



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board**  
*May 21<sup>st</sup>, 2013*  
**7:00 PM**

**A G E N D A**

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Presentation of the Colors
- IV. Swearing In of Township Officials
- V. Town Hall (Public Comments)
- VI. Presentations
- VII. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Highway Commissioner’s Report
  - D. Assessor’s Report
  - E. Treasurer’s Report
- VIII. Bill Paying
- IX. Unfinished Business
- X. New Business
  - A. Appointment of Township Attorney
  - B. Appointment of Trustees Committee Assignments
  - C. Resolution Approving of a Software License and Services Agreement between Hanover Township and Ecolane USA, Inc.
  - D. Resolution Approving of a Lease Between Hanover Township and the Hanover Township Mental Health Board
  - E. Consideration of Township General Liability and Worker Compensation Insurance Carrier
- XI. Executive Session
- XII. Other Business
- XIII. Adjournment

**Mission Statement**

**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.**

# DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for April, 2013

SERVICE PROVIDED	APRIL 2013	APRIL 2012	FYTD 2014	FYTD 2013
<i>Passports</i>	219	N/C	219	N/C
Photo fees	\$315	N/C	\$315	N/C
Fee deposits	\$5,282.36	N/C	\$5,282.36	N/C
<i>Fishing/Hunting licenses</i>	6	N/C	6	N/C
<i>Handicap Placards</i>	4	N/C	4	N/C
<i>Cook County vehicle stickers</i>	0	N/C	0	N/C
<i>Voter Registration</i>	0	N/C	0	N/C
<i>Human Resources Requests</i>	150	112	150	112
<i>New Employee Orientations</i>	1	1	1	1
<i>Technology work orders</i>	24	26	24	26
<i>Resident Contacts</i>	1,794	2,046	1,794	2,046
<i>Percent of Budget Expended</i> (8% of year)	4.6%	3.8%	4.6%	3.8%
<i>Grant application submissions</i>	1	2	1	2

## Department Highlights

- The lower level of the Senior Center was dedicated to former Director of Community Health Trish Simon on April 16.
- Attended a seminar on April 25 conducted by Northern Illinois University discussing alternative service delivery.
- Conducted interviews for the open Administrative Assistant position in Administrative Services. Eight candidates were interviewed in the first round. Four candidates were brought back for second round interviews which included a memo writing exercise. Alexandra Imperato was offered the position and accepted on April 30. Ms. Imperato is now located full-time in the Resident Services office.
- Part-time Receptionist Joan Fischer was offered and accepted the full-time Receptionist position in Administrative Services on May 6.
- Applied for and received the renewal of the Senior Center's liquor license from the Village of Bartlett and the State of Illinois for FY14.
- Runzel Reserve update: The Runzel Reserve lowest qualified bidder, Martam Construction, was awarded the contract on June 19. The permit was approved the week of October 29 and construction began on November 5. Spring construction is underway for the completion of the project at the end of May. The Reserve is scheduled to be dedicated in June.

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# OFFICE OF THE ASSESSOR

Report for April, 2013

SERVICE PROVIDED	APRIL 2013	APRIL 2012	FYTD 2014	FYTD 2013
<i>Administration</i>				
Office visits	213	417	213	417
Building permits processed	196	265	196	265
Sales recording	130	98	130	98
Change of Name*	7	9	7	9
Property tax appeals	-	-	-	-
Certificate of Errors	36	28	36	28
Property location updates	-	-	-	-
New owner mailings	124	-	124	-
Long time occupants*	1	2	1	2
<i>Exemptions</i>				
Home owner exemptions	11	13	11	13
Senior home owner exemptions	20	120	20	120
Senior freeze exemptions*	29	155	29	155
Miscellaneous exemptions	20	24	20	24
<i>Foreclosures</i>	61	33	61	33

\* Denotes notary requirement

## Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. – April had a total of 6 Visitors after 4:30pm.
- For Thursday's at the Community Relations Office - April we had a total of 5 visitors.

*Office of the Assessor Mission Statement:*

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

# OFFICE OF COMMUNITY HEALTH

Report for April, 2013

SERVICE PROVIDED	APRIL 2013	APRIL 2012	FYTD 2014	FYTD 2013
<i>Appointments</i>				
ProTimes	29	12	29	12
TB skin test	11	6	11	6
Cholesterol	22	16	22	16
Pharmaceutical Assistance Programs	5	N/C	5	N/C
Miscellaneous labs	17	N/C	17	N/C
Other	64	57	64	57
Total (unduplicated)	101	87	101	87
<i>Clinic Clients</i>				
Victory Centre of Bartlett	12	24	12	24
Glendale Terrace	1	6	1	6
Community Relations Office -Elgin	8	N/A	8	N/A
Clare Oaks (Diabetes Support Group)	4	N/A	4	N/A
Astor Avenue	20	16	20	16
Total (unduplicated)	45	46	45	46
<i>Public Education &amp; Health Promotion</i>				
Media coverage	3	2	3	2
Informational seminars	2	17	2	17
Ask A Pharmacist Program Participants	4	N/A	4	N/A
<i>Primary Care Provider Support</i>	6	N/C	6	N/C
<i>Phone Triage</i>	335	366	335	366
<i>Embracelet Program</i>	2	N/C	2	N/C

## Department Highlights

- On Monday, April 8, 2013 Kristen presented a nutrition and wellness educational lecture to residents at Astor Avenue.
- On Wednesday, April 10, 2013 podiatrist, Dr. Ginsberg, presented an educational lecture on diabetic foot care.
- On Thursday, April 11, 2013 the new children's dental clinic started in collaboration with dentist, Dr. Sood from Advanced Family Dental Care.
- On Tuesday, April 16, 2013 Kristen attended the Streamwood Principal Breakfast at Astor Avenue to discuss department services and resources.
- On Tuesday, April 23, 2013 Kristen educated students at Timber Trails Elementary School on proper hand hygiene and hand washing during open gym.
- On Saturday, April 27, 2013 Stacy attended Love Elgin Day and handed out information on the services the office of community health provides
- On Tuesday, April 30, 2013 Stacy attended the Hands of Hope food pantry and provided blood pressure screenings as well as information on the services that the office of community health provides.

### *Office of Community Health Mission Statement:*

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



# OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for April, 2013

SERVICE PROVIDED	APRIL 2013	APRIL 2012	FYTD 2014	FYTD 2013
<i>Website Visits</i>	7,743	5,572	7,743	5,572
<i>Facebook Likes</i>	0	0	600	555
<i>Media Releases</i>	3	5	3	5
<i>Veteran Contacts</i>	3	7	3	7
<i>Total Veterans served</i>	2	5	2	5
<i>Total Resident Contacts (Elgin office)</i>	207	171	207	171

## Department Highlights

- New Administrative Assistant Holly Monegato started April 1
- Met with City of Elgin Senior Planner Sarosh Saher regarding zoning of the Izaak Walton Center and Reserve (IWCR) at the property
- Attended Supervisor's Community Service Award Dinner at the Fire Barn on April 3
- Walked staff from the Northern Cook County Soil and Water Conservation District through the Community Resource Center with Suzanne Powers on April 3 for them to view as possible office space
- Met with Bill Jones of the Izaak Walton League to discuss garage space at the IWCR
- Attended Relay for Life monthly meeting at the Senior Center on April 8
- Met with BSA Troop 10 at the IWCR to go over property procedures on April 8
- Attended Northwest Fourth-Fest meeting with marketing liaisons from the stakeholders on April 10 at the Sears Center
- Met with members of the Izaak Walton League at the IWCR to go over property procedures on April 10
- Met with Bartlett Chamber of Commerce ad book designer regarding ad space on April 11
- Coordinated and attended Trish Simon Center for Health dedication event on April 16
- Attended Annual Town Meeting on April 16
- CVA staff attended Health Expo planning meeting on April 17
- Met with The Alphabet Shop sign company at the IWCR to go over placement and design of new entrance sign at property on April 19
- Met with the property manager of the Blackhawk Apartments with OCH staff on April 25 to discuss a summer resource fair at the complex club house in the summer
- Met with Cook County Building and Zoning staff in their Chicago office on April 29 with Administration and F&M staff to finalize details of TEO IGA
- Attended Cook County Board President Preckwinkle's roundtable discussion on April 30 with Trustee Benoit at Schaumburg Township, sponsored by Commissioner Schneider
- Attended Senior Services Volunteer Luncheon with officials and staff at the Seville on April 30
- Attended Streamwood Chamber of Commerce Annual Scholarship Dinner on April 30 with Trustee Krick at ECC

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# DEPARTMENT OF EMERGENCY SERVICES

Report for April, 2013

SERVICE PROVIDED	APRIL 2013	APRIL 2012	FYTD 2014	FYTD 2013
<i>Volunteers</i>				
Total volunteers	33	26	33	26
New volunteers	0	1	0	1
Volunteer hours	249.5	157.75	249.5	157.75
<i>Training</i>				
Total hours	95	272.75	95	272.75
<i>Details</i>				
Township events	0	3	0	3
Municipal Event Assistance	0	1	0	1
Emergency call outs	6	3	6	3
Safety Patrols	4	4	4	4
Miscellaneous	2	0	2	0

## Department Highlights:

- Of the total calls this month, half were of an emergency nature; another 4 were for safety patrols. This continues the evolvement of the unit to an emergency based response unit.
- On April 18<sup>th</sup>, DES assisted Bartlett PD with the flooding event in their town. 10 members spent more than 40 hours assisting with traffic control and pumping out resident's basements. Additionally, we helped Bartlett prepare sandbags for residents to pick up. I had the opportunity to meet with Village and Fire Department officials at the Bartlett PD Emergency Operations Center which had opened for the event.
- We were called upon to assist Elgin PD in the search for an autistic person who had walked away. Our search assistance allowed them to focus efforts on other areas. Ultimately, the man was found at an extended family member's residence in Chicago.

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# DEPARTMENT OF FACILITIES & MAINTENANCE

Report for April, 2013

SERVICE PROVIDED	APRIL 2013	APRIL 2012	FYTD 2014	FYTD 2013
<i>Administration</i>				
Vehicle service calls	23	55	23	55
Work orders	49	137	49	137
Event set-ups/tear downs	177	161	177	161
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	2,645	1,104	2,645	1,104
Town Hall	7,500	7,800	7,500	7,800
Senior Center	31,802	26,771	31,802	26,771
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	460.80	371.00	460.80	371.00
Town Hall	854.63	687.00	854.63	687.00
Senior Center	2,248.32	1,950.93	2,248.32	1,950.93

## Department Highlights

- Continue working on renovations of the Youth and Family Services department. Working on Bathrooms.
- Started working around the Izaak Walton center. Maintenance staff is taking care of the housekeeping for now. We have assessed all the outside lighting and are currently making repairs to the fixtures that are not working. We are cutting grass and completing some clean up to the outside of the property.
- Runzel Reserve work continues. The bridges and the sidewalks are complete. The project is scheduled for completion at the end of May 2013
- Maintenance staff has been busy moving furniture around the Administration building due to staff changes and staff relocations.

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# HIGHWAY DEPARTMENT

Report for April, 2013

SERVICE PROVIDED	APRIL 2013	APRIL 2012	FYTD 2014	FYTD 2013
<i>Winter Season</i>				
Snow (inches)				
Salt (tons)				
Overtime hours				
<i>Fall Season</i>				
Branch pick-up (truckloads)	4	10	4	10

## Department Highlights

- Started monthly brush pick up service.
- Started grass cutting and finished fertilizing.
- Rohrssen road resurfacing to start in June.
- Spraying for weeds to begin in the next couple of weeks.

*Hanover Township Mission Statement:*

*Hanover Township is committed to providing an array of quality, cost effective, community based services; and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.*

# OFFICE OF THE MENTAL HEALTH BOARD

Report for April, 2013

SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>Grant Funding</i>				
Ongoing clients	739	774	739	774
New clients	190	76	3,756	3,020
Prevention Programming Presentations	26	18	204	188
Number in audience	942	1239	11,469	13,702
<i>TIDE</i>				
Participants	6	9	8	12
Rides	56	127	1,151	1,543
<i>Resource Center</i>				
Organizations providing services	5	5	5	7
Clients served	31	60	734	802

## Department Highlights

- The Mental Health Board met on April 23 for their regularly scheduled monthly meeting. The MHB formally approved the MHB 3-year strategic plan as well as the lease agreement between the Township and MHB for the Community Resource Center
- Four grant requests were reviewed at the meeting. The MHB approved the following staff development and capital requests
  - Ecker Center was awarded \$1500 for the “Reality Therapy in Action” staff training program
  - Hanover Township Youth and Family Services were awarded \$1500 for the Clinical Interventionist to attend and present at the International Association of Social Work with Groups Conference in Boston.
  - Bartlett Learning Center was awarded a \$903.60 capital grant to purchase additional two-way radios for staff communication.
- Continued working with several of our Developmental Disability providers. The State has notified all providers that the IDHS Division of Developmental Disabilities has not received full funding which will result in significant funding delays (between 2 to 5 months minimum depending on program).
- Addressing issues with reporting issues from Boys and Girls Club due to staff changes. They are working on how to establish Township residency across their SMART Moves program.
- Scheduled Safe from the Start to present at our May MHB meeting at the request of the Chairman which will be held at the Community Resource Center.
- Joined Grantmakers for Effective Organizations (GEO). GEO is online community of grantmakers helping them apply strategies and practices that contribute to grantee success.
- Attended Centro de Informacion Annual Community Day Luncheon event and Care for the Underserved Coalition meeting
- Participated in “State Budget Choices for FY14 and Beyond” webinar reviewing Illinois’ continuing financial crisis as it relates to human services.
- Continued working with Alphabet Shop on the outdoor signage for the Community Resource Center. We should have options for the MHB to review on May 28 and move forward with the sign to be in place by June.

*Mental Health Board Mission Statement:*

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

# DEPARTMENT OF SENIOR SERVICES

Report for April, 2013

SERVICE PROVIDED	APRIL 2013	APRIL 2012	FYTD 2014	FYTD 2013
<i>Programming Division</i>				
Planned programs	203	155	203	155
Participants	1643	1785	1643	1785
Participants (unduplicated)	779	452	779	452
Wait listed (unduplicated)	85	107	85	107
Art & Computer classes	47	50	47	50
Art & Computer class participants	293	384	293	384
New volunteers	3	5	3	5
Total volunteers (unduplicated)	136	137	136	137
Volunteer hours reported	1916	1751	1916	1751
Meals delivered by volunteers	876	1040	876	1040
<i>Social Services Division</i>				
Clients served (unduplicated)	215	272	215	272
Energy Assistance	18	24	18	24
Prescription drugs & health insurance assistance	89	181	89	181
Public Aid	25	9	25	9
Social Service programs	13	10	13	10
Social Service program participants	79	88	79	88
Lending Closet transactions	60	77	60	77
<i>Transportation Division</i>				
One way rides given	1719	1604	1719	1604
Individuals served (unduplicated)	228	213	228	213
New riders	17	20	17	20
Unmet requests for rides	24	25	24	25

## Department Highlights

- Senior Services applied for Title III-B funds from AgeOptions for Senior Center, Transportation and ADRN, including Information & Assistance, Options Counseling and SHAP. ADRN means an integrated access point where consumers of all ages, incomes and disabilities receive information and assistance. If funded, a new P/T Disability Specialist will be hired.
- Out Trips: Chicago History Museum, Toby Keith's Bar & Grill, Shedd Aquarium, Book of Mormon. At the Center: The Creation of South Pacific, Remembering Marshall Field's, Balance Screening, Budget Friendly Gardening, Art & Wine of Northern Italy, Meditation, Fused Glass Bowl, Linked In, Internet & Email, Picasa, Intermediate Word & Excel.
- Elgin: The Earth's Changing Climate, card playing, Beading, Frida Kahlo film screening.
- A Red Bud tree was planted in Runzel Reserve in honor of Earth Day. A donation from the Environmental Sust. Workgroup funded the purchase and the Highway Dept. planted the tree.
- Volunteer: Volunteer Luncheon, Tax Aide completed 350 appointments this tax season.
- Corporate sponsor Fellowes, Inc. invited staff to tour their facility. Discussion followed regarding the annual Adopt-A-Senior program and additional volunteer opportunities.
- SHIP (Senior Health Insurance Program) representative performed a site visit on April 8.
- All Social Services staff attended training on "Options Counseling", a new type of service giving clients more choices based on their preference for long term support.
- HTSS hosted a CEDA refresher training on April 18 for PIPP Recertification.

### *Senior Services Mission Statement:*

*With respect, innovation and a dedication to excellence, Senior Services is committed to facilitating programs and services that promote independence, a sense of community, and well being for mature adults in Hanover Township.*

# DEPARTMENT OF WELFARE SERVICES

Report for April, 2013

SERVICE PROVIDED	APRIL 2013	APRIL 2012	FYTD 2014	FYTD 2013
<i>General Assistance</i>				
General Assistance clients	22	20	22	20
General Assistance appointments	59	59	59	59
Emergency Assistance appointments	11	21	11	21
Emergency Assistance approved	5	5	5	5
Crisis intake clients	228	247	228	247
Access to Care	14	10	14	10
<i>LIHEAP Applications/PIPP Recertifications</i>				
Office	44	57	44	57
Circuit Breaker	2	2	2	2
<i>Social Services</i>				
ComEd Hardships	4	6	4	6
Weatherization	Waitlist	3	Waitlist	3
<i>Food Pantry</i>				
Served (Households)	789	728	789	728
New applications	83	82	83	82
Food Donations	70	64	70	64
<i>Community Center Walk-Ins</i>	314	390	314	390

## Department Highlights

- Employment Services is developing quickly. The Job Board is up on the website and Job Clubs have been well attended.
- Employment Services Manager Sean Grimes has begun meeting with clients and helping them with job placement. Through a meeting with a local staffing agency a relationship is developing where a copy of a clients resume will be sent and the agency will make every effort to find them placement. Most staffing opportunities are temporary positions that move to permanent at the end of the contracted period.
- Case Manager Kristin Cumbo attended a CEDA roundtable in Downey Hall. The purpose of the roundtable was to discuss needs within Hanover Township.
- Intake Coordinator and Auxiliary Staff attended PIPP Recertification training and will be hosting re-training sessions for all auxiliary staff that process applications.
- The banquet for 2013 Community Service Awards recipients was hosted and well attended.
- In cooperation with Village of Streamwood President, Billie Roth, a breakfast was hosted with Streamwood School Principals, Greater Elgin Family Services and Police and Fire as well as departments from Hanover Township to introduce and discuss services. More than 30 were in attendance.
- The After School Snack program is ending and the Summer Lunch Program scheduled to begin June 10<sup>th</sup>. Auxiliary staff as well as Welfare Services staff attended training.
- Director Imperato and Intake Specialist Bonilla attended a meeting at the Housing Authority of Cook County to discuss housing options for low income and no income residents. Elgin High School Special Needs children completed a class project by packing bags for the homeless in the food pantry.
- Completed mailing invitations for the 2013 Foundation Fundraiser “Cruising Down the Fox” scheduled for July 18<sup>th</sup> beginning at 6:00 pm.

