A map of Hanover Township can be found at the end of this report with the exhibits.

Hanover Township Programs and Services

Hanover Township offers a wide range of programs and services across its ten different departments. The Department of Administrative Services consists of the Office of the Township Administrator, Accounting, Human Resources, Information Technology, main reception, and resident services. The Accounting and Information Technology functions are both contracted; Township staff perform all other functions in-house. This department is also responsible for accepting passport applications, hunting and fishing licenses, handicap placards, vehicle sticker renewals, and voter registration.

The Department of Aging Services offers transportation, life enrichment programs, nutrition services, and social services as well as many opportunities for volunteerism to the seniors who live in the Township.

In the Aging Services Transportation Division, the Township manages ten vehicles. Transportation is provided to any resident ages 55 and older and residents 18 and older with a disability at no cost to the residents. Transportation services are offered anywhere within Hanover Township, and up to 5 miles outside the Township boundaries. Additionally, through the T.R.I.P. Program transportation to the several major medical centers and hospital outside of Hanover Township is available.

Through the Aging Services Programming Division, many activities are offered to residents 55 and older at little to no cost. Some programs are offered in a class format and include educational classes such as language and technology classes, various art classes, exercise classes, and cooking classes.

The Programming Division also offers several social programs including card and billiard playing groups, knitting groups, and off campus lunch groups. For a low fee, the Programming Division also offers Day Trips weekly where participants are bused to offsite events for the day. These Day Trips have included sports games, theater performances, museum trips, and more.

The Nutrition Division in the Department of Aging Services operates a full café each day during lunch hours, offering three meals choices a day for just \$4 for anyone 60 years and older or \$6 for anyone else. Additionally, the Nutrition Division prepares Home Delivered Meals and delivers these meals to homebound residents. These residents receive one hot meal delivered to their home Monday through Friday and receive an additional two frozen meals on Fridays for the weekend. The Social Services Division assists all residents 55 and older of Hanover Township with applying for any financial assistance programs. Counseling is also offered in this division for any individuals 55 and older at no charge.



The newest program offered through the Department of Aging Services is the Home Care Program. The Hanover Township Home Care Program is intended to assist older adults who need additional services and support to remain in their homes and prevent unnecessary nursing facility placement. Services are provided on a sliding scale based on a resident's asset level. Hourly costs range from \$5 - \$25 per hour. This program is licensed through the Illinois Department of Public Health.

The Assessor's Office provides support for any questions regarding Cook County Property Taxes, including billing, filing exemptions, and property tax appeals. The Assessor's Office operates on a walk-in basis and will assist residents with property tax filings both in person and over the phone. Notary Services are also offered in the Assessor's Office at no charge.

The Office of Community Affairs is responsible for providing information to Township residents via press releases, website, social media postings, as well as representing the Township at community events. This department is also responsible for government relations and Township events.

The Office of Community Health's services include health education and medication review, wellness screenings, home visits, safety programs, Tuberculosis (TB) testing by appointment, assisting residents with enrolling in health insurance coverage under the Affordable Care Act, children's immunizations and the Dental Access Network Program. The Dental Access Network Program aims to provide low-cost dental services to residents who qualify.

The Department of Emergency Services assists in traffic control, scene security, emergency scene lighting, first aid services, clearing of storm damage from roadways, fire scene decontamination, drone surveillance, air pack support, and additional manpower support when requested by a law enforcement or fire department serving both in and outside of Hanover Township. During the spring and summer months Emergency Services will also activate during severe weather, to serve as weather spotters and provide notification of tornado activity. This Unit is also a part of a limited number of search and rescue teams within Illinois, which are certified by the Illinois Search and Rescue Council.



The Facilities and Road Maintenance Department is responsible for custodial services, room and event set up, repair, construction and renovation of all Township buildings, as well as fleet and open space maintenance. The department is responsible for maintenance of unincorporated roadways and bridges and also coordinates unincorporated code enforcement with Cook County Building and Zoning.

The Department of Human Services provides general and emergency assistance, Low Income Home Energy Assistance Program (LIHEAP) intake, Supplemental Nutrition Assistance Program (SNAP) intake, a food pantry, All Kids health insurance program intake, assistance with weatherization, Access to Care, employment support services, and veterans' services.

The Mental Health Board funds a number of agencies that provide direct services to Township residents with mental health, developmental disorders, or substance abuse needs. Funded programs include counseling, job training, transportation, treatment for addictions and substance abuse, and sponsorship or co-sponsorship of a number of public information programs designed to let more people know about services that are available.