### *Welfare Services Mission Statement:*

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



# DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for April, 2013

SERVICE PROVIDED	APRIL 2013	APRIL 2012	FYTD 2014	FYTD 2013
<i>Outreach &amp; Prevention</i>				
Open Gym participants	1570	892	1570	892
Open Gym participants (unduplicated)	495	286	495	286
Alternative to Suspension referrals	2	14	2	14
Alternative to Suspension participants (unduplicated)	60	60	60	60
<i>Clinical</i>				
Therapy clients (total attended)	367	323	367	323
Therapy clients (unduplicated)	288	186	288	186
Total families	73	67	73	67
New families	5	9	5	9
Clinical hours	345	318	345	318
Group session participants	1007	1105	1007	1105
<i>Tutoring Participants</i>				
Total	291	261	291	86
Unduplicated	84	86	90	86

## Department Highlights:

- Youth and Family Services Clinical and Outreach and Prevention Staff completed Trauma Based Crisis Intervention training with the School District U-46 Community Alliance.
- The Hanover Township Committee on Youth presented its 2013 Principal of the Year Award to Patricia Stubbs, Laurel Hill Elementary School.
- Planning for additional PBIS Tier II Groups has started – new sites include Hanover Countryside and Nature Ridge Elementary Schools.
- John Parquette, LCSW, participated at the Elgin Mayor's Educational Summit.
- Youth and Family Services Staff and Open Gym participants will assist with the Izaak Walton Leagues Annual Willow Creek Cleanup on Saturday, May 18, 2013.
- Youth and Family Services co-hosted with Laurel Hill Elementary School its annual Community Resource Fair on Wednesday, May 15, 2013, at Laurel Hill Elementary School.
- Outreach and Prevention Staff participated at the School District U-46 Diversity Training offered at Streamwood High School.
- John Parquette, LCSW, was invited to observe a roundtable discussion with Secretary of Education, Arne Duncan and various U-46 Leaders on May 15, 2013, at Streamwood High School.
- Youth and Family Services Fourth Quarter Performance Measures were completed.

### *Youth & Family Services Mission Statement:*

*The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. This is accomplished by providing services which help to strengthen families, to provide outreach to children and teens at risk of school failure and delinquency, and to contribute to the building up of a healthier community for all Township youth.*



**Hanover Township**  
 Board Audit Report FY 13  
 From 5/10/13 to 5/21/13

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	21,444.79		21,444.79
Total Senior Center	7,025.80		7,025.80
Total Welfare Services	841.36		841.36
Total Road and Bridge	0.00		
Total Mental Health Board	0.00		
Total Retirement	0.00		
Total Vehicle	0.00		
Total Capital	0.00		
Total All Funds	<u>29,311.95</u>	<u>-</u>	<u>29,311.95</u>

The above "Subtotal" column has been approved for payment this 21st day of May 2013.

The above "Total" column has been approved for payment this 21st day of May 2013.

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Supervisor

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Town Clerk

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Supervisor

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Town Clerk

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**Hanover Township**  
**Board Audit Report - FY 13**  
 May 10 - May 21, 2013

Type	Date	Num	Name	Memo	Amount
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014410 - Equipment Purchases</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Furniture	2,351.90
Bill	03/29/2013		Rieke Office Interiors	YFS Receptionist Desk/Counter/Cabinets/Furniture	3,807.50
Bill	03/29/2013		Rieke Office Interiors	YFS Receptionist Desk/Counter/Cabinets/Furniture Desk Balance Due	3,807.50
Total 1014410 - Equipment Purchases					9,966.90
<b>1014430 - Computer Equipment &amp; Software</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Web Address Renewal	37.99
Total 1014430 - Computer Equipment & Software					37.99
Total 101CAP - Capital Expenditures					10,004.89
<b>101CHN - Community Health</b>					
<b>1014456 - Community Affairs</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Township Apparel (4)	64.00
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Germ Gel Lotion	22.95
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Heart Healthy Pocket Pal / Bookmark (75)	102.45
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Cardiac Arrest Roster (5)	106.50
Total 1014456 - Community Affairs					295.90
<b>1014461 - Miscellaneous</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Rollershade	190.46
Total 1014461 - Miscellaneous					190.46
Total 101CHN - Community Health					486.36
<b>101COM - Food Pantry -</b>					
<b>1014361 - Utilities</b>					
Bill	03/29/2013		Village of Hanover Park	Acct# 22510-3940 Water/Sewer	124.22
Total 1014361 - Utilities					124.22
Total 101COM - Food Pantry -					124.22
<b>101ES - ES - Expenditures</b>					
<b>1014802 - Equipment</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Flags/Flag Tape/Flag Tape Dispenser	299.42
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Prusik Bungee Cords	104.44
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Topographic GPS Maps	84.89
Total 1014802 - Equipment					488.75
<b>1014812 - Volunteer Appreciation</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Volunteer Appreciation	100.75
Total 1014812 - Volunteer Appreciation					100.75
<b>1014814 - Communications</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Mobile Phone Vehicle Mount Antenna	1,162.82

**Hanover Township**  
**Board Audit Report - FY 13**  
 May 10 - May 21, 2013

Type	Date	Num	Name	Memo	Amount
Total 1014814 · Communications					1,162.82
Total 101ES · ES - Expenditures					1,752.32
<b>101MAIN · Facilities Maintenance</b>					
<b>1014211 · Building Maintenance - Senior</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Senior Lobby Coffee Machine Repair	34.30
Total 1014211 · Building Maintenance - Senior					34.30
Total 101MAIN · Facilities Maintenance					34.30
<b>101TOE · Town Office Expense</b>					
<b>1014429 · Miscellaneous</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Get Well Flowers - Forkin	65.94
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Township Email Marketing	37.19
Total 1014429 · Miscellaneous					103.13
<b>1014532 · Committee on Youth</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Youth Leadership Awards Pitchers (7)	30.30
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Youth Leadership Awards Decanters (4)	8.68
Gene...	03/29/2013	AP Al...	JP Morgan Chase	COY Youth LEadership Award Banquet	620.00
Total 1014532 · Committee on Youth					658.98
<b>1014533 · Enviromental Sustainability</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	ESW Raffle Prizes	47.57
Gene...	03/29/2013	AP Al...	JP Morgan Chase	ESW Lunch n Learn Supplies	188.60
Total 1014533 · Enviromental Sustainability					236.17
Total 101TOE · Town Office Expense					998.28
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094611 · Education &amp; Training</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	PBIS Middle School Forum	35.00
Gene...	03/29/2013	AP Al...	JP Morgan Chase	AOD Prevention Training S. Spunt	50.00
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Advance Excel Training M. Beahan	179.00
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Admin Training Conference S Graffy	195.00
Total 1094611 · Education & Training					459.00
<b>1094616 · Books &amp; Journals</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Understanding Poverty Literature	26.95
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Department Library Books (10)	508.24
Total 1094616 · Books & Journals					535.19
<b>1094619 · Office Supplies</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Office Supplies Spray and Seal	10.72
Total 1094619 · Office Supplies					10.72

**Hanover Township**  
**Board Audit Report - FY 13**  
**May 10 - May 21, 2013**

Type	Date	Num	Name	Memo	Amount
<b>1094621 · Recruitment and Pre Employment</b>					
Gene...	03/29/2013	YFS		Background Checks	16.00
Total 1094621 · Recruitment and Pre Employment					16.00
<b>1094628 · Tutoring</b>					
Gene...	03/29/2013	YFS		Elgin High Tutoring	202.68
Total 1094628 · Tutoring					202.68
Total 109ADM · Administration & Clinical					1,223.59
<b>109OUT · Outreach &amp; Prevention</b>					
<b>1094627 · Open Gym Program.</b>					
Bill	03/29/2013		Sam's Club (YFS 0748 1)	Acct# 0402 55130748 1 Open Gym Snacks	1,189.82
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Cables and Plugs	80.44
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Television	1,177.38
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Screen Guard	1.61
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Ipod Case	2.99
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Itunes	100.00
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Cotton Candy Machine	466.97
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Gymnastic Mats	314.38
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Camcorder/Projector	1,899.00
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Hot Dog Steamer	292.29
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Ipod Touch/Popcorn/Frisbees	319.50
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Books 2	15.59
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Books 6	44.40
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Books (7)	69.68
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Open Gym Supplies/Games (51)	696.03
Gene...	03/29/2013	YFS		Open Gym Supplies	37.88
Total 1094627 · Open Gym Program.					6,707.96
<b>1094647 · Office Supplies</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Door Mats (3)	112.87
Total 1094647 · Office Supplies					112.87
Total 109OUT · Outreach & Prevention					6,820.83
Total 109YFS · Youth & Family Services					8,044.42
Total 1014 · Town Fund - Expenditures					21,444.79
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104534 · Dues, Subs &amp; Publications</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Learning Resource Memberships (6)	395.00
Total 1104534 · Dues, Subs & Publications					395.00
<b>1104535 · Travel</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	ASA Conference Lodging BK Schuldt 2 Nights	491.08

**Hanover Township**  
**Board Audit Report - FY 13**  
**May 10 - May 21, 2013**

Type	Date	Num	Name	Memo	Amount
Gene...	03/29/2013	AP Al...	JP Morgan Chase	ASA Conference Lodging/Meals - T. Colagrossi	313.66
Total 1104535 · Travel					804.74
<b>1104538 · Community Affairs</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Streamwood Celebration Float Reservation	325.00
Total 1104538 · Community Affairs					325.00
Total 1104ADM · Administration					1,524.74
<b>1104SOC · Social Services</b>					
<b>1104514 · Weekend Programming</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Supper Club Supplies	20.76
Total 1104514 · Weekend Programming					20.76
<b>1104515 · Programming</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Senior Committee Lunch and Marketing Assoc Mtg	52.53
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Bocce Ball Set and Bag	116.90
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Popcorn Supplies/Movie	57.52
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Shed Aquarium Trip Catering (32)	138.70
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Monthly Movie Subscription	11.99
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Trip Refreshments	39.77
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Senior Committee Award Recognition	34.95
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Shakespeare Lunch Outing Deposit	250.00
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Wicked Musical Tickets (25)	2,312.50
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Painting Class Trip (13)	188.00
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Shed Aquarium Trip (32)	208.00
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Chicago TOur Deposit	100.00
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Focus Group Refreshments	176.92
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Pizza Party Pizzas (5)	117.45
Total 1104515 · Programming					3,805.23
<b>1104520 · Volunteer Services</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Party Costumes (3)	123.85
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Volunteer Lunch Giveaways (61)	499.75
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Volunteer Lunch Pins (300)	389.13
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Volunteer Lunch Tote Bags	53.09
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Volunteer Lunch Decorations	41.26
Total 1104520 · Volunteer Services					1,107.08
<b>1104530 · Nutrition</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Supper Club (50)	486.00
Total 1104530 · Nutrition					486.00
<b>1104532 · Visual Arts</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Art Supplies	26.94
Total 1104532 · Visual Arts					26.94
Total 1104SOC · Social Services					5,446.01

**Hanover Township**  
**Board Audit Report - FY 13**  
 May 10 - May 21, 2013

Type	Date	Num	Name	Memo	Amount
<b>1104TRN · Transportation</b>					
<b>1104551 · Training</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	ASA Conference Meal/Parking	55.05
Total 1104551 · Training					55.05
Total 1104TRN · Transportation					55.05
Total 1104 · Senior Center - Expenditures					7,025.80
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024204 · Equipment</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Employment Services Bulletin Board	382.49
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Laptop Bag	29.97
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Astor Security Blinds	298.55
Total 2024204 · Equipment					711.01
<b>2024205 · Travel &amp; Training</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	GATI Training	37.71
Total 2024205 · Travel & Training					37.71
<b>2024213 · Community Affairs / Misc</b>					
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Employment Services Meeting Supplies	64.00
Gene...	03/29/2013	AP Al...	JP Morgan Chase	Senior Services Meeting Supplies	28.64
Total 2024213 · Community Affairs / Misc					92.64
Total 2024ADM · Administration					841.36
Total 2024 · Welfare Services - Expenditures					841.36
<b>TOTAL</b>					<b>29,311.95</b>

**Hanover Township**  
 Board Audit Report FY 14  
 From 5/10/13 to 5/21/13

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	48,786.95	681.05	49,468.00
Total Senior Center	8,153.36	89.00	8,242.36
Total Welfare Services	2,052.53		2,052.53
Total Road and Bridge	3,078.22		3,078.22
Total Mental Health Board	51,354.28	2,645.00	53,999.28
Total Retirement	0.00		
Total Vehicle	1,000.00		1,000.00
Total Capital	4,403.45		4,403.45
Total All Funds	<u>118,828.79</u>	<u>3,415.05</u>	<u>122,243.84</u>

The above "Subtotal" column has been approved  
 for payment this 21st day of May 2013.

The above "Total" column has been approved  
 for payment this 21st day of May 2013.

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 Supervisor

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 Town Clerk

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 Supervisor

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 Town Clerk

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 Trustee

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Accrual Basis

**Hanover Township**  
**Board Audit Report FY-14**  
**May 10 - 21, 2013**

Type	Date	Num	Name	Memo	Amount
<b>1103 - Senior Center - Revenue</b>					
<b>1103500 - Senior Programs</b>					
Check	05/14/2013	99280	Ren Villaflor	Chicago Neighborhood Tour Refund	33.00
Total 1103500 - Senior Programs					33.00
Total 1103 - Senior Center - Revenue					33.00
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014410 - Equipment Purchases</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Security System and Monitors (2)	1,390.71
Check	05/14/2013	99270	P.F. Pettibone & Co	Inv# 27741 Officials Badges/Case Book (10)	1,132.90
Check	05/17/2013	99397	P.F. Pettibone & Co	Inv# 27768 Passport Seal	126.95
Total 1014410 - Equipment Purchases					2,650.56
<b>1014430 - Computer Equipment &amp; Software</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Server Backup Monthly Subscription	150.00
Check	05/14/2013	99253	Current Technologies Corporation	Inv# 709938 Network Labor	1,235.00
Check	05/17/2013	99384	All Information Services	Inv# 23634 Phone Line Labor	250.00
Check	05/17/2013	99403	Weblinx, Inc.	Inv# 16914 Website Design Changes	71.25
Total 1014430 - Computer Equipment & Software					1,706.25
Total 101CAP - Capital Expenditures					4,356.81
<b>101CHN - Community Health</b>					
<b>1014451 - Postage</b>					
Check	05/14/2013	99271	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	8.10
Total 1014451 - Postage					8.10
<b>1014452 - Office Supplies</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	CPR Instructor Fee	65.00
Total 1014452 - Office Supplies					65.00
<b>1014454 - Travel</b>					
Check	05/14/2013	99228	Arriola, Stacy A	Mileage Reimbursement	37.21
Check	05/17/2013	99381	Hoch, Keely P	Mileage Reimbursement	22.94
Total 1014454 - Travel					60.15
<b>1014456 - Community Affairs</b>					
Check	05/14/2013	99228	Arriola, Stacy A	Outreach	2.70
Total 1014456 - Community Affairs					2.70
<b>1014458 - Furniture &amp; Computer Equipment</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Laptop Adapter	43.09
Total 1014458 - Furniture & Computer Equipment					43.09
<b>1014459 - Professional Services</b>					
Check	05/14/2013	99235	Alexian Brothers Health System	Patient# G.9319 Lab Work	51.05



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Accrual Basis

## Hanover Township Board Audit Report FY-14 May 10 - 21, 2013

Type	Date	Num	Name	Memo	Amount
Total 1014459 · Professional Services					51.05
<b>1014465 · Medical Supplies</b>					
Check	05/14/2013	99269	PSS World Medical, Inc.	Inv# 90298595 Glucose Analyzer	561.67
Check	05/14/2013	99269	PSS World Medical, Inc.	Inv# 86037870 Lipid/Glucose RGT 10 Box	113.67
Check	05/14/2013	99269	PSS World Medical, Inc.	Inv# 86225603 Cold Packs/Antibiotic Ointment/IV Set	239.43
Check	05/14/2013	99269	PSS World Medical, Inc.	Inv# 86238840 Ibuprofen	5.00
Total 1014465 · Medical Supplies					919.77
Total 101CHN · Community Health					1,149.86
<b>101CVA · Community &amp; Veteran Affairs</b>					
<b>101CMA · Community Relations</b>					
<b>1014614 · Printing</b>					
Check	05/17/2013	99393	Kwik Print	Inv# 49735 Letterhead	89.70
Total 1014614 · Printing					89.70
<b>1014617 · Equipment &amp; Furniture</b>					
Check	05/17/2013	99402	Wells Fargo Financial Leasing	Acct# 001-0090075-002 Copier Machine Rental	62.50
Total 1014617 · Equipment & Furniture					62.50
<b>1014620 · Satellite Office Programs</b>					
Check	05/14/2013	99245	Ace Coffee Bar	Inv# 291009 Coffee Supplies	76.05
Total 1014620 · Satellite Office Programs					76.05
<b>1014623 · Satellite Office Phone &amp; Intrnt</b>					
Check	05/17/2013	99387	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges	47.45
Total 1014623 · Satellite Office Phone & Intrnt					47.45
<b>1014626 · Community Service Award</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Community Service Awards	151.94
Check	05/10/2013	CC Apr	JP Morgan Chase	Community Service Awards Table Cloths/Decorations	181.12
Check	05/10/2013	CC Apr	JP Morgan Chase	Community Service Awards Ribbons	14.95
Check	05/10/2013	CC Apr	JP Morgan Chase	Community Service Awards Dinner	759.67
Total 1014626 · Community Service Award					1,107.68
<b>1014629 · Dues and Subscriptions</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Job Advertisement- Admin Assistant	43.00
Total 1014629 · Dues and Subscriptions					43.00
<b>1014631 · Community Festivals</b>					
Check	05/17/2013	99379	Village of Hoffman Estates	Northwest 4th Fest Sponsor	10,000.00
Total 1014631 · Community Festivals					10,000.00
Total 101CMA · Community Relations					11,426.38
Total 101CVA · Community & Veteran Affairs					11,426.38

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Accrual Basis

## Hanover Township Board Audit Report FY-14 May 10 - 21, 2013

Type	Date	Num	Name	Memo	Amount
<b>101ES - ES - Expenditures</b>					
<b>1014802 - Equipment</b>					
Check	05/14/2013	99221	Airstar Space Lighting	Quote# 912 Emergency Services Scene Lighting	6,193.00
Check	05/14/2013	99248	Air One Equipment, Inc.	Inv# 87586 ES Flashlights	518.00
Check	05/14/2013	99248	Air One Equipment, Inc.	Inv# 87558 Unit ID Cards	47.00
Check	05/14/2013	99248	Air One Equipment, Inc.	Inv# 87597P Water Vacuum	1,550.00
Check	05/14/2013	99248	Air One Equipment, Inc.	Inv# 87095 Hydrant Bag Tools	435.50
Check	05/14/2013	99248	Air One Equipment, Inc.	Credit Inv# 87468	-418.50
Check	05/14/2013	99272	SCS Productions	Inv# 4443-13 Vehicle Identification Tape	120.00
Total 1014802 - Equipment					8,445.00
<b>1014807 - Miscellaneous</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Bottled Water	59.90
Total 1014807 - Miscellaneous					59.90
<b>1014808 - Education / Training</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Planning Meeting Chief Forkin	21.08
Check	05/17/2013	99380	Maurice Deenihan	CERT Class Supplies	53.81
Total 1014808 - Education / Training					74.89
<b>1014814 - Communications</b>					
Check	05/14/2013	99220	Palmer, Daniel D	Monthly Cell Phone Stipend	100.00
Total 1014814 - Communications					100.00
Total 101ES - ES - Expenditures					8,679.79
<b>101ISE - Insurance &amp; Employee Benefits</b>					
<b>1014503 - General Insurance</b>					
Check	05/14/2013	99252	CPI Qualified Plan Consultants, Inc.	Inv# 138804-160409 457 Plan Fees	712.50
Total 1014503 - General Insurance					712.50
<b>1014507 - Flex Plan &amp; 457 Plan</b>					
Check	05/17/2013	99401	TASC	Inv# 3200223486 Admin Fees	77.40
Total 1014507 - Flex Plan & 457 Plan					77.40
Total 101ISE - Insurance & Employee Benefits					789.90
<b>101LEA - Legal &amp; Auditing</b>					
<b>1014502 - Legal Services</b>					
Check	05/14/2013	99268	Bryan E. Mraz & Associates	Legal Fees	9,963.50
Total 1014502 - Legal Services					9,963.50
Total 101LEA - Legal & Auditing					9,963.50
<b>101MAIN - Facilities Maintenance</b>					
<b>1014205 - Janitorial Supplies - Town</b>					
Check	05/17/2013	99386	Bade Paper Products, Inc	Inv# 189166 Toilet Tissue/Gloves/Seat COvers/Furniture Polish	265.72
Check	05/17/2013	99386	Bade Paper Products, Inc	Inv# 189089 Antibacterial Foam Soap	54.00

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Accrual Basis

**Hanover Township**  
**Board Audit Report FY-14**  
**May 10 - 21, 2013**

Type	Date	Num	Name	Memo	Amount
Check	05/17/2013	99386	Bade Paper Products, Inc	Inv# 189088 Roll Towels/Fold Towels/Soap	317.52
Total 1014205 · Janitorial Supplies - Town					637.24
<b>1014216 - Equipment Rental</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Cordless Vacuum Cleaner	211.88
Total 1014216 · Equipment Rental					211.88
<b>1014229 - Equipment Maintenance - Elgin</b>					
Check	05/17/2013	99422	Grainger	Inv# 9124246555 Soap Dispenser (3)	62.43
Total 1014229 · Equipment Maintenance - Elgin					62.43
Total 101MAIN · Facilities Maintenance					911.55
<b>101THE - Town Hall Expense</b>					
<b>1014403 - Utilities - Town</b>					
Check	05/14/2013	99257	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	646.59
Check	05/14/2013	99277	Village of Bartlett	Acct# 51470 Water/Sewer	104.25
Total 1014403 · Utilities - Town					750.84
Total 101THE · Town Hall Expense					750.84
<b>101TOE - Town Office Expense</b>					
<b>1014404 - Office Supplies</b>					
Check	05/14/2013	99230	Imperato, Alexandra M	Mental Health First Aid Training Supplies	52.97
Check	05/17/2013	99385	A1 Trophies & Awards, Inc	Inv# 13786 Name Badge/Nameplate	17.95
Total 1014404 · Office Supplies					70.92
<b>1014406 - Printing</b>					
Check	05/14/2013	99265	Kwik Print	Inv# 49631 Business Cards	38.00
Check	05/14/2013	99265	Kwik Print	Inv# 49697 Business Cards (2 Sets)	53.60
Check	05/17/2013	99393	Kwik Print	Inv# 49723 Letterhead Town & Supervisor	627.00
Check	05/17/2013	99398	Rydin Decal	Inv# 283192 Handicap Placards (100)	764.10
Total 1014406 · Printing					1,482.70
<b>1014408 - Salaries</b>					
Check	05/14/2013	99264	Job Giraffe	Inv# 00198124 Part Time Office Temp Help	123.76
Total 1014408 · Salaries					123.76
<b>1014412 - Travel Expenses</b>					
Check	05/14/2013	99230	Imperato, Alexandra M	Mileage Reimbursement	17.13
Check	05/17/2013	99378	Barr, James C	Mileage Reimbursement TOI Topics Day/Cook County Mtg/Leyden Mtg	309.17
Check	05/17/2013	99383	Imperato, Mary Jo	Mileage Reimbursement	14.23
Total 1014412 · Travel Expenses					340.53
<b>1014414 - Memberships, Subs &amp; Publication</b>					
Check	05/14/2013	99275	Township Officials of Cook Co Sprvsr Div	Renewal Divisional Dues	200.00
Check	05/17/2013	99392	Illinois City County Management Assoc	ILCMA Annual Member Fee -J. Barr	276.00

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Accrual Basis

## Hanover Township Board Audit Report FY-14 May 10 - 21, 2013

Type	Date	Num	Name	Memo	Amount
Total 1014414 · Memberships, Subs & Publication					476.00
<b>1014424 · Education &amp; Training</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Alternative Service Delivery Seminar	99.00
Check	05/14/2013	99234	Kuttenberg, Thomas W	TOI Topics Day Registration	75.00
Total 1014424 · Education & Training					174.00
<b>1014429 · Miscellaneous</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	New Employee Lunch (3)	34.88
Check	05/14/2013	99276	Village of Streamwood	Inv# 3778 Student Gov't Day Luncheon	1,234.17
Check	05/17/2013	99383	Imperato, Mary Jo	Official Reception Expense	203.19
Total 1014429 · Miscellaneous					1,472.24
<b>1014530 · Financial Administration</b>					
Check	05/14/2013	99260	Governmental Accounting, Inc	Inv# 5508 Monthly Contract Billing	4,930.00
Total 1014530 · Financial Administration					4,930.00
<b>1014531 · Community Affairs</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Hanover Park Youth Leadership Ball	55.00
Check	05/14/2013	99234	Kuttenberg, Thomas W	Streamwood Womans Club Event	100.00
Check	05/14/2013	99259	Dee's Catering Service, Inc.	Inv# 15616 Breakfast with Board 5.4.13	377.50
Check	05/17/2013	99385	A1 Trophies & Awards, Inc	Inv#13861 Engraved Plaque	78.00
Check	05/17/2013	99399	Signs by Tomorrow	Inv# 18691 Township Banner	94.60
Total 1014531 · Community Affairs					705.10
<b>1014532 · Committee on Youth</b>					
Check	05/17/2013	99385	A1 Trophies & Awards, Inc	Inv# 13822 Principal of the Year Trophies	45.00
Total 1014532 · Committee on Youth					45.00
Total 101TOE · Town Office Expense					9,820.25
<b>104ASR · Assessor's Division</b>					
<b>1044407 · Printing</b>					
Check	05/17/2013	99393	Kwik Print	Inv# 49747 Letterhead	89.70
Total 1044407 · Printing					89.70
Total 104ASR · Assessor's Division					89.70
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094616 · Books &amp; Journals</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Department Library Books (7)	116.61
Total 1094616 · Books & Journals					116.61
<b>1094618 · Psychiatric Backup</b>					
Check	05/14/2013	99246	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	630.00
Total 1094618 · Psychiatric Backup					630.00

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Accrual Basis

## Hanover Township Board Audit Report FY-14 May 10 - 21, 2013

Type	Date	Num	Name	Memo	Amount
<b>1094620 - Community Affairs</b>					
Check	05/14/2013	99224	Concepcion, Sara	Laurel Hill Resource Fair Prizes	75.00
Check	05/17/2013	99385	A1 Trophies & Awards, Inc	Inv# 13822 Student Government Day Recognition	174.25
Total 1094620 - Community Affairs					249.25
<b>1094622 - Miscellaneous</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Pond Supplies	31.94
Total 1094622 - Miscellaneous					31.94
<b>1094623 - Travel</b>					
Check	05/14/2013	99223	Robl, Jared R	Mileage Reimbursement	45.77
Check	05/14/2013	99224	Concepcion, Sara	Mileage Reimbursement	47.46
Check	05/14/2013	99225	Bailey, Lisa E	Mileage Reimbursement	61.02
Check	05/14/2013	99233	Spunt, Sarah B	Mileage Reimbursement	76.84
Total 1094623 - Travel					231.09
Total 109ADM - Administration & Clinical					1,258.89
<b>109OUT - Outreach &amp; Prevention</b>					
<b>1094627 - Open Gym Program.</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Open Gym Plastic Hoops (12)	45.66
Total 1094627 - Open Gym Program.					45.66
<b>1094644 - Travel</b>					
Check	05/14/2013	99226	Teachout, Amanda A	Mileage Reimbursement	153.68
Check	05/14/2013	99227	Chacon, Alejandra E	Mileage Reimbursement	71.19
Total 1094644 - Travel					224.87
Total 109OUT - Outreach & Prevention					270.53
Total 109YFS - Youth & Family Services					1,529.42
Total 1014 - Town Fund - Expenditures					49,468.00
<b>1104 - Senior Center - Expenditures</b>					
<b>1104ADM - Administration</b>					
<b>1104517 - Salaries</b>					
Check	05/14/2013	99264	Job Giraffe	Inv# 00198007 Part Time Office Temp Help	451.50
Total 1104517 - Salaries					451.50
<b>1104522 - Contingency</b>					
Check	05/17/2013	99390	John Edmondson	Inv# 200 Transportation Software Bid Specifications	1,170.00
Total 1104522 - Contingency					1,170.00
<b>1104523 - Recruitment</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Job Ad - Part Time Receptionist	75.00
Total 1104523 - Recruitment					75.00

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## Hanover Township Board Audit Report FY-14 May 10 - 21, 2013

Type	Date	Num	Name	Memo	Amount
<b>1104524 - Utilities</b>					
Check	05/14/2013	99256	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges	2,444.21
Check	05/14/2013	99277	Village of Bartlett	Acct# 62447 Water/Sewer	159.14
Total 1104524 - Utilities					2,603.35
<b>1104528 - Office Supplies</b>					
Check	05/17/2013	99400	Staples	Inv# 3198391714 Frame/Dispenser Clips/Calculator	75.66
Check	05/17/2013	99400	Staples	Inv# 3198391712 Copy Paper/Lanyards/Ink	389.50
Total 1104528 - Office Supplies					465.16
<b>1104529 - Postage</b>					
Check	05/14/2013	99271	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	438.12
Total 1104529 - Postage					438.12
<b>1104535 - Travel</b>					
Check	05/14/2013	99244	Varsalona, Kathleen R	Mileage Reimbursement	26.40
Total 1104535 - Travel					26.40
<b>1104542 - Senior Satellite Service</b>					
Check	05/17/2013	99387	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges	47.45
Check	05/17/2013	99402	Wells Fargo Financial Leasing	Acct# 001-0090075-002 Copier Machine Rental	62.50
Total 1104542 - Senior Satellite Service					109.95
Total 1104ADM - Administration					5,339.48
<b>1104SOC - Social Services</b>					
<b>1104515 - Programming</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Senior Committee Meeting Refreshments	22.36
Check	05/10/2013	CC Apr	JP Morgan Chase	Chicago History Museum Tickets (56)	364.00
Check	05/10/2013	CC Apr	JP Morgan Chase	Saturday Programming Supplies	22.24
Check	05/10/2013	CC Apr	JP Morgan Chase	Party Supplies Frames/Fabric	125.40
Check	05/10/2013	CC Apr	JP Morgan Chase	Party Supplies Centerpieces (32) / Movie Cutouts (7) / Pennants (3)	208.81
Check	05/10/2013	CC Apr	JP Morgan Chase	Pizza Party Pizzas (6)	151.94
Check	05/14/2013	99231	Joan Hammel	Summer Party Band Performance Fee	425.00
Check	05/14/2013	99262	Joan Hammel	Summer Party Band Performance Balance Due	425.00
Check	05/14/2013	99273	Streamwood Park District	Exercise Class Instructor April 2013	475.00
Total 1104515 - Programming					2,219.75
<b>1104516 - Social Services</b>					
Check	05/14/2013	99243	Vana, Kristin N	Social Services Reception Aide Supplies	39.13
Total 1104516 - Social Services					39.13
<b>1104520 - Volunteer Services</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Volunteer Lunch Decorations	62.62
Check	05/10/2013	CC Apr	JP Morgan Chase	Tax Aide Volunteer Supplies	11.33
Check	05/14/2013	99236	Tom Kuenker	Home Delivered Meals Mileage Reimbursement	46.33
Check	05/14/2013	99237	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	26.56
Check	05/14/2013	99238	Bill Riccio	Home Delivered Meals Mileage Reimbursement	45.31

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## Hanover Township Board Audit Report FY-14 May 10 - 21, 2013

Type	Date	Num	Name	Memo	Amount
Check	05/14/2013	99239	Jerome Krzywdzinski	Home Delivered Meals Mileage Reimbursement	65.54
Check	05/14/2013	99240	Clark Krumpas	Home Delivered Meals Mileage Reimbursement	68.93
Check	05/14/2013	99241	Gerardo Amargos	Home Delivered Meals Mileage Reimbursement	25.43
Check	05/14/2013	99242	Richard Bayer	Home Delivered Meals Mileage Reimbursement	45.77
Total 1104520 · Volunteer Services					397.82
<b>1104532 · Visual Arts</b>					
Check	05/14/2013	99266	Midwest Ceramic Art Supply	Ceramic Supplies	103.29
Check	05/17/2013	99382	Susan Kazenas	Craft Supplies	20.89
Total 1104532 · Visual Arts					124.18
Total 1104SOC · Social Services					2,780.88
<b>1104TRN · Transportation</b>					
<b>1104549 · Recruitment</b>					
Check	05/14/2013	99247	Alexian Bros Corporate Health Services	Inv# 480107 Pre Employment Physical	89.00
Total 1104549 · Recruitment					89.00
Total 1104TRN · Transportation					89.00
Total 1104 · Senior Center - Expenditures					8,209.36
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024202 · Office Supplies</b>					
Check	05/14/2013	99265	Kwik Print	Inv# 49651 Envelopes	18.60
Check	05/17/2013	99400	Staples	Inv# 3197937411 File Folders	85.93
Total 2024202 · Office Supplies					104.53
<b>2024204 · Equipment</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Confidential Registration Forms	52.49
Check	05/10/2013	CC Apr	JP Morgan Chase	Notary Renewal - L. Bonilla	30.00
Total 2024204 · Equipment					82.49
<b>2024205 · Travel &amp; Training</b>					
Check	05/14/2013	99222	Bonilla, Lissete C	Mileage Reimbursement	30.87
Total 2024205 · Travel & Training					30.87
<b>2024210 · Printing</b>					
Check	05/17/2013	99400	Staples	Inv# 3198391713 Ink	122.66
Total 2024210 · Printing					122.66
<b>2024213 · Community Affairs / Misc</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Hanover Park Youth Leadership Ball	55.00
Check	05/14/2013	99232	Imperato, Mary Jo	Employment Services Job Club Supplies	16.98
Total 2024213 · Community Affairs / Misc					71.98

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Type	Date	Num	Name	Memo	Amount
Total 2024ADM · Administration					412.53
<b>2024HOM · Home Relief</b>					
<b>2024119 · Emergency Assistance</b>					
Check	05/17/2013	2239	Kenneth Numerowski	EA Eviction Notice	640.00
Check	05/17/2013	2240	Maulidhar R Kallen	EA Eviction Notice	1,000.00
Total 2024119 · Emergency Assistance					1,640.00
Total 2024HOM · Home Relief					1,640.00
Total 2024 · Welfare Services - Expenditures					2,052.53
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034704 · Telephone</b>					
Check	05/14/2013	99274	Sprint (HWY)	Acct# 162978503 Monthly Charges	263.86
Total 3034704 · Telephone					263.86
<b>3034710 · Community Affairs</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Hanover Park Youth Leadership Ball	55.00
Total 3034710 · Community Affairs					55.00
<b>3034711 · Utilities</b>					
Check	05/14/2013	99255	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	127.77
Total 3034711 · Utilities					127.77
<b>3034712 · Miscellaneous</b>					
Check	05/14/2013	99251	Business Card - Bank of America	Sam's Club Member Renewal	70.00
Check	05/14/2013	99251	Business Card - Bank of America	Account Charges	30.07
Total 3034712 · Miscellaneous					100.07
Total 3034ADM · Administration					546.70
<b>3034ROD · Road Maintenance</b>					
<b>3034602 · Operating Supplies &amp; Materials</b>					
Check	05/14/2013	99249	Beverly Materials, L.L.C.	Inv# 184886 Road Material	32.00
Check	05/14/2013	99249	Beverly Materials, L.L.C.	Inv# 184532 Road Material	33.68
Check	05/14/2013	99261	High PSI Ltd.	Inv# 37501 Thermal Relief	28.50
Check	05/14/2013	99267	Menard's	Inv# 16548 Tape/Pail/Hinge Hasp	42.39
Check	05/14/2013	99279	Terrace Supply Company	Inv# 926266 Cylinder Rental	9.90
Total 3034602 · Operating Supplies & Materials					146.47
<b>3034603 · Gasoline</b>					
Check	05/14/2013	99278	Village of Bartlett - Fuel	Inv# 2850 Fuel	842.25
Total 3034603 · Gasoline					842.25
<b>3034610 · Street Lighting</b>					
Check	05/14/2013	99258	Com Ed 051	Acct# 5619024051 Monthly Charges	58.06



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**Hanover Township**  
**Board Audit Report FY-14**  
**May 10 - 21, 2013**

Type	Date	Num	Name	Memo	Amount
Check	05/17/2013	99388	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	31.81
Check	05/17/2013	99389	Com Ed 152	Acct# 0045120152 Monthly Charges	256.85
Total 3034610 · Street Lighting					346.72
Total 3034ROD · Road Maintenance					1,335.44
<b>303EQM · Equipment</b>					
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Check	05/14/2013	99229	Santangelo, Samuel A	Flat Repair	22.89
Check	05/14/2013	99250	Bonnell Industries, Inc	Inv# 146264 Switch	57.69
Check	05/14/2013	99254	Commercial Tire Services, Inc.	Inv# 2220012977 Tires/Mount (4)	1,115.50
Total 3034609 · Maintenance Vehicles & Equip					1,196.08
Total 303EQM · Equipment					1,196.08
Total 3034 · Road & Bridge - Expenditures					3,078.22
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054002 · Legal</b>					
Check	05/17/2013	99406	Stahl Cowen Crowley Addis LLC	Client# 33231-001M Legal Fees	391.00
Total 5054002 · Legal					391.00
<b>5054008 · Subscriptions &amp; Publications</b>					
Check	05/17/2013	99412	The Foundation Review	Philanthropy Journal	71.00
Total 5054008 · Subscriptions & Publications					71.00
Total 5054ADM · Administration					462.00
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Check	05/17/2013	99408	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	442.49
Check	05/17/2013	99424	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Water/Sewer	20.54
Total 5054210 · Utilities					463.03
<b>5054213 · Janitorial</b>					
Check	05/17/2013	99421	JaniKing	Inv# 05130522 Monthly Contract Billing	414.00
Total 5054213 · Janitorial					414.00
<b>5054250 · Building Maintenance</b>					
Check	05/17/2013	99411	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	39.32
Check	05/17/2013	99422	Grainger	Inv# 9124246555 Soap Dispenser (2)	41.62
Total 5054250 · Building Maintenance					80.94
<b>5054286 · Agency Support Services</b>					
Check	05/17/2013	99410	PAETEC	Acct# 9097797 Monthly Charges	558.89
Check	05/17/2013	99410	PAETEC	Acct# 1173538 Monthly Charges	72.70

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**Hanover Township**  
**Board Audit Report FY-14**  
**May 10 - 21, 2013**