Youth and Family Services provides outpatient family and group therapy, tutoring services, an after-school and summer break program called Open Gym, an alternative to suspension program, psychiatric evaluation, support groups, school-based substance abuse prevention, volunteer opportunities, and manage the Izaak Walton Youth Center that provides youth, teen, and community activities.

Statutes Governing Townships

Townships in Illinois are established as general purpose governments, mandated to offer three primary services General Assistance, Unincorporated Road Maintenance, and Property Tax Assessment. Several additional services are outlined under the Illinois Township Code, many of which have been implemented and are offered by Hanover Township.

General Assistance is offered through Hanover Township's Department of Human Services. All unincorporated roads in Hanover Township are maintained by the Roads Division of the Department of Facilities and Road Maintenance. As a result of a consolidation referendum passed, the Township no longer maintains a Road District or Highway Commissioner. The Township Clerk witnesses bid openings for both the Township. Hanover Township does provide property tax services, has an elected Assessor, and an Assessor's Office, however, Townships in Cook County are not responsible for assessing property, property assessment is done by the Cook County Assessor. At Hanover Township the Assessor's Office provides advice and assistance to residents on their property tax bill, exemptions, and appeals.

There are several additional powers permitted under the Illinois Township Code including public safety, environmental protection, public transportation, health, libraries, and social services for the poor and aged. Hanover Township provides services in several of these areas. The Department of Emergency Services provides assistance to approximately 28 municipal police and fire departments to increase public safety. Both the Department of Aging Services and the Mental Health Board offer transportation services for persons with disabilities and older adults. Hanover Township also has a

department dedicated to providing resources related to health, the Office of Community Health has two registered nurses on staff to provide various health screenings, tests, resources, and referrals. Social Services are available to all qualifying Hanover Township residents through the Department of Human Services and through the Social Services Division of the Department of Aging Services.

Other specified powers included in the Illinois Township Code include youth services, mental health, parks, disability services, and cemeteries. There are many other powers included in the Illinois Township Code, but these are powers that have been implemented by Hanover Township. Hanover Township has a Department of Youth and Family Services with Clinical and Prevention Divisions. This Department offers therapy services, activities for youth and teens to participate in outside of school, prevention programs in several schools, and a dedicated Youth Center. The Mental Health Board at Hanover Township provides funding to several local mental health agencies and programs. Additionally, the Mental Health Board conducts community outreach to build relationships between providers and educate community members on mental health and the different resources available. Hanover Township maintains several open spaces which are referred to as “reserves” by the Township. Hanover Township maintains one playground and has staff in the Facilities and Road Maintenance Department who are certified in playground safety. Several disability services are offered at Hanover Township, transportation services are offered to disabled persons through the Department of Aging Services and the Mental Health Board. Financial assistance is offered to disabled person through the Departments of Human and Aging Services. In the Assessor’s Office, staff are trained to process property tax exemptions for disabled persons and veterans. Finally, Hanover Township does not currently maintain any cemeteries but has conducted research on providing this service in the future.

Hanover Township Ordinances, Rules, and Procedures

An ordinance is a piece of formal legislation enacted by a municipality. The Hanover Township Board of Trustees is responsible for establishing ordinances for Hanover Township. The Budget and Appropriations Ordinances and Tax Levy Ordinances are enacted annually to reflect each years’ budgetary needs. Below are several of Hanover Township’s ordinances that changed the Township’s method of operation and/or promote greater efficiency.

- Ordinance Creating the Office of Township Administrator (2007)
- Ordinance Establishing Financial Policies (11.15.12)
- Ordinance Authorizing Electrical Aggregation (4.11.13)
- Astor Avenue Parking Lot Ordinance (10.20.14)
- Ordinance Establishing a Task Force to Study Housing for Those in Hanover Township with Mental Illness (10.17.14)
- Ordinance Establishing Rules and Regulations for Township Reserves (1.16.15)
- Ordinance Adopting an Emergency Operations Plan (3.16.15)
- Ordinance Amending Township FOIA Officers (10.6.15)
- Ordinance Establishing Township Medical Director (10.6.15)
- Local Government Expense and Control Act Ordinance (10.19.16)
- Ordinance Establishing Rules and Regulations for Township Facilities (11.21.17)
- Ordinance Transferring Property from the City of Elgin to Hanover Township (2.16.18)
- Ordinance Amending the Ordinance Establishing the Emergency Management Agency (2.20.18)

Prevailing Wage Ordinance (2018 and prior years annually)
Emergency Succession Ordinance (7.13.18)
Unincorporated Parking Restrictions Ordinance (7.16.19)

Hanover Township also establishes rules through policies and resolutions. These policies are currently reviewed and updated on an as needed basis, however, as a result of this Decennial Committee on Local Government Efficiency it has been recommended that these policies be reviewed and updated quadrennially.