Type	Date	Num	Name	Memo	Amount
Total 5054286 · Agency Support Services					631.59
Total 5054COM · Community Resource Center					1,589.56
<b>5054SVC · Service Contracts</b>					
<b>5054100 · CAC CASI</b>					
Check	05/17/2013	99426	Childrens Advocacy Ctr of Nwst Co Cou...	CASI	5,000.00
Total 5054100 · CAC CASI					5,000.00
<b>5054102 · CAC Family Support</b>					
Check	05/17/2013	99426	Childrens Advocacy Ctr of Nwst Co Cou...	Family Support Services	481.69
Total 5054102 · CAC Family Support					481.69
<b>5054103 · CAC Safe from the Start</b>					
Check	05/17/2013	99426	Childrens Advocacy Ctr of Nwst Co Cou...	Safe From the Start	4,000.00
Total 5054103 · CAC Safe from the Start					4,000.00
<b>5054128 · RENZ Outpatient</b>					
Check	05/17/2013	99414	Renz Addiction Counseling Center	Outpatient Treatment	10,047.19
Total 5054128 · RENZ Outpatient					10,047.19
<b>5054142 · Centro De Informacion</b>					
Check	05/17/2013	99427	Centro de Informacion	MH Services @ Glendale	8,000.00
Total 5054142 · Centro De Informacion					8,000.00
<b>5054160 · Summit Center</b>					
Check	05/17/2013	99420	Summit Center	Early Learning Center	3,000.00
Total 5054160 · Summit Center					3,000.00
<b>5054162 · Tide Transportation</b>					
Check	05/17/2013	99407	A#1 Cab Dispatch Inc	Tide Invoices 5/16/13	427.75
Check	05/17/2013	99407	A#1 Cab Dispatch Inc	Tide Invoices 5/7/13	466.50
Total 5054162 · Tide Transportation					894.25
<b>5054165 · Alexian Bros - Outpatient Psych</b>					
Check	05/17/2013	99423	Alexian Mental Health Center	Outpatient Services	2,645.00
Total 5054165 · Alexian Bros - Outpatient Psych					2,645.00
<b>5054166 · PADS of Elgin</b>					
Check	05/17/2013	99425	PADS of Elgin	Homelessness Service	5,000.00
Total 5054166 · PADS of Elgin					5,000.00
<b>5054172 · Coutryside In-Home Respite</b>					
Check	05/17/2013	99419	Coutryside Association	In Home Respite	847.00
Total 5054172 · Coutryside In-Home Respite					847.00
<b>5054175 · WINGS Transitional Shelter</b>					
Check	05/17/2013	99418	Wings	Transitional Living	570.05

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**Board Audit Report FY-14**  
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Type	Date	Num	Name	Memo	Amount
Total 5054175 · WINGS Transitional Shelter					570.05
<b>5054188 · Bartlett Learning Center</b>					
Check	05/17/2013	99409	Clarewoods Academy	Counseling	1,293.15
Total 5054188 · Bartlett Learning Center					1,293.15
<b>5054192 · Leyden Township - Detox</b>					
Check	05/17/2013	99416	Leyden Family Service	Rehab	7,250.00
Total 5054192 · Leyden Township - Detox					7,250.00
<b>5054199 · Elgin Family Ctr - Adult Psych</b>					
Check	05/17/2013	99417	Greater Elgin Family Care Center	Adult Psychiatric Services	320.00
Total 5054199 · Elgin Family Ctr - Adult Psych					320.00
<b>5054200 · Kenneth Young Center - SASS</b>					
Check	05/17/2013	99413	Kenneth Young Center	Screening Assessment Supportive Services	1,940.64
Total 5054200 · Kenneth Young Center - SASS					1,940.64
<b>5054201 · Journeys Hope Center</b>					
Check	05/17/2013	99415	Journey from PADS to HOPE	Hope Center Counseling/Case Management	658.75
Total 5054201 · Journeys Hope Center					658.75
Total 5054SVC · Service Contracts					51,947.72
Total 5054 · Mental Health - Expenditures					53,999.28
<b>7004 · Vehicle Replcmnt - Expenditures</b>					
<b>7004408 · Vehicle Purchase</b>					
Check	05/17/2013	99396	Newport Printing Services	Inv# 5740 Vehicle Lettering Removal/Installation	1,000.00
Total 7004408 · Vehicle Purchase					1,000.00
Total 7004 · Vehicle Replcmnt - Expenditures					1,000.00
<b>8084 · Capital Projects - Expenditures</b>					
<b>8084414 · Senior Park</b>					
Check	05/14/2013	99263	Hitchcock Design Group	Inv# 15270 Runzel Reserve Design	300.00
Total 8084414 · Senior Park					300.00
<b>8084425 · Building &amp; Perm Improvements</b>					
Check	05/10/2013	CC Apr	JP Morgan Chase	Office Paint	215.21
Check	05/17/2013	99391	James Haegele	Izaak Walton League Painting/Siding Repair	3,500.00
Check	05/17/2013	99394	J.C. Licht	Inv# 1256-10897734 Office Paint	215.21
Check	05/17/2013	99394	J.C. Licht	Tax Exempt	-17.77
Check	05/17/2013	99395	Menard's	Inv# 17785 Izaak Walton Siding	190.80
Total 8084425 · Building & Perm Improvements					4,103.45
Total 8084 · Capital Projects - Expenditures					4,403.45

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**Hanover Township**  
**Board Audit Report FY-14**  
May 10 - 21, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
TOTAL					<u><u>122,243.84</u></u>

RESOLUTION \_\_\_\_\_

**A RESOLUTION APPROVING  
OF SOFTWARE LICENSE & SERVICES AGREEMENT BETWEEN  
HANOVER TOWNSHIP AND ECOLANE USA, INC.**

---

**BE IT RESOLVED** by the Supervisor and Board of Trustees (the "Board") of Hanover Township, Cook County, Illinois, as follows:

**SECTION ONE:** That the Software License & Services Agreement between the Hanover Township and Ecolane USA, Inc. dated May 1, 2013 (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** The Township Supervisor of Hanover Township is authorized to sign the Agreement on behalf of the Township

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: May 21, 2013

APPROVED: May 21, 2013

\_\_\_\_\_  
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 May 21, 2013, and approved on May 21, 2013, as the same appears from the official records of Hanover Township.

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

**EXHIBIT A**  
**License Terms**

This Exhibit A is made part of and incorporated in that certain Software License & Services Agreement ("**Agreement**"), dated May 1, 2013, by and between Ecolane USA Inc., a Delaware corporation ("**Licensee**" or "**Ecolane**"), and Hanover Township ("**Licensee**" or "**Customer**").

**A. Pricing/Payment**

Please see attachment entitled, Pricing Final.pdf

**B. Term of License; Term of Support**

The term of the Software License shall be from the License Date through   5   full years of use.

The terms of the Support Services shall be from the License Date through   5   full years of use.

**C. Installation Assistance and Training Services**

**D. Delivery & Access Terms:**

**Delivery of the System.** Licensor commits to delivery of the Licensor Software in the timeframe set forth in Section 2.4 and it shall be deemed fully delivered when the Licensor Software conforms to the Documentation, Bid Documents and Bid Proposal in all material respects; provided, if there are issues preventing Licensor Software from conforming to the Documentation in all material respects, Licensor will seek to remedy the issues as soon as commercially practicable and provided, further, if Licensee uses the Licensor Software for 14 days in a live environment, then any such issues shall be deemed waived unless Licensee provides Licensor notice of any non-conformity with the Documents, Bid Documents, and/or Bid Proposal within said 14 day period. Nothing herein shall waive or otherwise modify Licensor's warranty obligations under the Software License & Services Agreement.

**System Access.** Standard hours of Licensee operations are from 8:30 AM to 5:00 PM, Monday through Saturday, Central time zone. The Licensor Software is expected to be available for use from one hour before to one hour after the standard hours; provided Mobile Modules are expressly excluded from the Licensor Software downtime counting, meaning that any downtime experienced by a Mobile Modules is not counted as system downtime. The downtime means a "Critical" level problem as defined in the Support Services.

**E. Addresses for Notices:**

**For Ecolane ("Licensor"):**

Ecolane USA Inc.

1150 1<sup>st</sup> Ave, Suite 360, King of Prussia, PA 19406

Licensor has right to change the address for notifications by notifying Licensee by the means set up in Section 12 of this contract.

**For Hanover Township ("Licensee"):**

**Hanover Township**

**250 S. Route 59**

**Bartlett, Illinois, 60103**

Attention:

James Barr, Township Administrator

F. Training: Licensor shall provide the training as provided in the Bid Documents, the price of which is included in the pricing included in the Bid Proposal.

Hanover Township - Dispatch Software- Bid Proposal Form

ITEM/DESCRIPTION	YEAR 1	VENDOR COMMENTS
<i>Software Costs (Itemized)</i>		
Ecolane DRT Software System - Includes Ad-Hoc reports	\$14,760	
Ecolane MDT Software for Android platform	\$11,960	
Pre-Trip Inspection Software	\$4,995	
<i>Hardware Costs (Itemized)</i>		
Samsung Galaxy II 7" Tablets for Verizon	\$2,624	Not Included in Total, If purchased through Ecolane and not Cellular provider
Monthly Verizon Data plan - 2GB*	\$304	Not Included in Total, If purchased through Ecolane and not Cellular provider
Ecolane mounting hardware	\$800	Not Included in Total, If purchased through Ecolane
<i>Direct On-Site Costs (Itemized)</i>		
Other: Travel (Two on-site trips)	\$5,400	
Installation of Ecolane DRT System and MDT's	\$9,900	
<i>Data Acquisition/Conversion (Itemized)</i>		
		Included in Installation of Ecolane DRT System
<i>Related Third-Party Costs (Itemized)</i>		
		No Third-Party Costs are considered necessary for this bid
<i>Web-Hosting Costs (Itemized)</i>		
Hosting		Included in 1st year
<i>Technical Support Costs (Itemized)</i>		
First Year Support		Included
<i>Training Costs (Itemized)</i>		
Training/Go Live Support	\$12,870	
<b>Sub-Total Costs</b>	<b>\$59,885</b>	



Hanover Township - Dispatch Software- Bid Proposal Form

<i>Maintenance Fees (Itemized)</i>		Included in 1st year
<i>Total Proposed Solution Cost</i>		
	\$59,885	
<b>Total Base Bid:</b>	<b>\$59,885</b>	

Hanover Township - Dispatch Software- Bid Proposal Form

ITEM/DESCRIPTION		VENDOR COMMENTS
Alternate No One: technical support and maintenance for year 2:	\$7,929	Includes Upgrades
Alternate No. Two: technical support and maintenance for year 3:	\$7,929	Includes Upgrades
Alternate No. Three: technical support and maintenance for year 4:	\$7,929	Includes Upgrades
Alternate No. Four: technical support and		
maintenance for year 5:	\$7,929	Includes Upgrades

Please see Ecolane DRT Bid Proposal sheets following this for optional items and a more detailed breakdown of prices

Ecolane DRT Bid Proposal - Hanover Township, IL



Number of Vehicles 8

<b>1. Ecolane DRT system</b>	
Ecolane DRT Software System - Includes Ad-Hoc reports	\$ 14,760
Includes map data for service area - 1 county	
<b>2. Ecolane Touch Screen MDT Software</b>	
Ecolane MDT Software for Android platform	\$ 11,960
Pre-Trip Inspection Software	\$ 4,995
<b>3. Installation/Implementation/Training/Go Live</b>	
Installation of Ecolane DRT System and MDT's	\$ 9,900
Training/Go Live Support	\$ 12,870
Other: Travel (Two on-site trips)	\$ 5,400
<b>4. Maintenance and Support and System Hosting</b>	
Hosting	Included
First year Support	Included
Annual Map License (maximum 1 county)	Included in maintenance
Annual Maintenance (Years 2-5, per year) Software	\$ 7,929
Cost for upgrades	Included in maintenance
<b>5. Hardware Purchase</b>	
Samsung Galaxy II 7" Tablets for Verizon	\$ 2,624
Monthly Verizon Data plan - 2GB*	\$ 304
Ecolane mounting hardware	\$ 800
1 year standard manufacturers hardware warranty	
<b>PURCHASE TOTAL COST</b>	
DRT Licenses and MDT Software Licenses (Item 1 + Item 2)	\$ 31,715
Services (Item 3)	\$ 28,170
Total System Purchase Costs	\$ 59,885
Annual Costs Yrs. 2-5	\$ 7,929

Implementation/Training assumes 8 hours per day on-site excluding weekends and holidays.

Prices are in US dollars. All applicable sales/use taxes are additional and payment of such is the sole responsibility of the purchaser.

Customer may purchase Android tablets and airtime for Tablets through cellular provider. Prices for Tablets range from \$0 to \$499 depending on carrier. Ecolane DOES NOT SUPPORT AT&T as a cellular platform. Please coordinate your cellular provider with Ecolane prior to ordering hardware  
Customer responsible for Google Earth (see:earth.google.com)

\*Data plan does not include web browsing, etc. The 2GB data plan is more than sufficient for the Ecolane DRT software and navigation. Agency is responsible for any overages.

Pricing is valid for 60 days

Pricing terms: 50% due at contract signing; 40% due at set-up of hosted system solution; 10% due upon acceptance

<b>OPTION B - LEASE FINANCING OPTION - 4 YEARS TURN-KEY</b>	
Four year financing, turn-key price for Ecolane DRT includes software & MDT licenses, services, travel, annual maintenance, maps. Monthly payment for first 48 months. Note! Maintenance for years 2-4 is included in monthly payments. First 3 payments of lease due at contract signing. Additional pricing beyond year 4 is available upon request. Customer is responsible for full 4 year term of the lease agreement. Lease agreement can be converted to a purchase upon request of Ecolane based on the remaining lease term.	\$ 2,546

Signed  
Name  
Title  
Date

Rex A. Clark III  
Vice President of Sales  
5/6/2013

Ecolane Optional Items\*\* - Hanover Township, IL



<b>1. Ecolane DRT system</b>	
Additional Ecolane DRT User Licenses (per user)*	\$ 750
Additional Vehicles*	\$ 1,845
<b>2. Ecolane Touch Screen MDT Software</b>	
Additional Ecolane MDT Software for Android platform*	\$ 1,495
<b>3. Installation/Implementation/Training/Go Live</b>	
Additional Training Cost Per Hour	\$ 150
Notes to the above	4 hour minimum for off-site, on-site 8 hour minimum + travel cost
Other: Travel (One on-site trips) - per trip	\$ 2,700
<b>4. Maintenance and Support and System Hosting</b>	
Annual Map License (maximum 1 county)	Included with maintenance
Cost for upgrades	Included with maintenance
<b>5. Miscellaneous Options for Purchase</b>	
Advanced Reporting System	\$ 4,995
Custom reports - per day/per report	\$ 1,200
Extra week of Go Live Support (includes travel)	\$ 8,700
SMS Text Messages***	\$ 12,995
EcoWeb Self Service Web Requests	\$ 12,995
Feedback System	\$ 6,995
Customizations	\$150/hr
Hardware extended warranty year 2 per unit	\$ 150
Hardware extended warranty year 3 per unit	\$ 200
Total coverage warranty includes damage, lost or stolen per unit per month	\$ 10
Additional counties (map data and conversion) per county	\$ 990

Implementation/Training assumes 8 hours per day on-site excluding weekends and holidays.

Prices are in US dollars. All applicable sales/use taxes are additional and payment of such is the sole responsibility of the purchaser.

Customer may purchase Android tablets and airtime for Tablets through cellular provider. Prices for Tablets range from \$0 to \$499 depending on carrier. Ecolane DOES NOT SUPPORT AT&T as a cellular platform. Please coordinate your cellular provider with Ecolane prior to ordering hardware.

\* plus 25% annual hosting, support and maintenance

\*\* All Optional items include 25% annual hosting, support & fees due 1 year from implementation

\*\*\* SMS Text messaging also includes text messaging costs of \$1500 per every 10,000 text messages

Pricing is valid for 60 days

Pricing terms: 50% due at contract signing; 40% due at set-up of hosted system solution; 10% due upon acceptance

## EXHIBIT B

### SUPPORT SERVICES/SERVICE LEVEL AGREEMENT

This Exhibit B is made part of and incorporated in that certain Software License & Services Agreement ("**Agreement**"), dated May 1, 2013, by and between Ecolane USA Inc., a Delaware corporation ("**Licensor**" or "**Ecolane**"), and \_Hanover Township\_ ("**Licensee**" or "**Customer**").

#### Overview

Ecolane's Support Services are set forth in this Service Level Agreement. During the term of this Agreement, Ecolane will provide the following support services if the Licensor Software does not operate substantially in accordance with the Documentation. The Documentation meets the specifications set forth in the bid proposal. Support will be handled via phone, email, and the internet when Ecolane support personnel are not at the customer site. The infrastructure for this plan is a request tracking system used to facilitate the process of tracking and resolving customer needs and issues. Every service request is logged into the system and is accessible by Ecolane support representatives.

#### Assignment of Service Request Severity

When a customer has opened a service request and reaches customer support, the Ecolane associate will assess the severity of the request based on the customer's description of the issue. The severity of the service request will be recorded at support.ecolane.com.

Table 1 below describes the definitions used in identifying and assigning a severity to the customer's reported issue.

Severity	Criteria
Critical	<ul style="list-style-type: none"> <li>• Customer's production system is down</li> <li>• Ecolane product is unusable resulting in total disruption of work or other critical business impact. No workaround is available</li> </ul>
High	<ul style="list-style-type: none"> <li>• Major feature/function failure</li> <li>• Operations are severely restricted. A workaround is available</li> </ul>
Medium	<ul style="list-style-type: none"> <li>• Minor feature/function failure</li> <li>• Product does not operate as designed, minor impact on usage, acceptable workaround deployed</li> </ul>
Low	<ul style="list-style-type: none"> <li>• Minor issue</li> <li>• Documentation, general information, enhancement request, etc.</li> </ul>

#### Response and Resolution Targets

Ecolane Customer Support response and resolution targets are described below:

**Response:** When Ecolane Customer Support receives a support request, a support engineer will provide feedback to the customer that the request has been logged and assigned to the appropriate resource. The exact response (described below) will vary depending on the support method used by the customer, and the response time will commence as soon as the support request is received and Ecolane has a clear understanding, the ability to reproduce or identify from the system log the issue at hand (support request)

**Web:** Ecolane will assign a status and severity, and update the service request to let the customer know the request has been received. A Service Request ID # will be assigned immediately when the support request is submitted from the Web.

**E-Mail:** An automated e-mail reply will be sent immediately after receiving the e-mail request. Ecolane will reply to the e-mail with a Service Request ID # and a time frame when to expect a response or contain a request for additional information.

**Phone:** Ecolane will answer the call or respond to a call that has gone to voice mail, document product specific information in the service request, provide the customer with a Service Request ID # and begin support activities. Including a roll back to an earlier version if possible and it is likely to solve the issue. Ecolane staff will be available for contact between 8 AM and 5 PM EST.

**Resolution:** An answer, fix or a satisfactory workaround to the support request

**Solution:** The long-term resolution to the support request, issue or question.

Severity	Target Response	Target Resolution	Solution (1 or more of the following)
Critical	1 Business Hours	Within 4 hours from actual response	<ul style="list-style-type: none"> <li>Satisfactory workaround is provided</li> <li>Product patch is provided.</li> <li>Fix incorporated into future release.</li> <li>Fix or workaround incorporated into Solution Library.</li> </ul>
High	8 Business Hours	Within 36 hours from actual response	<ul style="list-style-type: none"> <li>Satisfactory workaround is provided</li> <li>Product patch is provided.</li> <li>Fix incorporated into future release.</li> <li>Fix or workaround incorporated into Solution Library.</li> </ul>
Medium	24 Business Hours	Within 15 Business Days	<ul style="list-style-type: none"> <li>Answer to question is provided.</li> <li>Satisfactory workaround is provided.</li> <li>Fix or workaround incorporated into Solution Library.</li> <li>Fix incorporated into future release.</li> </ul>
Low	72 Business Hours	Within 30 Business Days	<ul style="list-style-type: none"> <li>Answer to question is provided through FAQ, Knowledge Base, or through trained customer subject matter experts (SME)</li> <li>Fix or workaround incorporated into Solution Library.</li> </ul>

### Assignment of Service Request Status

When a customer contacts Ecolane Customer Support and requests help to resolve a question or an issue, a service request is opened. The following table describes the possible status that may be assigned to a service request.

Status	Criteria
Open	A service request has just been submitted. It may be assigned to an individual or a queue. Ecolane has not responded yet to customer.
Responded	Ecolane has responded to the customer regarding the receipt of the service request and is actively pursuing a resolution.
On Hold	Ecolane is not actively working on the resolution of the service request. Generally, this is due to information pending from the submitter of the service request. However, service requests may be put on hold for other reasons as well.
More Info Required	Ecolane is waiting for more information to be able to clearly understand, have the ability to reproduce or identify from the system log the issue at hand.
Closed	<p>Closed status reflect that:</p> <ul style="list-style-type: none"> <li>• The customer and the Ecolane agree that a satisfactory resolution has been provided, or</li> <li>• The customer understands that there is not a solution to the issue at hand, and the issue is not a result of a product defect, or</li> <li>• Ecolane has made multiple attempts to contact the customer that opened the log and the customer has not responded.</li> </ul> <p>Electronic service requests (Web, e-mail) may be closed when Ecolane Professional Services has provided an electronic reply with a high degree of confidence that the reply will resolve the issue or answer the question.</p>

Networking, hardware and installed software at the site are the sole responsibility of the customer and are not covered in Support Services. Customer misuse or unauthorized use of Licensor Software or Mobile Modules also is not covered in Support Services.

Support Services also include product upgrades, new releases, patches, etc. when issued by Ecolane throughout the five (5) year maintenance period.



**ECOLANE USA INC.**  
**SOFTWARE LICENSE & SERVICES AGREEMENT**

THIS SOFTWARE LICENSE & SERVICES AGREEMENT (this "**Agreement**") is made and entered into as of May, 1, 2013, by and between Ecolane USA Inc., a Delaware corporation ("**Licensor**"), located at 1150 1<sup>st</sup> Ave, Suite 360, King of Prussia, PA, and Hanover Township, an Illinois township ("**Licensee**") located at 250 S. Route 59, Bartlett, IL, 60103. Licensor and Licensee may be referred to individually as a "**Party**", or together as the "**Parties**".

**1. AGREEMENT DEFINITIONS**

- 1.1 "**Confidential Information**" means information relating to or disclosed in the course of, or in connection with, this Agreement, which is, or should be reasonably understood to be, confidential or proprietary to a Party, including, but not limited to, information concerning such Party's business, products, services, content, finances, subscribers, source code, tools, protocols, product designs and plans, home addresses, home phone numbers, social security numbers, Licensee's client information, customer lists and other marketing and technical information, the existence of any business discussions, negotiations or agreements between the Parties, the terms of this Agreement, and any other unpublished information.
- 1.2 "**Contractor**" means a non-employee individual or business hired by Licensee to perform on Licensee's behalf certain functions permitted hereunder.
- 1.3 "**Documentation**" means Licensor's User Guides and Training Manuals and any other written materials provided by Licensor for aid in the use and operation of the Licensor Software that Licensor indicates in writing as constituting "Documentation" under this Agreement.
- 1.4 "**Intellectual Property Rights**" means all patents, inventions, trademarks, service marks, copyrights, moral rights, trade secrets, database rights, rights in designs, know-how, confidential information and all or any other intellectual or industrial property rights whether or not registered or capable of registration, and whether subsisting in the United States or any other part of the world, together with all or any goodwill relating to the same.
- 1.5 "**License Date**" has the meaning set forth in Section 3.
- 1.6 "**Licensor Software**" means Licensor's Ecolane DRT software, in object code format, licensed to Licensee hereunder and, in the event Licensee purchases Support Services, all updates and upgrades provided under the Support Services, if any. The "Mobile Module" shall be deemed part of the Licensor Software for all purposes except Section 2.1(a).
- 1.7 "**Mobile Module**" means the portion of Licensor Software that is installed on a mobile unit.
- 1.8 "**Support Services**" means Licensor's support and maintenance services described on Exhibit B.
- 1.9 "**Support Period**" means the time period during which Licensee is subscribing to the Support Services.

**2. SOFTWARE LICENSE**

- 2.1 **License Grant.** Subject to the terms and conditions hereof, Licensor grants to Licensee a non-exclusive, limited, non-transferable, without right to sublicense, license to: (a) remotely access and use the Licensor Software, which Licensor Software shall be hosted on Licensor's or its designated third party's servers; and use the Documentation, all for Licensee's own internal business uses, and (b) load or install, store and run the Mobile Module on a mobile unit approved and/or supplied by Licensor, for Licensee's own internal business uses. Licensor shall designate the URL and password formats for Licensee's access of the Licensor Software.
- 2.2 **License Restrictions; Licensee Rights and Obligations.**  
Licensee shall not:
  - a. modify, make derivative works of, reverse engineer, disassemble, decompile, or otherwise attempt to discover the source code for the Licensor Software,
  - b. allow the Licensor Software to be combined with or become incorporated in any other computer programs,



- c. distribute, encumber, sell, rent, lease, sublicense, or otherwise transfer rights to the Licensor Software (except as expressly permitted hereunder),
- d. remove or alter any trademark, logo, copyright or other proprietary notices, legends, symbols or labels in the Licensor Software, or
- e. except as set forth in Section 2.3 or as otherwise may agreed in writing by Licensor, permit any third party to use the Licensor Software or Documentation or use the Licensor Software or Documentation on behalf of or for the benefit of any third party in any way whatsoever.

2.3 **Copies; Records.** Licensee may make only so many copies of the Mobile Module as are reasonably necessary for operational security and for its permitted use hereunder and/or as otherwise provided in the Licensee's Bid Documents (defined below). Licensee shall supervise and control, and maintain accurate and complete records regarding, the use and location of the Mobile Module Software and Documentation, and the access to the Licensor Software.

2.4 **Limited Use by Contractors.** Licensee may allow its Contractors to exercise the rights granted hereunder on behalf of Licensee and solely for Licensee's benefit, provided that (a) Licensee ensures that such Contractors use the Licensor Software only in accordance with the terms of this Agreement and (b) Contractors are subject to confidentiality obligations substantially similar to Licensee's obligations herein. Licensee shall be fully responsible for any breach of this Agreement caused by Contractors.

3. **DELIVERY ACCESS.** On or before the sixty (60) days following the date hereof, Licensor shall (a) deliver the number of copies of Mobile Module and Documentation either (i) from its server to Licensee's server, all as may be identified on Exhibit A, by electronic means, or (ii) by tangible media, such as compact discs, tapes or disks, which method shall be designated on Exhibit A, and (b) provide access to the Licensor Software. The date of such delivery and access shall be referred to herein as the "License Date". Licensor shall use commercially reasonable efforts to make the Licensor Software available for the hours and days as described in Exhibit A beginning on the License Date. Scheduled maintenance done by Licensor will be done outside Licensee's scheduled hours of availability as identified in Exhibit B.

4. **PROPRIETARY RIGHTS.** Licensor (and/or its affiliates or vendors) retain all right, title and interest in and to the Licensor Software and Documentation, including, without limitation, all Intellectual Property Rights related thereto and all modifications thereof. The Parties acknowledge each other's trademark rights, and except as permitted by Section 15.11, neither Party shall use the other Party's trade name or trademarks in any manner whatsoever absent the other Party's prior written consent. Nothing in this Agreement assigns any rights, title or interest in any Licensor's (and/or its affiliates' or vendors') Intellectual Property Rights to Licensee.

## 5. SERVICES.

5.1 **Support Services.** Licensor shall provide Support Services commencing on the License Date on the terms and conditions set forth on Exhibit B.

5.2 **Installation Assistance, Training or Other Services.** Licensor will provide Licensee with the installation assistance of Mobile Modules, training and other services, the terms and conditions of such services are identified on Exhibit A and Bid Documents, attached hereto and incorporated herein.

5.3 **Custom Development.** Licensor agrees to perform customized software development work for Licensee that the parties intend for Licensee to own solely to the extent expressly described in a written addendum to this Agreement that fully satisfies the following conditions: (i) the scope and description of the mutually agreed work product is described, and (ii) the addendum includes an express statement that such work product is "intended to be a work made for hire for, and owned by, Licensee". Notwithstanding the foregoing or any content of any such addendum, in no case whatsoever does Licensor assign or otherwise transfer to Licensee any right, title or interest in or to Licensor Software, Documentation or any other preexisting Intellectual Property Rights of Licensor.

## 6. GENERAL OBLIGATIONS OF LICENSEE

6.1 Licensee shall (a) promptly provide Licensor and its authorized agents with such information and assistance as may be reasonably requested in order to carry out its obligations hereunder, (b)

without charge, provide suitable office accommodation, materials, equipment and support services (including use of telephone and support services) reasonably requested in connection with performance of any services at Licensee's premises ordered by Licensee under Section 5, (c) procure all necessary rights from third parties (including intellectual property licenses in relation to Licensee's computer software) which are from time to time required in order for Licensor to provide services in an authorized and legal manner, and (d) with ten (10) days advance written notice, permit Licensor and its authorized representatives to enter on to Licensee's premises or mobile units where the Mobile Modules or Documentation are located or from where the Licensor Software is accessed or services are provided in order to verify Licensee's compliance with the terms of this Agreement. In connection with this review, Licensor may inspect records directly related to Licensee's performance of this Agreement or use of Licensor Software or Documentation kept by or on behalf of the Licensee and make copies of the same.

## 7. FEES AND PAYMENT.

- 7.1 **Payment.** Licensee agrees to pay Licensor the fees specified in Exhibit A in accordance with the payment schedules set forth in Exhibit A. The Parties agree to the allocation of the fees and payments to software, service (if any) and hardware (if any) as designated on Exhibit A. Licensee shall pay Licensor's invoices in U.S. dollars to Licensor's address set forth on Exhibit A no later than thirty (30) days following the receipt of a written invoice. Any overdue payments will bear interest in accordance with the Illinois Prompt Payment Act (50 ILCS 505/2 et seq.).
- 7.2 **Taxes.** Licensee shall provide Licensor with a certificate acceptable to the taxing authorities exempting Licensee from payment of, sales, use and/or similar taxes. Notwithstanding the foregoing, in no event shall Licensee be obligated to pay any tax paid or owed on income or net worth of Licensor or paid for Licensor's doing business in any particular locality or jurisdiction.

## 8. WARRANTIES.

- 8.1 **Licensor Software Warranties.** With respect to the Licensor Software, Licensor warrants that: (a) the tangible media on which the Mobile Module resides, if applicable, shall be free of material defects in workmanship, design and material, (b) neither the Licensor Software nor the Documentation infringes, misappropriates or otherwise violates any U.S. Intellectual Property Rights of any third parties and does not otherwise constitute a wrongful use of any copyright, patent, registered industrial design, trade mark, trade secret or any other right of any third party, (c) the Licensor Software does not contain any computer viruses, Trojan horses, time bombs, cancel bots or other computer programming routines that detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information, and (d) Licensor Software will operate substantially in accordance with the Documentation and the Documentation meets the specifications set forth in the bid proposal. The warranties set forth in Section 8.1 ("Software Warranties") shall survive for a period of three hundred sixty five days (365) days following the License Date ("Warranty Period"). In the event of a breach of a Software Warranty reported to Licensor in writing during the Warranty Period, Licensee's sole remedy for such breach shall be to have Licensor use commercially reasonable efforts to promptly correct, replace or provide a work around for such error or failure, at no charge to Licensee. In the event that Licensor is unable to correct, replace, or provide a work around, or in the event it is commercially unreasonable for Licensor to do so, then Licensor shall refund the payments made by Licensee hereunder in accordance with paragraph 10.3. The Software Warranties and remedies apply only to the most recent version of the Licensor Software, and shall not apply to any breach, fault or error that has been caused by Licensee's failure to use the Licensor Software in accordance with the Documentation requirements, any misuse, corruption or abuse of, or modification to, the Licensor Software by Licensee or any use of the Licensor Software with any software or equipment not approved in advance in writing by Licensor. Any use provided for under the Bid Proposal and/or Bid Documents shall be considered to be an approved use.
- 8.2 **Licensor Services Warranties.** Licensor warrants that all services that are performed under this Agreement will be performed in a professional and workmanlike manner by qualified personnel, and Licensor has the required skills and experience to perform such services and such warranties shall survive for thirty days following performance of the services. Licensee's sole remedy for breach of a warranty in Section 8.2 shall be to notify Licensor of any breach within ninety (90) day following performance of the services and have Licensor use commercially reasonable efforts to promptly

correct, replace or provide a work around for such breach, at no charge to Licensee, or in the event that Licensor determines that Licensor is unable to correct, replace, or provide a work around, or in the event it is commercially unreasonable for Licensor to do so, then Licensor shall refund the payments made by Licensee hereunder in accordance with paragraph 10.3.

- 8.3 **Licensor General Warranties.** Licensor represents and warrants that Licensor owns, or has all necessary rights to, the Licensor Software and Documentation, and has all necessary rights and authority to grant the rights granted hereunder to Licensee and to carry out its obligations hereunder.
- 8.4 **Mutual Warranties.** Each Party represents and warrants to the other Party: (a) such Party's execution, delivery and performance of this Agreement have been authorized by all necessary corporate action, do not violate in any material respect the terms of any law, regulation, or court order to which Licensor is subject, do not violate the terms of any material agreement to which Licensor is a party, and are not subject to the consent or approval of any third party, (b) this Agreement is the valid and binding obligation of such Party, enforceable against Licensor in accordance with its terms, (c) such Party is not subject to any pending or, to such Party's knowledge, threatened litigation or governmental action which could interfere with such Party's performance of its obligations hereunder, and (d) such Party has secured or shall secure all material permits, licenses, regulatory approvals and registrations to perform its obligations hereunder.
- 8.5 **Disclaimer of Warranty.** EXCEPT AS SET FORTH IN SECTIONS 8.1 to 8.4, LICENSOR DOES NOT MAKE, AND HEREBY DISCLAIMS, ALL OTHER REPRESENTATIONS OR WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY, NONINFRINGEMENT OF THIRD PARTIES' RIGHTS, AND SECURE, ERROR-FREE OR UNINTERRUPTED OPERATION.
- 8.6 **Limitation of liability.** EXCEPT FOR BREACHES OF SECTION 9 AND/OR INDEMNITY OBLIGATIONS UNDER SECTIONS 10.1(i) (AND RELATED REMEDIES UNDER SECTION 10.3) OR 10.4, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF USE OR DATA, INTERRUPTION OF BUSINESS, OR FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, EVEN IF THE PARTY SHALL HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM AGAINST THE OTHER BY ANY THIRD PARTY. EXCEPT FOR BREACHES OF SECTION 9 AND/OR INDEMNITY OBLIGATIONS UNDER SECTION 10.1(i) (AND RELATED REMEDIES UNDER SECTION 10.3), LICENSOR'S LIABILITY TO LICENSEE UNDER THIS AGREEMENT SHALL NOT EXCEED AN AMOUNT EQUAL TO THE AMOUNT ACTUALLY PAID BY LICENSEE TO LICENSOR PURSUANT TO THIS AGREEMENT DURING THE TWELVE MONTH PERIOD PRECEDING THE DATE OF ANY CLAIM. A "CLAIM" IS WHEN ANY OCCURRENCE GIVING RISE TO LICENSOR LIABILITY HEREUNDER IS KNOWN.

**Licensee acknowledges and** agrees that (i) it is solely responsible for providing and ensuring the proper training of its drivers, owners or operators in the operation of the motor vehicle or motor vehicles (i.e. any automotive machinery utilized for the transport of persons or goods in which Ecolane Products has been incorporated or installed) in conjunction with the use or operation of Licensor Software and Mobile Modules (the "Ecolane Products"), (ii) Licensor shall not be liable to Licensee for any claim or action including costs arising out of the use or misuse of any motor vehicle operated by the Licensee in conjunction with or separate from the use of the Ecolane Products, including any personal injury or property damage claim or action, and Licensee shall hold Licensor harmless from any such claim or action, and (iii) Licensee shall include this paragraph, or the substance thereof, in any third party agreements pursuant to which Ecolane Products are provided to a third party.

Licensee agrees that, to the fullest extent permitted by law, Licensor shall not be liable to Licensee or any third party for any special, indirect or consequential damages of any kind arising directly or indirectly from the use of or inability to use Ecolane Products including any claim for lost revenue, profit, data, privacy, security, interruption or loss of service or use of the products, or any loss of business even if Licensor has been advised of the possibility of such damages.

## 9. CONFIDENTIALITY.



- 9.1 **Confidentiality Obligations.** Each Party acknowledges that Confidential Information may be disclosed to the other Party during the course of this Agreement. Each Party agrees that, during and following the term of this Agreement, it shall hold in strict confidence the other Party's Confidential Information and will take reasonable steps, at least substantially equivalent to the steps it takes to protect its own proprietary information, to (a) prevent use of the other Party's Confidential Information for any purpose other than to carry out its rights and obligations hereunder, and (b) prevent the disclosure of the other Party's Confidential Information, other than to its employees or Contractors who must have access to such Confidential Information for such Party to exercise its rights and perform its obligations hereunder and who each agree to be bound by agreements with a duty of confidentiality no less protective of confidential information than provided herein.
- 9.2 **Exclusions.** The Parties' obligations set forth in Section 9.1 shall not apply with respect to any portion of the Confidential Information that: (a) was in the public domain at the time it was disclosed to or observed by the receiving Party; (b) entered the public domain through no fault of the receiving Party; (c) is rightfully received by the receiving Party from a third party without a duty of confidentiality; (d) is independently developed by the receiving Party without reference to or incorporation of the other Party's Confidential Information; (e) is disclosed in accordance with the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.), including compliance with any opinion or directive from the Illinois Public Access Counselor or the Illinois Attorney General, or with a decision or order of a court or as otherwise required by law, except that the receiving Party will disclose only such information as is legally required and will use reasonable efforts to obtain confidential treatment for any Confidential Information that is so disclosed and will provide the disclosing Party notice of such possible disclosure prior to disclosure in order to allow an opportunity for the disclosing Party to contest such disclosure; or (f) is disclosed with the other Party's prior written approval.
- 9.3 **Return of Confidential Information.** Each Party agrees to return to the other Party or, at the request and instruction of the disclosing Party, destroy, and certify that it has destroyed, all material embodying Confidential Information (in any form or medium and including, without limitation, all summaries, copies and excerpts of Confidential Information) at any such time as the disclosing Party may so request to the extent permitted by law.