The Personnel Policy is maintained by the Department of Administrative Services under Human Resources and governs all full and part-time employees. The Purchasing Policy provides rules on employee purchasing limits and quote requirements based on the amount of the purchase. The Township's Investment Policy authorizes the Township to invest in all investments allowed by Illinois Compiled Statutes (ILCS) and is more stringent in its application. The Township's investment policy limits its deposits to financial institutions that are members of the FDIC system and are capable of posting collateral for amounts in excess of FDIC insurance. It is the policy of the Township to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Township. The Active Threat Policy was created by the Department of Emergency Services and Human Resources staff to provide employees with a clear procedure to rely on in the case of an active threat. This policy is used more as a resource and guidance tool than a rule. Following a consolidation referendum, the Township passed the Road District Abolishment Resolution so the Facilities and Road Maintenance Department could absorb the duties of the Road District while being overseen by the Office of the Administrator under the Board of Trustees. The Resolution Authorizing Payment of Certain Bills Prior to Examination and Audit by the Township Board allows the Township to issue payments when deemed necessary outside of an official Board meeting. The Resolution to Extend the Program to Provide Non-Medical Home Services to Residents of



Hanover Township is related to the Township’s Home Care Program which provides assistance to older adults who need additional services and support to remain in their homes and prevent unnecessary nursing facility placement.

In addition to ordinances and rules, the Township also has procedures that are unique to each department and adopted by the Department Head in most instances. Some Township-wide procedures include deposits and social media guidelines. Township Procedures may also be referred to as Standard Operating Guidelines (SOGs), handbooks, Standard Operating Procedures (SOPs), etc. These procedures are currently reviewed and updated on an as needed basis, however, as a result of this Decennial Committee on Local Government Efficiency it has been recommended that these procedures be reviewed and updated quadrennially.

The Department of Emergency Services maintains Standard Operating Guidelines for its Search and Rescue Group to follow. The Department also utilizes the National Incident Management System (NIMS) and maintains a SOG on proper usage. Other SOGs maintained by the department include procedures on Command Scene Operations, Gross Decontamination, and Severe Weather Spotting.

It is important in the Department of Youth and Family Services that standard procedures are provided and followed as the department provides services to children and families. Additionally, the Clinical Division of the Department is bound to HIPPA compliance as this division provides therapy services. Some of the procedures maintained by the Clinical Division are related to Family Therapy After-Hours Calls, Family Therapy Emergency Psychiatric Services/Hospitalization, and Family Therapy Quality Assurance. In the Department’s Prevention Division procedures on the Prevention Services Open Gym Program and the Prevention Services Tutoring Services are in place.



In the Department of Aging Services, the Administration Division has procedures on Registration Processing for new clients and procedures for the Lending Closet which is a program for residents to

rent medical equipment. In the Transportation Division procedures on Passenger Information and Eligibility, Driver Expectations, Passenger Manifest and Tablet Use are maintained. The Nutrition Division has procedures on proper food handling, sanitation, and cleaning.

The Department of Human Services has procedures related to all the financial assistance programs available including General Assistance, Emergency Assistance, Low Income Home Energy Assistance Program (LIHEAP), Percentage of Income Payment Plan (PIPP), and Low Income Water Assistance Program (LIWAP). Additionally, procedures are maintained related to the Food Pantry and Department volunteers.

The Office of Community Health is another Department bound by HIPPA as the Department handles clients' medical records. In addition to HIPPA compliance the Office of Community Health maintains Standing Orders (approved by Medical Director) and Office Procedures.

Shared Services, Intergovernmental Agreements, and Interrelationships with Other Governmental Units and the State of Illinois

Hanover Township relies on shared services throughout its organization as the Township covers portions of several municipalities.

The Township has several Intergovernmental Agreements (IGAs). There are ten IGAs related to the Department of Emergency Services work with municipal partners and fire districts. There is an IGA between the Township and School District U-46 related to the Department of Youth and Family Services' programming in the schools, during school hours and Open Gym program in the schools after school hours. Hanover Township has IGAs in place related to transportation with PACE and the Regional Transportation Authority (RTA).

The Department of Emergency Services has several interrelationships with local municipalities related to mutual aid.

Through an intergovernmental agreement, the Office of Community Health recently implemented a Drug Takeback Program through the Cook County Sheriff's Department. Additionally, the Office of Community Health coordinates WRAP Group, which is a group that brings together local social services professionals, including police social workers, to discuss different issues in the community.

The Assessor's Office maintains interrelationships with the Cook County Assessor, Cook County Board of Review, and municipal Building Permit Reporting entities in order to ensure proper guidance on property taxes is being administered to Township residents.