## 10. INDEMNIFICATION.

- 10.1 **Indemnification by Licensor.** Licensor shall to the extent allowed by state law indemnify, defend and hold harmless Licensee, and its officers, officials, employees, volunteers, and agents, from and against any and all claims made or threatened by any third party and all related losses, expenses, damages, costs and liabilities, including reasonable attorneys' fees and expenses incurred in investigation or defense ("Damages"), to the extent such Damages arise out of or relate to (i) a third-party claim that the Licensor Software, Documentation or services provided by Licensor hereunder, or Licensee's use of the same in accordance with this Agreement, infringe, misappropriate, or otherwise violate any third party's U.S. Intellectual Property Rights and/or otherwise constitutes a wrongful use of any copyright, patent, registered industrial design, trade mark, trade secret or any other right of any third party; and/or (ii) Licensor's breach of its obligations assumed under this Agreement. Licensor's indemnity obligation shall not extend to claims based on an unauthorized modification, combination or use of the Licensor Software by Licensee.
- 10.2 **Notification of 3rd Party Claims.** Licensor will promptly notify Licensee of any threat, warning, claim or action against Licensor or suppliers, that could have an adverse impact on Licensee's use of the Licensor Software.
- 10.3 **Remedies.** If Licensor informs Licensee or Licensee determines that it must discontinue use of the Licensor Software, the Documentation, or any service furnished under this Agreement because of an existing or anticipated claim, or adjudication, that the Licensor Software, Documentation, or service infringes, misappropriates or otherwise violates any intellectual property right of a third party, Licensor, at its own expense and in its reasonable discretion, shall either: (a) secure for Licensee the right to continue using the Licensor Software, Documentation, or service; (b) replace or modify the Licensor Software, Documentation, or service to make it non-infringing; provided, however, that such modification or replacement shall not degrade the operation or performance of the Licensor Software, Documentation, or service; or if Licensor determines (a) or (b) to be commercially unreasonable, then (c) refund to Licensee any unamortized portions of the fees paid

by Licensee, based on a straight line amortization over the initial term of this Agreement (i.e., five years).

- 10.4 **Indemnification by Licensee.** Licensee shall indemnify, defend and hold harmless Licensor, and their officers, directors, employees, and agents ("Indemnified Parties") from and against any and all claims made by any third party and all Damages, to the extent such Damages arise out of or relate to (a) Licensee's breach of the obligations assumed under this Agreement, or (b) an infringement or related claim that unauthorized modification, combination or use of the Licensor Software made by Licensee.
- 10.5. **Defense and Settlement.** A Party seeking indemnity ("Indemnified Party") shall provide the other Party ("Indemnifying Party") prompt notice of any such claim made against it for which it is entitled to indemnity hereunder. Each party shall cooperate with the other party and in the defense of any such claim, suit or proceeding, including appeals, negotiations and any settlement or compromise thereof, provided that Indemnifying Party shall control the defense, negotiations and settlement or compromise thereof and shall keep the Indemnified Party informed of the proceedings and review and consider input from the Indemnified Party; provided, that Indemnified Party shall be given the right to consent to the terms of any settlement or compromise with respect to such matter, and such approval shall not be unreasonably withheld by Indemnified Party.
11. **EXPORT CONTROL.** The Parties agree that Licensee shall not, and shall not permit, use of the Licensor Software and Documentation outside of the United States and Canada. To the extent Licensee seeks to use Licensor Software and Documentation outside of the United States and Canada, Licensee shall be solely responsible for full compliance with all export and import laws and restrictions and regulations of any United States or foreign agency or authority, and shall obtain and bear all expenses relating to any necessary licenses and/or exemptions with respect to the same.
12. **NOTICES.** Any notice, approval, request, authorization, direction or other communication under this Agreement will be given in English in writing and will be deemed to have been delivered and given for all purposes (i) on the delivery date if delivered by confirmed facsimile; (ii) on the delivery date if delivered personally to the party to whom the same is directed; (iii) one business day after deposit with a commercial overnight carrier, with written verification of receipt; or (iv) five business days after the mailing date, if sent by U.S. mail, return receipt requested, postage and charges prepaid, or any other means of rapid mail delivery for which a receipt is available. Licensor's and Licensee's Addresses for receipt of notices are provided on Exhibit A.
13. **TERM AND TERMINATION.**
- 13.1 **Term.** Unless terminated earlier in accordance with Section 14.2, this Agreement shall remain in effect for the applicable term or terms set forth on Exhibit A, as the term or terms may vary for the license to the Licensed Software and Documentation and the Support Services or other services. The term of the agreement will commence upon contract signing and will continue for a period of 5 years after License Date.
- 13.2 **Termination; Effect of Termination.** A Party may terminate this Agreement prior to the expiration of an applicable term as follows: (a) if the other Party breaches a material obligation under this Agreement, and fails to cure such breach within thirty (30) days from the date it receives from the non-breaching Party a written notice of the breach and a demand for cure, (b) immediately by written notice if the other Party (i) materially breaches Section 9, or (ii) files a petition in bankruptcy, makes a general assignment for the benefit of its creditors, has a receiver appointed or applied for it, or winds up or liquidates. Upon termination attributable to a material breach by Licensee that is not cured within the cure period, Licensee shall return the Licensor Software and Documentation to Licensor, and pay all accrued but unpaid fees and expenses, provided, this shall in no way limit any legal or equitable remedies that Licensor may be entitled to. Any fees paid by Licensee for services not performed by Licensor as of the termination date will be refunded, within 90 days following termination.
14. **SURVIVAL.** Sections 1, 2.2, 4, 8.5, 8.6, 9, 10, 12, 13, 14 and 15 shall survive termination of this Agreement for any reason.
15. **GENERAL**

- 15.1 **Entire Agreement.** This Agreement (including the Exhibits) together with the Hanover Township Dispatch Software Senior Services, Transportation Division Bid Documents dated January 23, 2013 ("Bid Documents") and Licensor's bid proposal dated February 2013 ("Bid Proposal") which Bid Documents and Bid Proposal are incorporated herein by this reference constitute the entire agreement between the Parties concerning the subject matter hereof and supersedes all prior and contemporaneous proposals, agreements and communications, whether oral or written, between the parties relating to the subject matter hereof, and all past courses of dealing or industry custom. This Agreement may be amended only by a writing signed by the duly authorized representatives of both Parties. To the extent of any conflict or inconsistency between the body of this Agreement and Exhibits, on one hand, and the Bid Documents on the other hand, the Agreement and Exhibits shall prevail.
- 15.2 **Independent Contractors.** In performing this Agreement, the Parties are independent contractors, and nothing contained in this Agreement shall be construed or implied to create an agency, partnership or employer and employee relationship between the Parties. Except as expressly set forth in this Agreement, at no time shall either Party make commitments or incur any charges or expenses for, or in the name of, the other Party.
- 15.3 **Assignment.** Neither Party may assign this Agreement or any right, interest or benefit under this Agreement without the prior written consent of the other Party, such consent not to be unreasonably withheld; provided that in the event of a change in control of a Party, except for a change of control of Licensee to a direct or indirect competitor of Licensor, either Party shall have the right to assign this Agreement to a successor who acquired substantially all of the assets or equity of such Party. Subject to the foregoing, this Agreement will be fully binding upon, inure to the benefit of and be enforceable by the Parties hereto and their respective successors and permitted assigns. Notwithstanding the foregoing, Licensor may subcontract the performance of any or all of its obligations under this Agreement, provided it remains directly liable to Licensee.
- 15.4 **No Third Party Beneficiaries.** The Parties acknowledge that the covenants set forth in this Agreement are intended solely for the benefit of the Parties, their successors and permitted assigns. Nothing in this Agreement, whether express or implied, shall confer upon any person or entity, other than the Parties, their successors and permitted assigns, any legal or equitable right whatsoever to enforce any provision of this Agreement.
- 15.5 **Severability/Waiver.** If any provision in this Agreement should be held illegal or unenforceable by a court having jurisdiction, such provision shall be modified to the extent necessary to render it enforceable without losing its intent, or severed from this Agreement if no such modification is possible, and other provisions of this Agreement shall remain in full force and effect. A waiver by either Party of any term or condition of this Agreement or any breach thereof, in any one instance, shall not waive such term or condition or any subsequent breach thereof.
- 15.6 **Dispute Resolution.** In the event any controversy or claim arises in connection with any provision of this Agreement, or in connection with the rights or obligations of the Parties to this Agreement, the Parties shall try to settle their differences amicably between themselves by referring the disputed matter to the appropriate executives at the Director level or higher for discussion and resolution. Either Party may initiate such informal dispute resolution by sending written notice of the dispute to the other Party, and as soon as possible but no later than fifteen (15) days after such notice such representatives of the Parties shall meet for attempted resolution by good faith negotiations. If such representatives are unable to resolve such dispute within thirty (30) days of initiating such negotiations, either Party may seek the remedies available to such Party under law and/or equity.
- 15.7 **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Illinois, without regard to its conflicts of law principles or to the United Nations Convention on Contracts for the International Sale of Goods. For purposes of all claims brought under this Agreement, each Party hereby irrevocably submits to the exclusive jurisdiction of the Circuit of Cook County, Illinois, or if pursuant to the jurisdiction of a federal court, then the United States District Court of the Northern District Court of Illinois. Notwithstanding anything to the contrary set forth in this Agreement, the Parties agree that any threatened or actual violation of Sections 2, 4 or 10, will cause irreparable harm and injury to the Licensor and Licensor shall be entitled, in addition to any other rights and remedies it may have at law or in equity, to an injunction

enjoining and restraining Licensee from doing or continuing to do any such act and any other violations or threatened violations of this Agreement, and for purposes of such injunction, each Party hereby irrevocably submits to the exclusive jurisdiction and proper venue of the state and federal courts located in State of Illinois.

- 15.8 **Force Majeure.** Neither Party will be liable for, or be considered to be in breach of or default under this Agreement on account of, any delay or failure to perform as required by this Agreement as a result of circumstances beyond the reasonable control of such Party including acts of God, acts of any governmental or supra-national authority, war or national emergency, riots, civil commotion, fire, explosion, flood, epidemic, lock-outs (whether or not by that Party), strikes and other industrial disputes (in each case, whether or not relating to that Party's workforce), restraints or delays affecting shipping or carriers, inability or delay in obtaining supplies of adequate or suitable materials and currency restrictions.
- 15.9 **Headings; Interpretation.** The headings in this Agreement are inserted merely for the purpose of convenience and shall not affect the meaning or interpretation of the Agreement. The expression "person" means any individual, entity, partnership, association, governmental body or the like. The words "include", "includes", "including" and "included" will be construed without limitation. This Agreement shall be construed fairly according to its terms, without regard to the identity of the drafter of any provision in the Agreement.
- 15.10 **Counterparts; Facsimile.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which when taken together shall constitute one agreement. Facsimile signatures shall be deemed original signatures.
- 15.11 **Publicity.** Licensor shall have the right to use Licensee's name in customer lists that identify a substantial number of Licensor's customers, and Licensor shall provide a copy of any such listing to Licensee to the extent distributed to any third parties.

***[Remainder of page intentionally left blank]***

IN WITNESS WHEREOF, each Party has caused this Software License & Services Agreement to be executed by its authorized representative to be effective as of the date hereof.

**Ecolane USA Inc.**

Hanover Township

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

***[Remainder of page intentionally left blank]***



**RESOLUTION \_\_\_\_\_**

**A RESOLUTION APPROVING OF A LEASE AGREEMENT BETWEEN  
HANOVER TOWNSHIP AND THE HANOVER TOWNSHIP MENTAL HEALTH BOARD**

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**RECITALS**

A. On April 16, 2013 the electors of Hanover Township (the "Township") approved of an Office Lease and Rider A thereto, between the Township and Hanover Township Mental Health Board ("Mental Health Board") regarding the Township's Mental Health Resource Center located at 1535 Burgundy Parkway, Streamwood, Illinois, 60107 pursuant to Section 30-50 of the Township Code (60 ILCS 1/30-50) ("Section 30-50") at the annual town meeting of the Hanover Township electors, subject to modifications subsequently approved by the Township Board of Trustees and Mental Health Board.

B. Section 30-50 authorizes Township property to be leased by the Township to another governmental body for any term not to exceed 50 years and for any consideration.

C. Section 3.1 of the Local Government Property Transfer Act authorizes any municipality (including townships and other political subdivision organized and existing under the laws of the State of Illinois) to lease for a term not to exceed 50 years to any other municipality real property owned or held by the transferor municipality, upon such terms and conditions and for such uses as may be agreed upon by the corporate authorities of both municipalities (50 ILCS 605/3.1).

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

**SECTION ONE:** The Recitals set forth above are incorporated into and made a part of the body of this Resolution as though fully set forth herein.

**SECTION TWO:** The Lease Agreement and Rider A thereto dated May 21, 2013, copies of which are attached hereto and incorporated herein, are hereby approved, subject to approval by the Township Administrator and Township attorney.

**SECTION THREE:** The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Lease Agreement on

behalf of the Township following approval by the Township Administrator and Township attorney.

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

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

AYES:

NAYS:

ABSENT:

PASSED: this 21<sup>st</sup> day of May, 2013

APPROVED: this 21<sup>st</sup> day of May, 2013

---

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 May 21, 2013, and approved on May 21, 2013, as the same appears from the official records of Hanover Township.

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

**OFFICE LEASE**

CAUTION: Consult a lawyer before using or acting under this form. Neither the publisher nor the seller of this form makes any warranty with respect thereto, including any warranty of merchantability or fitness for a particular purpose.

DATE OF LEASE	TERM OF LEASE	BEGINNING	ENDING	Annual MONTHLY RENT
May 21, 2013	June 1, 2013	June 1, 2013	May 31, 2023	\$ 10,000.00

## Location of Premises:

1535 Burgundy Parkway, Streamwood, IL, 60107

## Purpose:

Counseling, therapy and other governmental and/or charitable purposes within the meaning of Section 15-65 of the Property Tax Code (35 ILCS 200/15-65)

**LESSEE**

NAME • Hanover Township Mental Health Board NAME • Hanover Township

ADDRESS • 250 South Route 59 ADDRESS • 250 South Route 59

CITY • Bartlett, IL 60103 CITY • Bartlett, IL 60103  
MODIFIED BY RIDER A, ATTACHED HERETO AND INCORPORATED HEREIN

In consideration of the mutual covenants and agreements herein stated, Lessor hereby leases to Lessee and Lessee hereby leases from Lessor solely for the above purposes the premises designated above (the "Premises"), together with the appurtenances thereto, for the above Term.

**LESSOR****RENT**

1. Lessee shall pay Lessor or Lessor's agent as rent for the Premises the sum stated above, monthly in advance, until termination of this lease, at Lessor's address stated above or such other address as Lessor may designate in writing.

**HEAT; NON-LIABILITY OF LESSOR**

2. ~~Lessor will at all reasonable hours during each day and evening, from October 1 to May 1 during the term, when required by the season, furnish at his own expense heat for the heating apparatus in the demised premises, except when prevented by accidents and unavoidable delays, provided, however, that except as provided by Illinois statute, the Lessor shall not be held liable in damages on account of any personal injury or loss occasioned by the failure of the heating apparatus to heat the Premises sufficiently, by any leakage or breakage of the pipes, by any defect in the electric wiring, elevator apparatus and service thereof, or by reason of any other defect, latent or patent, in, around or about the said building.~~

**HALLS**

3. ~~Lessor will cause the halls, corridors and other parts of the building adjacent to the Premises to be lighted, cleaned and generally cared for, accidents and unavoidable delays excepted.~~

**RULES AND REGULATIONS**

4. The rules and regulations at the end of this Lease constitute a part of this Lease. Lessee shall observe and comply with them, and also with such further reasonable rules and regulations as may later be required by Lessor for the necessary, proper and orderly care of the Building in which Premises are located.

**ASSIGNMENT, SUBLETTING**

5. ~~Lessee shall neither sublet the Premises or any part thereof nor assign this Lease nor permit by any act or default any transfer of Lessee's interest by operation of law, nor offer the Premises or any part thereof for lease or sublease, nor permit the use thereof for any purpose other than as above mentioned, without in each case the written consent of Lessor.~~

**SURRENDER OF PREMISES**

6. Lessee shall quit and surrender the Premises at the end of the term in as good condition as the reasonable use thereof will permit, with all keys thereto, and shall not make any alterations in the Premises without the written consent of Lessor; and all alterations which may be made by either party hereto upon the Premises, except movable furniture and fixtures put in at the expense of Lessee, shall be the property of Lessor, and shall remain upon and be surrendered with the Premises as a part thereof at the termination of this lease.

**NO WASTE OR MISUSE**

7. Lessee shall restore the Premises to Lessor, with glass of like kind and quality in the several doors and windows thereof, entire and unbroken, as is now therein, and will not allow any waste of the water or misuse or neglect the water or light fixtures on the Premises, and will pay all damages to the Premises as well as all other damage to other tenants of the Building, caused by such waste or misuse.

**TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING**

8. ~~At the termination of this lease, by lapse of time or otherwise, Lessee agrees to yield up immediately and peaceable possession to Lessor, and failing so to do, to pay as liquidated damages, for the whole time such possession is withheld, the sum of \_\_\_\_\_ Dollars per day, and it shall be lawful for the Lessor or his legal representative at any time thereafter, without notice, to re-enter the Premises or any part thereof, either with or (to the extent permitted by law) without process of law, and to expel, remove and put out the Lessee or any person or persons occupying the same, using such force as may be necessary so to do, and to repossess and enjoy the Premises again as before this lease, without prejudice to any remedies which might otherwise be used for arrears of rent or preceding breach of covenants; or in case the Premises shall be abandoned, deserted, or vacated, and remain unoccupied five days consecutively, the Lessee hereby authorizes and requests the Lessor as Lessee's agent to re-enter the Premises and remove all articles found therein, place them in some regular warehouse or other suitable storage place, at the cost and expense of Lessee, and proceed to re-rent the Premises at the Lessor's option and discretion and apply all money so received after paying the expenses of such removal toward the rent accruing under this lease. This request shall not in any way be construed as requiring any compliance therewith on the part of the Lessor, except as required by Illinois statute. If the Lessee shall fail to pay the rent at the times, place and in the manner above provided, and the same shall remain unpaid five days after the day whereon the same should be paid, the Lessor by reason thereof shall be authorized to declare the term ended, and the Lessee hereby expressly waives all right or rights to any notice or demand under any statute of the state relative to forcible entry or detainer or landlord and tenant, and agrees that the Lessor, his agents or assigns may begin suit for possession or rent without notice or demand.~~

**REMOVED PROPERTY**

9. In the event of re-entry and removal of the articles found on the Premises as hereinbefore provided, the Lessee hereby authorizes and requests the Lessor to sell the same at public or private sale with or without notice, and the proceeds thereof, after paying the expenses of removal, storage and sale to apply towards the rent reserved herein, rendering the overplus, if any, to Lessee upon demand, in accordance with applicable law.

**LESSOR  
NOT  
LIABLE**

10. Except as provided by Illinois statute, the Lessor shall not be liable for any loss of property or defects in the Building or in the Premises, or any accidental damages to the person or property of the Lessee in or about the Building or the Premises, from water, rain or snow which may leak into, issue or flow from any part of the Building or the Premises, or from the pipes or plumbing works of the same. The Lessee hereby covenants and agrees to make no claim for any such loss or damage at any time. The Lessor shall not be liable for any loss or damage of or to any property placed in any storeroom or storage place in the Building, such storeroom or storage place being furnished gratuitously, and no part of the obligations of this lease.

**OPTION TO  
TERMINATE**

~~11. In the event that the Lessor, his successors, attorneys or assigns shall desire to regain the possession of the Premises herein described, for any reason, Lessor shall have the option of so doing upon giving the Lessee thirty days' notice of Lessor's election to exercise such option.~~

**CONFESSION  
OF JUDGMENT**

~~12. If default be made in the payment of rent, or any installment thereof, as herein provided, Lessee hereby irrevocably constitutes any attorney of any Court of Record in this State, attorney for Lessee and in Lessee's name, from time to time, to enter the appearance of Lessee, to waive the issuance of process and service thereof, to waive trial by jury, and to confer judgment in favor of Lessor against Lessee for the amount of rent which may be then due hereunder, together with costs of suit and a reasonable sum for plaintiff's attorney's fees in or about the entry of such judgment, and to waive and release all errors and right of appeal from any such judgment, and to consent to an immediate execution thereon.~~

**PLURALS;  
SUCCESSORS**

13. The words "Lessor" and "Lessee" wherever used in this lease shall be construed to mean Lessors or Lessees in all cases where there is more than one Lessor or Lessee, and to apply to individuals, male or female, or to firms or corporations, as the same may be described as Lessor or Lessee herein, and the necessary grammatical changes shall be assumed in each case as though fully expressed. All covenants, promises, representations and agreements herein contained shall be binding upon, apply and inure to the benefit of Lessor and Lessee and their respective heirs, legal representatives, successors and assigns.

WITNESS the hands and seals of the parties hereto, as of the Date of Lease stated above.

\_\_\_\_\_(SEAL)\_\_\_\_\_  
Lessor

\_\_\_\_\_(SEAL)\_\_\_\_\_  
Lessee

**RULES AND REGULATIONS**

- ~~1. No sign, advertisement or notice shall be inscribed, painted or affixed on any part of the outside or inside of Building, except on the glass of the doors and windows of the room leased and on the directory board, and then only of such color, size, style and material as shall be first specified by the Lessor in writing, endorsed on this lease. No showcase shall be placed in front of Building by Lessee, without the written consent of Lessor endorsed on this lease. The Lessor reserves the right to remove all other signs and showcases without notice to the Lessee, at the expense of the Lessee. At the expiration of the term Lessee is to remove all his signs from such windows, doors and directory board.~~
2. Lessee shall not put up or operate any steam engine, boiler, machinery or stove upon the Premises, or carry on any mechanical business on Premises, or use or store inflammable fluids in the Premises without the written consent of the Lessor first had and endorsed on this lease, and all stoves which may be allowed in the Premises shall be placed and set up according to the city ordinance.
- ~~3. No additional locks shall be placed upon any doors of said room without the written consent of the Lessor first had and endorsed upon this lease, and the Lessee will not permit any duplicate keys to be made (all necessary keys to be furnished by the Lessor) and upon the termination of this lease, Lessee will surrender all keys of Premises and Building.~~
4. All safes shall be carried up or into Premises at such times and in such a manner as shall be specified by the Lessor; the Lessor shall in all cases retain the power to prescribe the proper position of such safes, and any damage done to the Building by taking in or putting out a safe, or from overloading the floor with any safe, shall be paid by the Lessee. Furniture, boxes or other bulky articles belonging to Lessee shall be carried up in the freight compartment of the elevators of the Building; packages which can be carried by one person and not exceeding fifty pounds in weight, may, however, be carried down by the passenger elevator, at such times as may be allowed by the management.
- ~~5. No person or persons other than the janitor of this Building shall be employed by Lessee for the purpose of taking charge of Premises without the written consent of Lessor first had and endorsed upon this lease. Any person or persons so employed by Lessee (with the written consent of the Lessor) must be subject to and under the control and direction of the janitor of the Building in all things in the Building and outside of the Premises. The agent and janitor of the Building shall at all times keep a pass key and be allowed admittance to the Premises, to cover any emergency of fire, or required examination that may arise.~~
6. The Premises leased shall not be used for the purpose of lodging or sleeping rooms or for any immoral or illegal purpose.
- ~~7. The rent of an office will include occupancy of office, water to Lessee's standard fixtures, heat, and elevator service during reasonable working hours; but Lessor shall not be liable for any damages from the stoppage of water, heat or elevator service.~~
8. If Lessee desires telegraphic or telephonic connections, the Lessor will direct the electricians as to where and how the wires are to be introduced, and without such written directions endorsed on this lease no boring or cutting for wires will be permitted.
9. If Lessee desires Venetian or other awnings or shades over and outside of the windows, to be erected at the Lessee's expense, they must be of such shape, color, material and make as may be prescribed by the Lessor in writing on this lease.
10. The light through the transoms opening into the hall shall not be obstructed by the Lessee. Birds, dogs, or other animals shall not be allowed in the Building. All tenants and occupants must observe strict care not to leave their windows open when it rains or snows and for any default or carelessness in these respects, or any of them, shall make good all injuries sustained by other tenants, and also all damage to the Building resulting from such default or carelessness.
11. No packages, merchandise or other effects shall be allowed to remain in the halls at any time.
12. The Lessor reserves the right to make such other and further reasonable rules and regulations as in his judgment may from time to time be needful for the safety, care and cleanliness of the Premises and for the preservation of good order therein.
13. It is understood and agreed between the Lessee and the Lessor that no assent or consent to change in or waiver of any part of this lease has been or can be made unless done in writing and endorsed hereon by the Lessor, and in such case it shall operate only for the time and purpose in such lease expressly stated.

**-ASSIGNMENT BY LESSOR-**

~~On this \_\_\_\_\_, 19\_\_\_\_, for value received, Lessor hereby transfers, assigns and sets over to \_\_\_\_\_, all right, title and interest in and to the above Lease and the rent thereby reserved, except rent due and payable prior to \_\_\_\_\_, 19\_\_\_\_.~~

\_\_\_\_\_(SEAL)\_\_\_\_\_  
\_\_\_\_\_(SEAL)\_\_\_\_\_

**GUARANTEE**

~~On this \_\_\_\_\_, 19\_\_\_\_, in consideration of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned Guarantor hereby guarantees the payment of the above lease.~~

\_\_\_\_\_(SEAL)\_\_\_\_\_  
\_\_\_\_\_(SEAL)\_\_\_\_\_

**NOTE: Use Form Number 12-1P for assignment by Lessee.**

RIDER A to Office Lease dated May 21, 2013 (the "Office Lease") by and between Hanover Township ("Lessor" or the "Township") and the Hanover Township Mental Health Board ("Lessee") for the premises commonly known as 1535 Burgundy Parkway, Streamwood, Illinois, 60107 (the "Premises"). The Office Lease, together with this Rider A, are collectively referred to herein as the "Agreement".

1. Rent. Lessee's obligation to pay base annual rent in the amount of \$10,000.00 shall commence on June 1, 2013, and Lessee shall pay said base annual rent in the amount of \$10,000.00 on the first day of June each year thereafter, as follows:

Rent:	Rent Due Date:
\$10,000	June 1, 2013 for June 1, 2013 through May 31, 2014
\$10,000	June 1, 2014 for June 1, 2014 through May 31, 2015
\$10,000	June 1, 2015 for June 1, 2015 through May 31, 2016
\$10,000	June 1, 2016 for June 1, 2016 through May 31, 2017
\$10,000	June 1, 2017 for June 1, 2017 through May 31, 2018
\$10,000	June 1, 2018 for June 1, 2018 through May 31, 2019
\$10,000	June 1, 2019 for June 1, 2019 through May 31, 2020
\$10,000	June 1, 2020 for June 1, 2020 through May 31, 2021
\$10,000	June 1, 2021 for June 1, 2021 through May 31, 2022
\$10,000	June 1, 2022 for June 1, 2022 through May 31, 2023

In the event that this Agreement is terminated prior to May 31, 2023 by the mutual agreement of the Parties, the Township shall refund any pre-paid rent pro-rated based on the effective date of such termination (the "Base Annual Rent").

2. Possession.

Lessee shall be entitled to possession under the terms of this Agreement on June 1, 2013, subject to the terms and conditions of this Agreement. Lessee's right of possession prior to June 1, 2013 shall be governed by the Office Lease and Rider A between the Parties dated May 22, 2001.

3. Term.

The term of this Agreement shall be for ten (10) years, commencing on June 1, 2013 and expiring May 31, 2023, unless sooner terminated as provided for herein (the "Term").

4. Real Estate Taxes.

Lessee acknowledges that the Premises are currently exempt from all taxes, including, but not limited to, real estate taxes. In the event, however, (a) this Lease Agreement or the rights granted under this Agreement, (b) any Sub-lease Agreement, License Agreement, or other grant of use or assignment by Lessee and/or (c) the use and/or operations of the Premises by Lessee or any of its sub-lessees, licensees, or



assignees, results in a full or partial loss of such real estate tax exemption or in the assessment of real estate taxes and/or a tax on the leasehold and/or sub-leasehold interest then Lessee agrees to pay Lessor the amount of any such tax, but reserves the right to appeal such assessment, prior to the due date therefor for each tax year this Agreement remains in effect, including any and all extensions and/or renewals thereof.

5. Prohibited Uses and Activities.

a. Lessee specifically agrees not to use or permit the Premises to be used for any unlawful and/or immoral purpose and/or business.

b. Lessee covenants and agrees not to maintain or permit any nuisance on the Premises which shall be in any manner injurious to or endanger the health, safety and comfort of the persons residing or being in the vicinity of said Premises.

c. Lessee covenants and agrees to keep the Premises in a clean, safe, and sanitary condition and in accordance with all applicable laws, ordinances, statutes, codes and regulations of the Village of Streamwood, the State of Illinois and the United States of America, and any regulatory agencies thereof.

d. Lessee covenants and agrees that Lessee and its sub-lessees shall abide by any and all applicable laws, ordinances, statutes and regulations of the Village of Streamwood, the State of Illinois and the United States of America and enforcement and regulatory agencies thereof, which regulate or control the use of the Premises.

e. No pets or other animals shall be permitted within the Premises other than service animals in accordance with the Americans with Disabilities Act and the Illinois Human Rights Act.

f. Notwithstanding any provision herein to the contrary, in no event shall Lessee or any of its sub-lessees or licensees distribute or permit the distribution of any medication and/or drugs from the Premises. Such distribution shall be a material breach of this Agreement. Lessee shall cause all agreements with its sub-lessees and licensees to similarly prohibit the distribution of any medications and/or other drugs from the Premises.

6. Increase in Fire Insurance Premiums Due to Lessee's Business. Throughout the Term of this Lease and any renewal thereof, Lessee shall pay to Lessor an amount equal to any increase in fire insurance premiums above the present premium rate resulting from Lessee's or any of its sub-lessee's use and occupancy of the Premises, such amounts to be due and payable on the next rent payment date following a written notice from the Lessor informing the Lessee of any such amount due, the same to become due and be treated and collected as additional rent.

7. Tax Arising Out of Lessee's Business. Lessee shall pay any and all taxes (including any real estate and/or leasehold taxes as set forth in paragraph 4 herein) and licenses and other fees required by the Federal, State, local government, regulatory agencies and taxing bodies arising out of the conduct of the Lessee's or any sub-lessee's

and/or licensee's business and/or use of the Premises (which are not paid by said sub-lessee and/or licensee), and upon failure to do so, Lessor may, but is not required to, pay such taxes and fees, and upon payment thereof, the amount so paid shall become and be treated and collected as additional rent.

8. Broker's Commissions and Indemnifications of Lessor. Lessee warrants that it has not employed any brokers in the finding and renting of the Premises, and in the event any claim or claims are made by any broker, Lessee agrees to indemnify and hold harmless the Lessor from any and all liability whatsoever (including, but not limited to, attorney's fees and expenses, court costs, etc.) which may arise out of such claim or claims. Lessor represents that it has not employed any broker in the renting of the Premises and does not owe any fees or commissions. This indemnity shall begin when Lessee executes this Lease and shall survive the expiration or sooner termination of this Agreement.

9. Utility Charges. Lessee shall pay all utility charges including, but not limited to all charges for heating, air conditioning, electric, gas, water, sanitary sewer, telephone and other telecommunication charges incurred at the Premises. Lessee shall pay all costs of snow removal and landscaping incurred at the Premises.

10. Condition; Repairs and Replacement; Alterations.

a. Lessee shall at all times keep the entire Premises including, but not limited to, all entrances and vestibules, partitions, windows and window frames and moldings, glass (including plate glass), floors, interior walls, doors, door frames, door openers, fixtures, and equipment, in a sanitary and safe condition, including but not limited to, doing such repairs, replacements, improvements, and such other things as are necessary to cause the Premises to comply with all applicable federal, state and local laws, ordinances, rules, regulations, codes and order of governmental and public bodies and agencies, including but not limited to the Occupational Safety and Health Act ("OSHA"), and the Americans with Disabilities Act of 1990, as amended ("ADA"), the Illinois Accessibility Code, and the Village of Streamwood Building Codes (collectively, the "Improvements").

b. Lessee agrees to be solely responsible to pay for all costs of the Improvements, including but not limited to all costs attributable to maintaining (other than Routine Maintenance performed by the Township as provided below), repairing, replacing, improving, remodeling, and/or altering the Premises (collectively, the "Alterations"), to the extent sufficient funds have been budgeted and appropriated for such Alterations and/or capital improvements (the "Alteration Costs"). In no event shall Lessor be responsible for the Alteration Costs, or any portion thereof, nor shall Lessor be obligated to perform or cause to be performed any such Alterations, Improvements, and/or capital improvements. Other than minor repairs, decorating and non-structural improvements or improvements costing less than \$1,000 to make which do not require a building permit ("Minor Alterations"), Lessee shall not permit any Alterations to the Premises without first obtaining the prior written consent of Lessor, which consent shall not be unreasonably withheld. For any Alterations affecting the structure of the building Lessee shall furnish stamped



engineering plans and drawings therefore. All contracts for Alterations (except Minor Alterations) shall require Township approval prior to the commencement of any such Alterations. Lessee shall submit to Lessor, upon request, paid bills, contractor's affidavits and full and final lien waivers for any Alterations made by or on behalf of Lessee or any of its sub-lessees or licensees as more fully set forth in paragraph (g) below. Alteration Costs shall be paid in full by Lessee. If not so paid, the Township reserves the right to pay such Alteration Costs and recover same from Lessee. Should Lessee suffer or permit liens to be placed on or against the Premises, it shall forthwith take such action as required to have such liens waived or otherwise removed. Should Lessee after forty-eight (48) hours written notice by Lessor fail to cause such liens to be removed, Lessor may do so. All expenses of so doing, including attorney's fees and costs, will be paid by Lessee to the Township within thirty (30) days of Lessee's receipt of an invoice from the Township regarding same. All additions, fixtures and improvements, made in or upon said Premises either by Lessor or Lessee which cannot be removed therefrom without damage to the building or the Premises shall be the Lessor's property, and shall remain upon said Premises as a part thereof at the termination of this Lease, by lapse of time or otherwise, unless Lessee is authorized by Lessor, in writing, to remove the same, in which case, Lessee shall replace such additions, fixtures and improvements with the original fixtures and improvements.

c. All contractors and subcontractors performing Alterations to or upon the Premises ("Contractor") shall be required to maintain insurance of not less than the amounts and types of coverages set forth in Exhibit A, a copy of which is attached hereto and incorporated herein, or such greater and /or additional coverages as required by the Lessor or Lessee.

The Lessor and Lessee shall be named as additional insured on the Contractor's commercial general liability and any excess/umbrella liability coverages in the manner set forth on Exhibit A.

The Contractor's insurance coverages shall be primary as respects to the insurance and/or self-insurance afforded the Lessor and Lessee and shall state that it shall apply separately to each insured against whom a claim is made or suit is brought. Any insurance or self-insurance maintained by the Lessor and/or Lessee shall be in excess of Contractor's insurance and shall not contribute with it.

d. Contractor shall be required to indemnify the Lessor and Lessee in form substantially similar to that set forth in Exhibit A.

e. Contractor shall be required to pay the prevailing rate of wages for Cook County, Illinois as determined by the Illinois Department of Labor for the time period in which the work is performed and otherwise strictly comply with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.) and all other applicable federal, state and local laws and regulations pertaining to labor standards with the most stringent laws and regulations controlling.

f. For Alterations costing more than \$5,000, Contractor shall be required to furnish payment and performance bonds in an amount not less than the contract sum

naming the Lessor and Lessee as co-obligees in form acceptable to the Lessor and Lessee and co-signed by a surety authorized by the Illinois Department of Insurance to sell and issue sureties in the State of Illinois and otherwise acceptable to the Lessor and Lessee to guaranty the performance of Contractor's obligations and payment of all labor and materials for the Project, including but not limited to the above required prevailing wages, and shall otherwise comply with the Public Construction Bond Act (30 ILCS 550/1 et seq).

g. Contractor shall be required to furnish payment request documents to the Lessor and Lessee prior to any payments, including but not limited to Contractor's sworn statements and current lien waivers from Contractor and all subcontractors and suppliers and certified payrolls required under the Prevailing Wage Act, and such other documents requested by Lessor or Lessee.

h. Contractor shall be required to comply with all applicable federal, state, and local laws, including but not limited to Village of Streamwood Building Codes and Environmental Laws (defined below).

i. All Agreements with Contractors shall be subject to approval by the Lessor and Lessee.

j. If Lessee fails to perform its obligations hereunder, Lessor, upon thirty (30) days prior written notice (or without notice in the case of an emergency) , may, but shall not be obligated to, perform Lessee's obligations or cause the Alterations to be completed and recover such costs from Lessee.

k. Lessee shall obtain all building permits and other regulatory approvals for Alterations at Lessee's sole cost.

l. Lessor may enter said Premises at all reasonable times for the purpose of inspecting any Alterations and/or to determine whether Lessee is complying with the terms and conditions of this Agreement.

11. Fire and Casualty. In case the Premises shall be rendered untenable during the Initial Term or any Renewal Term of this Agreement by fire or other casualty, Lessor, at its option, may terminate the Agreement or repair the Premises within sixty (60) days thereafter. If Lessor elects to repair, this Agreement shall remain in effect provided such repairs are completed within said time. If Lessor shall not have repaired the Premises within said time, then at the end of such time the term hereby created shall terminate. If fire or casualty or the repair, restoration or rebuilding caused by some damage or destruction to the Premises makes the Premises unusable in part or whole, Lessee's Base Annual Rent shall abate proportionately from the date when the damages occurred until the date on which the Premises are again fit for occupancy by Lessee; however, in the event that fire or casualty is caused by the negligence of Lessee, its sub-lessees, licensees, or the employees, agents, clients, volunteers, or invitees of any of them, or by the malfunction of Lessee's, sub-lessee's or licensee's equipment or appliances, then the terms of this Lease shall remain in full force and effect.

12. Insurance. Lessee (unless Lessee is covered under the Lessor's Township Officials of Illinois Risk Management Association ("TOIRMA") risk pool insurance or under the Township's then existing risk pool insurance or other insurance provider), its sub-lessees, and licensees, and each of them, at their sole cost shall procure and maintain for the duration of this Lease, and any extensions and/or renewals thereof, insurance of the types and in the amounts not less than those listed below:

A. Commercial General and Umbrella Liability Insurance.

Commercial general liability (CGL) and, if necessary commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the Premises or it shall be not less than twice the required occurrence limit.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). Any endorsement or policy provision which limits contractual liabilities shall be deleted in its entirety.

Hanover Township, its officials, officers, employees, agents and volunteers shall be included as additional insured (collectively, the "Additional Insured") under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Additional Insured, or any of them, and any insurance or self-insurance of the Additional Insured shall not contribute with it. The coverage shall contain no special limitation on the scope of protection afforded the Additional Insured or any of them.

B. Business Auto and Umbrella Liability Insurance.

Business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

### C. Workers Compensation Insurance

Workers' compensation limits as required by statute, and employer's liability limits with limits of not less than \$500,000 each accident for bodily injury by accident and \$500,000 each employee for bodily injury by disease.