The Department of Administrative Services maintains several interrelationships through its Resident Services office including relationships with the Department of State related to passport services, the Illinois Department of Natural Resources related to hunting and fishing licenses, the Illinois Secretary of State related to handicap placards and vehicle license plate sticker renewals. Additionally, the Department participates in several community meetings throughout the year with local municipalities. The Department of Administrative Services also has intergovernmental relations related to its Tax Increment Financing (TIF) joint review boards.

The Office of Community Affairs monitors legislation and coordinates intergovernmental relations with the federal, state, county and local officials that represent Hanover Township. This type of work done by the Office of Community Affairs builds interrelationships between the Township and congressional offices, municipalities, state legislative offices, state agencies, and Cook County officials and departments.

RECOMMENDATIONS:

Following the Committee's discussion of Hanover Township's jurisdiction and powers, programs and services offered, governing state statutes, ordinances, rules, procedures, shared services, intergovernmental agreements, and interrelationships with other governmental units the Committee issued 12 recommendations, listed below, to promote efficiency in Hanover Township and throughout the State of Illinois.

- The Committee recommends Hanover Township formalize an agreement with the Village of Hanover Park regarding vehicle fuel.
- The Committee recommends Hanover Township implement a quadrennial review of each department's individual operating procedures.
- The Committee recommends Hanover Township implement a quadrennial review of each department's active intergovernmental agreements.
- The Committee recommends that the Illinois General Assembly repeal the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.* If legislation will not be repealed, modify reporting requirements under this law and require that reports be sent to and reviewed by each local government's state legislators and each chamber's presiding officer.
- The Committee recommends Hanover Township plan and implement programs in accordance with the new General Assistance legislation.
- The Committee recommends the 20 mosquito abatement districts in Illinois be consolidated and transition this responsibility to Townships as Townships are general purpose governments and able to provide this service.
- The Committee recommends that the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal requirement that grantees must upload audited financials within 60 days of the end of the fiscal year in order to maintain good standing be amended to six months as six months is a standard time frame to complete an audit of a local government's financial records.
- The Committee recommends State Agencies reduce staff turnover to improve grant communication and reporting processes.
- The Committee recommends that the Illinois General Assembly amend state law to allow Townships to bill Medicaid for therapy services without expanding service offering beyond Township boundaries.
- The Committee recommends that the State of Illinois create an agency that connects youth service providers to federal and state resources and service options, similar to Area Agencies on Aging for older adult services funding.

- The Committee recommends that the Illinois General Assembly amend contract award requirements to allow local governments to choose the awardee from the three lowest bids with supporting justification when awarding Township bid projects.
- The Committee recommends that the Illinois General Assembly should forbid permitting fees from one local government to another.

CONCLUSION:

The Decennial Committee on Local Government Efficiency fueled discussions on longstanding services, procedures, and practices in place at Hanover Township. This Committee encouraged Hanover Township to review its operation as well as review how its operation interacts with other units of government and the community. The Committee's efforts resulted in 12 recommendations to promote government efficiency in Hanover Township and the State of Illinois. Hanover Township looks forward to continuing its efforts to investigate and promote local government efficiency.

APPENDIX 1: Hanover Township Property and Reserve Locations

Properties:

Town Hall
250 S. State Route 59
Bartlett, 60103
(630) 837-0301

Township Garage
250 S. State Route 59
Bartlett, 60103
(630) 837-0960

Senior Center
240 S. State Route 59
Bartlett, 60103
(630) 483-5600

Emergency Services Station #1
Bartlett Fire Barn
218 Main Street
Bartlett, 60103

Izaak Walton Youth Center
899 Jay Street
Elgin, 60120
(847) 888-8329

Astor Avenue Community Center
7431 Astor Avenue
Hanover Park, 60133
(630) 540-9085

Reserves:

Izaak Walton Reserve
899 Jay Street
Elgin, 60133

Naomi Walters-Lenoci Reserve
735 Stowell Avenue
Streamwood

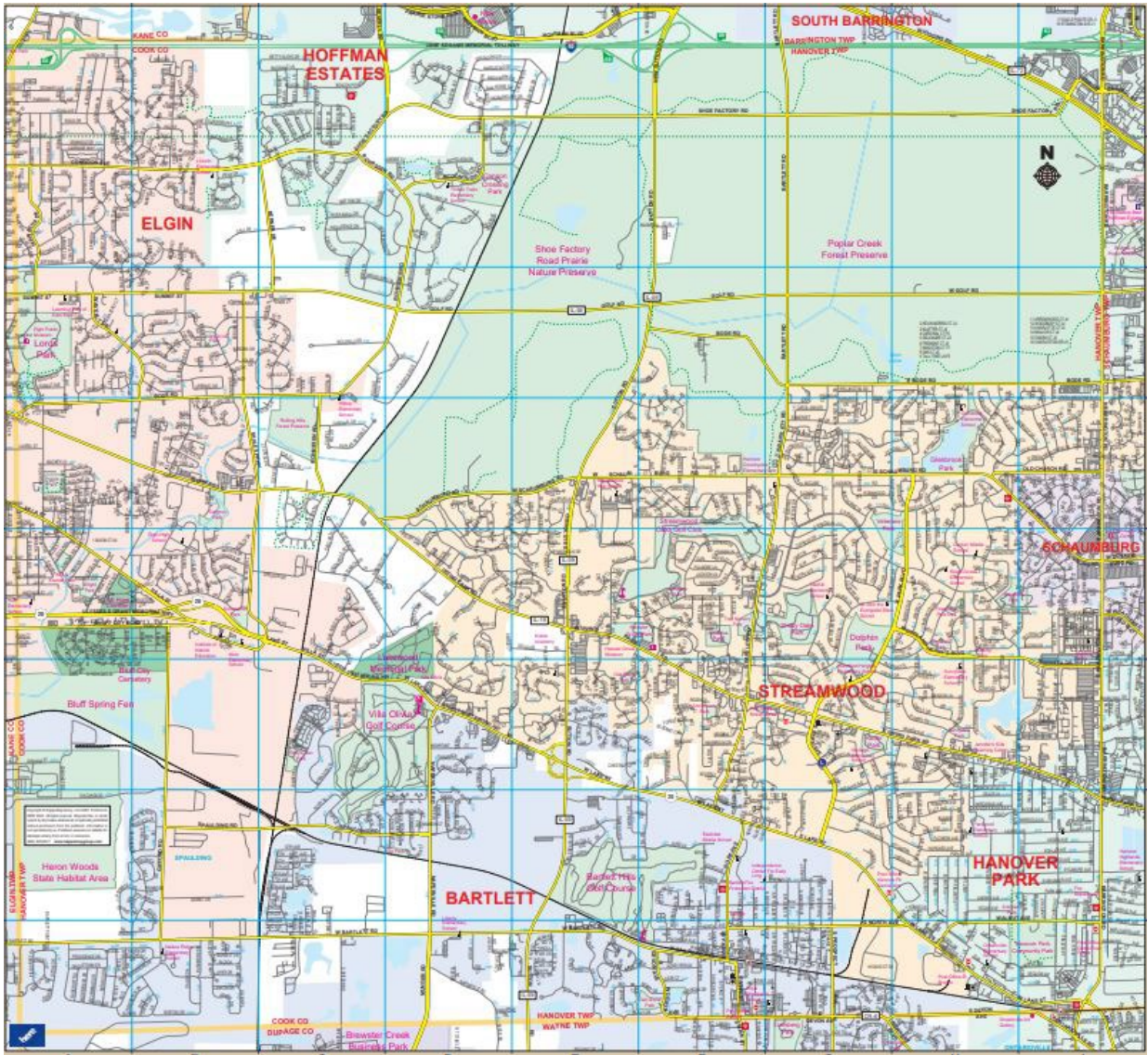
Runzel Reserve
Located between Town Hall and Senior Center

The Bridlewood Reserves of Hoffman Estates
Central Bridlewood Drive, East Shoe Factory
Road, and Northeast Morningview Drive

Shoe Factory Basin Reserve
Shoe Factory & McDonough Roads
Hoffman Estates



APPENDIX 2: Hanover Township Map

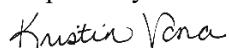


APPENDIX 3: Committee Meeting Minutes

Minutes of a Meeting of the Hanover Township Decennial Committee on Efficiency 240 S. State Route 59, Bartlett 60103 Tuesday, February 7, 2023

- I. Call to Order: Supervisor McGuire called the meeting to order at 6:00 p.m.
- II. Roll Call: Supervisor McGuire called the meeting to order at 6:00 p.m. Assistant Township Administrator Vana called the roll; present were Trustees Essick, Martinez, and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Committee Members Porter and Kramer. Others present were Township Administrator Barr, Director of Community and Government Relations Kuttnerberg, Administrative Specialist Matich, Graduate Management Intern Yahya and Village of Streamwood Trustee Mike Baumer.
- III. Public Comment: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Committee. Hearing none, Supervisor closed public comments.
- IV. Introduction – Purpose and Schedule: Director Kuttnerberg reviewed the purpose of the formation of the committee per SB3789 establishing the Decennial Committees on Local Government Efficiency Act. Director Kuttnerberg explained the purpose of the act was to study the Township’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State. The committee will also collect, research and analyze data and create a report. Director Kuttnerberg also reviewed the schedule of six meetings to take place through July 2023 with specific discussion topics related to each meeting.
- V. Review of Jurisdiction and Powers: Township Administrator Barr and Director Kuttnerberg both spoke to the committee in regard to Hanover Township’s borders and boundaries, governmental units within the Hanover Township jurisdiction, as well as statutory powers of Townships and Cook County Townships.
- VI. Review of Programs and Services: Township Administrator Barr and Director Kuttnerberg provided an overview of the services and programs provided within the ten operating departments of Hanover Township including: Administrative Services, Aging Services, Assessor’s Office, Community Affairs, Community Health, Emergency Services, Facilities and Road Maintenance, Human Services, the Mental Health Board, and Youth and Family Services.
- VII. Survey of Residents in Attendance: Supervisor McGuire asked if there were any residents in the audience with input on the matters discussed. No additional input was received.
- VIII. Other Business: Township Administrator Barr noted the April meeting would take place on Wednesday, April 5. It was also noted the May meeting date may be rescheduled to Tuesday, May 16th. All committee members were in concurrence with both meeting dates.
- IX. Adjournment: There being no other business, a motion to adjourn at 6:43 PM was made by Trustee Martinez, and seconded by Clerk Dolan Baumer, followed by a roll call vote. Ayes: Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, Trustees Essick, Martinez, and Noyola, and Committee Members Porter and Kramer. Motion carried and the meeting was adjourned.

Respectfully submitted,

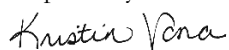


Kristin Vana
Assistant Township Administrator

Minutes of a Meeting of the Hanover Township Decennial Committee on Efficiency
240 S. State Route 59, Bartlett 60103
Tuesday, March 7, 2023

- I. Call to Order: Supervisor McGuire called the meeting to order at 6:00 p.m.
- II. Roll Call: Supervisor McGuire called the meeting to order at 6:00 p.m. Assistant Township Administrator Vana called the roll; present were Trustees Essick, Martinez, and Noyola, Supervisor McGuire, Clerk Dolan Baumer, and Committee Member Kramer. Others present were Township Administrator Barr, Director of Community and Government Relations Kutteneberg, Administrative Specialist Matich, Graduate Management Intern Yahya and Village of Streamwood Trustee Mike Baumer.
- III. Public Comment: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Committee. Hearing none, Supervisor McGuire closed public comments.
- IV. Review of Township's Governing Statutes – Township Administrator Barr spoke to the committee in regard to Township governing statutes, how they affect townships, and what services and programs they allow townships to provide.
- V. Discussion of Governing Statutes and Powers – Township Administrator Barr spoke to the committee and discussed the various powers and functions Hanover Township has under the Illinois Constitution and statutes.
A motion to recess at 6:27 p.m. was made by Trustee Essick and seconded by Trustee Martinez, followed by a roll call vote. Ayes: Trustees Essick, Martinez, and Noyola, Supervisor McGuire, Clerk Dolan Baumer, and Committee Member Kramer. Motion carried and the meeting recessed.
Supervisor McGuire called the meeting to order at 6:45 p.m. Assistant Township Administrator Vana called the roll; present were Trustees Essick, Martinez, and Noyola, Supervisor McGuire, Clerk Dolan Baumer, and Committee Member Kramer.
A motion to recess at 6:55 p.m. was made by Clerk Dolan Baumer and seconded by Trustee Noyola, followed by a roll call vote. Ayes: Trustees Essick, Martinez, and Noyola, Supervisor McGuire, Clerk Dolan Baumer, and Committee Member Kramer. Motion carried and the meeting recessed.
Supervisor McGuire called the meeting to order at 7:42 p.m. Assistant Township Administrator Vana called the roll; present were Trustees Essick, Martinez, Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Committee Member Kramer.
- VI. Survey of Residents in Attendance: Supervisor McGuire asked if there were any residents in the audience with input on the matters discussed. No additional input was received.
- VII. Other Business: Township Administrator Barr reminded the Committee the next meeting would take place on Wednesday, April 5 and the topic of discussion would be a review of Hanover Township ordinances, policies, and procedures.
- VIII. Adjournment: There being no other business, a motion to adjourn at 6:43 PM was made by Clerk Dolan Baumer, and seconded by Committee Member Kramer, followed by a roll call vote. Ayes: Trustees Essick, Martinez, Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Committee Member Kramer. Motion carried and the meeting was adjourned.

Respectfully submitted,



Kristin Vana
Assistant Township Administrator

Minutes of a Meeting of the Hanover Township Decennial Committee on Efficiency
240 S. State Route 59, Bartlett 60103
Wednesday, April 5, 2023

- I. Call to Order: Supervisor McGuire called the meeting to order at 6:00 p.m.
- II. Roll Call: Supervisor McGuire called the meeting to order at 6:00 p.m. Assistant Township Administrator Vana called the roll; present were Trustees Essick, Martinez, Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Committee Members Kramer and Porter. Others present were Township Administrator Barr, Director of Community and Government Relations Kutteneberg, Assistant Township Administrator Vana, and Administrative Specialist Matich.
- III. Public Comment: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Committee. Hearing none, Supervisor McGuire closed public comments.
- IV. Review of Township's Ordinances, Rules, and Procedures – Township Administrator Barr spoke to the committee in regard to Township ordinances, rules, and procedures. A thorough review of the most recent ordinances, rules, and procedures was conducted. Township Administrator Barr noted that internal practices could be reviewed to ensure more frequent updates to procedures are completed.
- V. Discussion of Ordinances, Rules, and Procedures – Committee Member Porter asked Township Administrator Barr how many employees Hanover Township has and if the personnel policy is shared with each employee. Township Administrator Barr responded the Township has approximately 100 employees and the Human Resource Manager collects acknowledgment forms from every employee stating they received a copy of the personnel policy. No other discussion ensued.
- VI. Survey of Residents in Attendance: Supervisor McGuire asked if there were any residents in the audience with input on the matters discussed. No additional input was received.
- VII. Other Business: Township Administrator Barr reminded the Committee the next meeting would take place on Tuesday, May 16.
- VIII. Adjournment: There being no other business, a motion to adjourn at 6:43 PM was made by Clerk Dolan Baumer, and seconded by Committee Member Porter, followed by a roll call vote. Ayes: Trustees Essick, Martinez, Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Committee Members Porter and Kramer. Motion carried and the meeting was adjourned.

Respectfully submitted,

Kristin Vana

Kristin Vana
Assistant Township Administrator

Minutes of a Meeting of the Hanover Township Decennial Committee on Efficiency
240 S. State Route 59, Bartlett 60103
Tuesday, May 16, 2023

- I. Call to Order: Supervisor McGuire called the meeting to order at 6:00 p.m.
- II. Roll Call: Supervisor McGuire called the meeting to order at 6:00 p.m. Assistant Township Administrator Vana called the roll; present were Trustees Essick, Martinez (6:12 p.m.), Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Committee Members Kramer and Porter. Others present were Township Administrator Barr, Director of Community and Government Relations Kutteneberg, Assistant Township Administrator Vana, Administrative Specialist Matich, Graduate Management Intern Yahya and Village of Streamwood Trustee Mike Baumer.
- III. Public Comment: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Committee. Hearing none, Supervisor McGuire closed public comments.
- IV. Approval of Committee Minutes –
 - A. A motion to approve the committee meeting minutes of February 7, 2023 was made by Committee Member Kramer and seconded by Clerk Dolan Baumer, followed by a roll call vote. Ayes: Trustees Essick, Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Committee Members Porter and Kramer. Motion carried.
 - B. A motion to approve the committee meeting minutes of March 7, 2023 was made by Trustee Noyola and seconded by Trustee Beattie, followed by a roll call vote. Ayes: Trustees Essick, Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Committee Members Porter and Kramer. Motion carried.
 - C. A motion to approve the committee meeting minutes of April 5, 2023 was made by Committee Member Kramer and seconded by Trustee Beattie, followed by a roll call vote. Ayes: Trustees Essick, Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Committee Members Porter and Kramer. Motion carried.
- V. Review of Shared Services, Intergovernmental Agreements, and Interrelationships with Other Governmental Units and the State – Director of Community and Government Relations Kutteneberg spoke to the committee in regard to Township shared services, intergovernmental agreements and interrelationships, identifying many within each Township department.
- VI. Discussion of Shared Services, Intergovernmental Agreements, and Interrelationships with Other Governmental Units and the State – Director Kutteneberg asked if there were any questions of the committee. Township Administrator Barr stated each of the partnerships and agreements Director Kutteneberg reviewed were key to the Township providing much needed services to constituents.
- VII. Survey of Residents in Attendance: Supervisor McGuire asked if there were any residents in the audience with input on the matters discussed. No additional input was received.
- VIII. Other Business: Township Administrator Barr reminded the Committee the next meeting would take place on Tuesday, June 6, 2023. A discussion at the next meeting will take place to begin developing the final committee report and to identify recommendations to move forward.
- IX. Adjournment: There being no other business, a motion to adjourn at 6:23 PM was made by Trustee Essick, and seconded by Trustee Noyola, followed by a roll call vote. Ayes: Trustees Essick, Martinez, Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Committee Members Porter and Kramer. Motion carried and the meeting was adjourned.

Respectfully submitted,

Kristin Vana

Kristin Vana
Assistant Township Administrator

Minutes of a Meeting of the Hanover Township Decennial Committee on Efficiency
240 S. State Route 59, Bartlett 60103
Tuesday, June 6, 2023

- I. Call to Order: Supervisor McGuire called the meeting to order at 6:00 p.m.
- II. Roll Call: Supervisor McGuire called the meeting to order at 6:00 p.m. Assistant Township Administrator Vana called the roll; present were Trustees Essick, Martinez, Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Trustee Kramer. Others present were Township Administrator Barr, Director of Community and Government Relations Kuttenberg, Assistant Township Administrator Vana, Administrative Specialist Matich, Graduate Management Intern Yahya and Village of Streamwood Trustee Mike Baumer.
- III. Public Comment: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Committee. Hearing none, Supervisor McGuire closed public comments.
- IV. Approval of Committee Minutes –
 - A. A motion to approve the committee meeting minutes of May 16, 2023 was made by Trustee Beattie and seconded by Trustee Kramer, followed by a roll call vote. Ayes: Trustees Essick, Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Trustee Kramer. Motion carried.
- V. Discussion of Recommendations in Respect to Increased Accountability and Efficiency – Township Administrator Barr reviewed a list of preliminary recommendations after reviewing the findings of each prior Committee meeting topic. The Committee directed staff to move forward with developing a draft of a final report utilizing the list of recommendations discussed.
- VI. Set Date of Next Committee Meeting – The next meeting date was set for Tuesday, August 15, 2023 at 6:00 PM.
- VII. Survey of Residents in Attendance: Supervisor McGuire asked if there were any residents in the audience with input on the matters discussed. No additional input was received.
- VIII. Other Business: Supervisor McGuire congratulated Marv Kramer, who was appointed as a Trustee for the Fox Valley Water Reclamation District.
- IX. Adjournment: There being no other business, a motion to adjourn at 6:40 PM was made by Trustee Essick, and seconded by Trustee Noyola, followed by a roll call vote. Ayes: Trustees Essick, Martinez, Beattie and Noyola, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Trustee Kramer. Motion carried and the meeting was adjourned.

Respectfully submitted,

Kristin Vana

Kristin Vana
Assistant Township Administrator

Minutes of a Meeting of the Hanover Township Decennial Committee on Efficiency
240 S. State Route 59, Bartlett 60103
Tuesday, August 15, 2023

- I. Call to Order: Supervisor McGuire called the meeting to order at 6:00 p.m.
- II. Roll Call: Supervisor McGuire called the meeting to order at 6:00 p.m. Assistant Township Administrator Vana called the roll; present were Trustees Essick, Martinez, and Beattie, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Trustee Porter. Others present were Township Administrator Barr, Director of Community and Government Relations Kuttentberg, Assistant Township Administrator Vana, Administrative Specialist Matich, and Graduate Management Intern Yahya.
- III. Public Comment: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Committee. Hearing none, Supervisor McGuire closed public comments.
- IV. Approval of Committee Minutes –
 - A. A motion to approve the committee meeting minutes of June 6, 2023 was made by Trustee Beattie and seconded by Clerk Dolan Baumer, followed by a roll call vote. Ayes: Trustees Essick, Beattie and Martinez, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Trustee Porter. Motion carried.
- V. Discussion of Draft Report of the Decennial Committee on Efficiency – Township Administrator Barr reviewed the Decennial Committee on Efficiency draft final report, along with recommendations listed within the report. The Committee reviewed the report and thanked staff for their assistance in drafting the report.
- VI. Approval of the Decennial Committee on Efficiency Report –
 - A. A motion to approve the Decennial Committee on Efficiency Report was made by Trustee Essick and seconded by Trustee Martinez, followed by a roll call vote. Ayes: Trustees Essick, Beattie and Martinez, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Trustee Porter. Motion carried.
- VII. Survey of Residents in Attendance: Supervisor McGuire asked if there were any residents in the audience with input on the matters discussed. No additional input was received.
- VIII. Other Business: No additional business was discussed.
- IX. Adjournment: There being no other business, a motion to adjourn at 6:14 PM was made by Trustee Martinez, and seconded by Trustee Porter, followed by a roll call vote. Ayes: Trustees Essick, Martinez, and Beattie, Supervisor McGuire, Clerk Dolan Baumer, Assessor Moinuddin, and Trustee Porter. Motion carried and the meeting was adjourned.

Respectfully submitted,

Kristin Vana

Kristin Vana
Assistant Township Administrator