If Lessor, has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Lessee and Lessee's sub-lessees, and licensees waive all rights against Lessor and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to such Contractor's work.

#### General Insurance Provisions

##### 1. Evidence of Insurance.

Prior to the beginning of the term of this Agreement, Lessee shall furnish Lessor with a certificate(s) of insurance and applicable policy endorsement(s), including but not limited to additional insured endorsements, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above ("Insurance Documents"). Lessee shall similarly furnish Lessor with such Insurance Documents for its sub-lessees and licensees prior to the beginning of the term of such sub-lease or license agreements.

Failure of Lessor to demand such Insurance Documents or other evidence of full compliance with these insurance requirements or failure of Lessor to identify a deficiency from evidence that is provided shall not be construed as a waiver of the obligation of Lessee to maintain such insurance.

Lessor shall have the right, but not the obligation, of prohibiting Lessee from occupying the Licensed Premises until such Insurance Documents or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Lessor.

Each insurance policy required under this Agreement shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested has been given to Lessor.

##### 2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Lessor has the right to reject insurance written by an insurer it deems unacceptable. All insurance required herein shall be placed with insurers licensed

to do business in the State of Illinois and licensed by the Illinois Department of Insurance.

### 3. Cross-Liability Coverage

If Lessee's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

### 4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Lessor. At the option of the Lessor, the Lessee, or its sublessees or licensees as the case may be, may be asked to eliminate such deductibles or self-insured retentions as respects the Lessor, and/or any of the respective officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

### 5. Lessor Shall Not Waive Any Rights of Subrogation.

Notwithstanding any other provision herein to the contrary, the Lessor shall not, in any manner, be deemed or intended to have waived any right of subrogation which either it, TOIRMA, or Lessor's then existing risk pool insurance or other insurance provider, may have against Lessee, its sublessees or licensees, for any property or other damage caused by Lessee, or any of its sub-lessees, or licensees, or any of the employees, agents, volunteers, and/or clients, customers, invitees, and/or patients of any of them.

E. Lessor reserves the right to amend the types and amounts of coverages required herein every five (5) years during the Term and any renewal of this Agreement based on recommendations from TOIRMA or the Lessor's then existing risk pool insurance or other insurance provider.

13. Indemnification. To the fullest extent permitted by law, Lessee shall indemnify, protect, save, defend, and hold harmless Lessor, its officers, officials, employees, volunteers and agents from and against all claims, damages, losses, costs, penalties, obligations, liabilities, liens, lien rights, causes of action, and expenses, including but not limited to legal fees (reasonable attorney and paralegal fees and court costs), arising from or in any way connected with (i) any act, omission, wrongful act or negligence of Lessee or any of its sub-lessees or licensees, or the partners, directors, officers, agents, employees, volunteers, invitees, customers, patients, clients, guests, contractors and/or sub-contractors of Lessee or any of its sub-lessees, or licensees, or of anyone acting on behalf of Lessee or any of its sub-lessees or licensees; (ii) any accident, injury, death or damage whatsoever occurring, growing out of, incident to, or resulting directly or indirectly from the use of the Premises, whether such loss, damages, injury or liability is contributed by a condition of the Premises themselves or any equipment thereon, whether latent or

patent, attributable to acts and/or omissions of Lessee, its officers, employees and/or agents; and/or (iii) Lessee's breach of this Agreement. Such obligation shall survive the termination and/or expiration of this Agreement and shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

14. Default. If default be made in the payment of the above rent, or any part thereof, or in any of the covenants herein contained to be kept by Lessee, Lessor, in addition to any and all other rights Lessor may have at law and/or equity, shall have the right thereupon or at any time thereafter at its election to terminate this Agreement by giving notice to Lessee stating the date upon which such termination shall be effective, and shall have the right, either before or after such termination, to re-enter and take possession of the Premises, with or (to the extent permitted by law) without notice or process of law, and remove Lessee or any persons and property from the Premises, and store such property at Lessee's expense without being deemed guilty of a trespass or becoming liable for any loss or damage occasioned thereby, and Lessor shall have a valid and first lien upon all personal property which Lessee now owns, or may hereafter acquire or have an interest in, which is by law subject to such distraint, as security for payment of the rent herein reserved.

Lessee shall pay and discharge all reasonable costs, attorney's fees and expenses that shall be made and incurred by Lessor in enforcing the covenants and obligations of this Agreement.

15. Holding Over. If Lessee retains possession of the Premises or any part of the Premises after the termination of this Agreement by lapse of time or otherwise, Lessee shall pay Lessor, in order to compensate Lessor for Lessee's wrongful withholding of possession for the time Lessee remains in possession, for each month that Lessee remains in possession, an amount equal to one hundred and twenty-five percent (125%) of the rent in effect immediately prior to such termination, plus all damages, whether direct or consequential, sustained by Lessor by reason of Lessee's wrongful retention of possession unless Lessor makes the election provided for in the following sentence. If Lessee retains possession of the Premises or any part of the Premises after termination of this Lease, Lessor may elect, in a written notice to Lessee and not otherwise, that retention of possession constitutes a renewal of this Agreement for one (1) year at the same terms that were in effect on the last month of the Lease Term, in which even this Agreement shall be deemed renewed. The provisions of this paragraph shall not constitute a waiver of Lessor's rights of re-entry or of any other right or remedy provided in this Agreement or at law and/or equity.

16. Disclaimer. Lessee expressly acknowledges that the Lessor has not made any representations or warranties, express or implied, as to the adequacy, fitness or condition of the Premises for the purposes set forth herein, or for any other purpose or use, express or implied. **ALL IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY AND HABITABILITY ARE HEREBY EXCLUDED.** Lessee accepts use of the Premises and the improvements thereon, "AS-IS" and "WITH ALL FAULTS".

Lessee acknowledges that it has inspected the Premises and has satisfied itself as to the adequacy, fitness and condition thereof for itself, and its sub-lessees and/or licensees.

17. Non-Discrimination. Lessee agrees to comply fully with the Federal Equal Employment Opportunities Act, the Civil Rights Act of 1974, the Illinois Human Rights Act, the Americans with Disabilities Act, the Illinois Accessibility Code, and all applicable rules and regulations promulgated thereunder, and all amendments made thereto, and Lessee agrees not to deny services, employment opportunities, and/or use of the Premises on the basis of race, creed, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, marital status, or unfavorable discharge from military service, or to limit, segregate, or classify employees or applicants for employment from equal employment opportunities or otherwise adversely affect an individual's status as an employee because of such individual's race, ancestry, religion, sex, sexual orientation, age, disability, marital status, parental status, military discharge status or national origin. Lessee shall comply with the Civil Rights Act of 1964, 42 U.S.C.A. §2000, et seq., as amended; the Age Discrimination in Employment Act, 29 U.S.C. A. §621, et seq.; the Rehabilitation Act of 1973, 29 U.S.C.A. §701, et seq., as amended; the Americans with Disabilities Act, 42 U.S.C.A. §12101, et seq.; the Illinois Human Rights Act, 775 ILCS 5/1-10 as amended. Lessee shall require each of its sub-lessees and licensees to comply with this paragraph 17 and all other applicable federal, state and local laws and regulations.

18. Security. Lessee assumes and exercises full responsibility for the security of the Premises during the term of this Agreement and any extensions or renewals thereof. Lessee shall provide security for the Premises in the manner and to the extent it deems necessary, at its expense, provided that access by the Lessor is assured and not unreasonably restricted according to the provisions contained herein. Lessee shall timely communicate to the Lessor, any and all proposed security measures and obtain Lessor's approval, prior to the beginning of the term of this Agreement. Lessor agrees to cooperate with any and all reasonable security measures, provided it has sufficient notice to communicate the measures with its employees, volunteers, officials, and officers. This paragraph is inserted solely for the benefit of the contracting parties, and is not intended to establish, impose or acknowledge any duty to provide security as to third parties, sub-lessees, and/or licensees. Notwithstanding any provision herein to the contrary, Lessee shall be solely responsible for controlling ingress, egress and parking of vehicles on the Premises. In no event shall Lessor be liable for unauthorized use of the Premises.

19. Notices. All notices and demands required hereunder shall be in writing and shall be deemed to have been given or made when delivered personally or when mailed by registered or certified mail, postage prepaid, addressed as follows:

If to the Lessor:  
Hanover Township  
250 South Route 59  
Bartlett, Illinois, 60103  
Attention: Township Administrator

If to Lessee:  
Hanover Township Mental Health Board  
250 South Route 59  
Bartlett, Illinois, 60103  
Attention: Chairperson

Either party may, at any time or from time to time, notify the other in writing of a substitute address for that above set forth, and thereafter notices shall be directed to such substitute address. Notice given as aforesaid shall be sufficient service thereof and notice sent via certified mail as aforesaid shall be deemed given as of the earlier of (a) the date occurring three business days after the date of mailing the same, or (b) the day of delivery shown on the return receipt.

20. Restoration. Upon the expiration of this Agreement, Lessee shall cause the Premises to be restored to as good a condition or a better condition than that which existed at the time of the execution of this Agreement, reasonable wear and tear excepted.

21. Hazardous Substances. Lessee shall not cause or permit any Hazardous Substances to be brought upon, kept, stored or used in or about the Premises. If the presence of Hazardous Substances brought upon, kept, stored or used in or about the Premises and/or by or on behalf of Lessee or any of its sub-lessees, licensees, officers, employees, agents, volunteers, contractors, subcontractors, and/or invitees, of Lessee or any of its sub-lessees or licensees, in violation of this paragraph, results in contamination of the Premises, Lessee shall pay for all actual costs of clean up and shall indemnify, hold harmless and at Lessor's option, defend Lessor, and its employees, affiliates, agents, volunteers, officers, and officials from and against any and all claims, demands, expenses (including reasonable attorneys' fees), costs, fines, penalties and other liabilities of any and every kind and nature, including, but not limited to, costs and expenses incurred in connection with any clean-up, remediation, removal or restoration work required by any federal, state or local governmental authority because of the presence of any such Hazardous Substances on or about the Premises; provided, however, that this indemnification shall not apply to the extent Lessor causes any such environmental occurrence.

For purposes hereof, Hazardous Substances shall include, but not be limited to, substances defined as "hazardous substances", "toxic substances" in the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended; the federal Hazardous Materials Transportation Act, as amended; and the federal Resource Conservation and Recovery Act, as amended ("RCRA"); those substances defined as "hazardous substances", "materials", or "wastes" under any Federal law or the law of the state in which the Premises are located; and as such substances are defined in any regulations adopted and publications promulgated pursuant to said laws (collectively, "Environmental Laws"). If Lessee's, sub-lessee's and/or licensee's activities or the activities of any of Lessee's or sub-lessee's or licensee's officers, employees, agents, volunteers, contractors, subcontractors and/or invitees violate or create a risk of violation of any Environmental Laws, Lessee shall cease such activities immediately upon notice from Lessor. Lessee shall immediately notify Lessor both by telephone and in writing of any spill or unauthorized discharge of Hazardous Substances or of any condition constituting an "imminent hazard" under any Environmental Laws.

Lessee's duties and obligations to indemnify Lessor shall survive the termination and/or expiration of this Agreement.



22. Signs. The building shall be known as the “Hanover Township Mental Health Resource Center” (the “Premises’ Name”) and an appropriate sign shall be placed on the building to so indicate. No sign containing any other name shall be placed on the building without the consent of the Township; provided, however, that nothing herein contained shall be construed as preventing Lessee from displaying the name of mental health service providers below the Premises’ Name in letters, which do not exceed the size of the letters in the Hanover Township Mental Health Resource Center sign. All such signs shall be constructed and installed in strict accordance with the applicable provisions of the Village of Streamwood Zoning Ordinance, Sign Ordinance, and Building Codes.

23. Assignment. Lessee shall not sell, assign, mortgage, pledge or in any manner transfer this Agreement or any interest therein, without Lessor’s prior written consent. Notwithstanding any assignment, subletting and/or grant of license or other use, Lessee shall remain fully liable on this Agreement and for the performance of all terms, covenants and provisions of this Agreement. Any such assignment without Lessor’s prior written consent shall be null and void.

24. Successors and Assigns. All rights and liabilities herein given to or imposed upon the respective parties hereto shall bind and inure to the several respective successors and assigns. No rights, however, shall inure to the benefit of any assignee of Lessee unless the assignment was approved by Lessor in writing as provided in paragraph 23 herein.

25. Budgeting and Levying. Notwithstanding anything to the contrary found in this Agreement, Lessee’s financial obligations to Lessor under the Agreement (the “Financial Obligations”) are contingent upon Lessor levying and budgeting sufficient funds for Lessee to pay and retire any such Financial Obligations; provided, however, that Lessee agrees to (i) use its best efforts to budget sufficient amounts to meet such Financial Obligations in its annual budget submitted to Lessor for consideration by the Township in preparing and adopting the Township’s Budget and Appropriation Ordinance, and (ii) cooperate with Lessor in adopting and/or amending such Township Budget and Appropriation Ordinance and performing such other acts as are necessary for Lessor to levy and budget sufficient funds for Lessee to pay and retire the Financial Obligations.

26. Use of Premises. Use of the Premises by Lessee, its sub-lessees, licensees, and any other person or entity granted a right of use to the Premises shall be exclusively and actually for charitable and/or beneficent purposes within the meaning of 35 ILCS 200/15-65, as amended, and not with a view to profit.

27. Janitorial Services. Lessee shall pay for janitorial services for the Premises.

28. Routine Maintenance. The Township’s Facilities and Maintenance Department shall provide routine maintenance to the Premises in the manner that it customarily performs on other Township facilities (“Routine Maintenance”). The cost of the Routine Maintenance is reflected in the Base Annual Rent.

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

30. Miscellaneous.

a. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both Parties.

b. This Agreement may be executed in any number of counterparts, and by the Parties on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

c. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the Parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

d. This Agreement shall be construed, governed, and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the Parties shall be the Circuit Court of Cook County, Illinois.

e. In construing this Agreement, section headings shall be disregarded.

f. Time is of the essence in this Agreement and every provision contained herein.

g. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstances, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

h. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

i. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

j. Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

31. This Agreement shall automatically become null and void upon the dissolution or discontinuance of Lessee, in the event Lessee ceases its operations, and/or in the event the Premises remain unoccupied for not less than one hundred eighty (180) consecutive days.

32. In the event of any conflict between the terms and conditions of this Rider A and the terms and conditions of the Office Lease, the terms and conditions of this Rider A shall control.

Lessor:

Hanover Township

By: \_\_\_\_\_  
Brian P. McGuire, Supervisor

Attest:

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

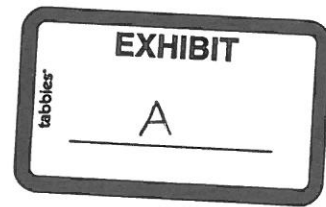
Lessee:

Hanover Township Mental Health Board

By: \_\_\_\_\_  
Brian Gorcowski, Chairperson

Attest:

\_\_\_\_\_  
Linda Best, Secretary



## INSURANCE REQUIREMENTS

### ROUTINE CONSTRUCTION, MAINTENANCE AND REPAIR PROJECTS

Contractor shall obtain insurance of the types and in the amounts listed below.

#### **A. Commercial General and Umbrella Liability Insurance \***

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner. Any insurance or self-insurance maintained by Owner shall be excess of the Contractor's insurance and shall not contribute with it.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

#### **B. Continuing Completed Operations Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence for at least three years following substantial completion of the work.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

\* as used herein "Owner" means and includes Hanover Township and the Hanover Township Mental Health Board

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Owners written request for said copies.

## **2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

## **3. Cross-Liability Coverage**

If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

## **4. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

## **5. Subcontractors**

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

## **F. Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and the Architect and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.\*Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs,

\* except to the extent attributable to the negligence of a party indemnified hereunder.

causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.

Supervisor  
**Brian P. McGuire**

Clerk  
**Katy Dolan Baumer**

Assessor  
**Thomas S. Smogolski**

Highway Commissioner  
**P. Craig Ochoa**

Collector  
**Frank Liquori**

Trustees  
**Mary Alice Benoit**  
**William T. Burke**  
**Howard Krick**  
**Sandra Westlund-Deenihan**

Administrator  
**James C. Barr**

**MEMORANDUM**

Date: May 17, 2013

To: Hanover Township Board

From: James C. Barr, Township Administrator *CE*  
Katie Delaney, Assistant Township Administrator *VMD*

Re: General Liability and Workers Compensation Insurance Coverage Renewal

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In April, the Township received the renewal rates from the Township Officials of Illinois Risk Management Association (TOIRMA). For over ten years, the Township has provided general liability and workers compensation coverage through TOIRMA. The Township received a 15 percent increase in general liability rates with TOIRMA for this renewal period with a total cost of \$105,829.

In addition to TOIRMA coverage, the Township also holds ancillary coverage with several other insurance carriers due to TOIRMA's inability to provide comprehensive coverage for the Township's needs. The ancillary coverage includes liquor liability, nurse liability, family therapy liability, and Emergency Services volunteer liability. The total for all ancillary coverage per year is approximately \$8,000. The current total cost of liability insurance is \$113,829.

To ensure these rates were competitive for the market, an independent insurance provider Sullivan & Associates was contacted to solicit a general liability quote. Sullivan & Associates is recommending the Township switch to Illinois Counties Risk Management Trust (ICRMT). By switching carriers the Township would receive comprehensive coverage for all areas of the Township and remove the need to carry ancillary coverage as listed above. The total cost of the ICRMT proposal is \$151,718.

After reviewing both TOIRMA and ICRMT coverage options, staff is recommending changing carriers to ICRMT. There are several reasons for this change.

The ICRMT coverage includes volunteers and unpaid workers for all Township departments. The Township can determine the definition of a volunteer under this policy. Currently, volunteer coverage is limited to Emergency Services volunteers only and that policy is limited in scope. The Township utilizes hundreds of volunteers across multiple departments, including volunteer meals on wheels drivers, volunteers working with children at Open Gym, and a food pantry primarily operated by a volunteer force. Currently these volunteers are minimally covered for up to \$5,000 for any accidents that may occur while performing Township duties.

In addition, because ICRMT will cover all aspects of the Township's operations, the Township will be able to reduce the number of policies it holds with other insurance companies therefore eliminating possible gaps in coverage and reducing the possibility of conflict among multiple carriers.

Finally, the policy is designed for larger entities like counties which is a better fit with the services of the Township. The internal limits and aggregate limits of the ICRMT coverage are higher and broader in scope to handle the exposures of larger local governments. This includes increasing coverage from \$1,000,000 to \$9,000,000 for liquor liability and having a lower deductible of \$5,000 under public official's liability in comparison to \$20,000 under TOIRMA or \$60,000 if an Employee Practice related claim.

The Township has historically had difficulty working with TOIRMA as our liability insurance carrier. TOIRMA has a minimal risk management program, and is designed for much smaller township clients with a focus on road maintenance and a limited scope in services. In addition, TOIRMA senior management was unresponsive during the recent settlement negotiations.

It is staff's recommendation to begin providing liability coverage through ICRMT in 2013. In FY14 the Township budgeted \$128,000 for liability coverage. Staff believes the benefits of the program outweigh the additional cost to the Township, especially in the area of volunteer coverage.

The ICRMT renewal period is typically December 1, making the prorated cost to the Township for six months of coverage \$75,776. The carrier has agreed to lock in the current quoted cost in December when the Township will have the option to renew coverage for a complete year.

Should you have any questions or concerns, please do not hesitate to contact me at your convenience.



# Hanover Township Insurance Proposal

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Provided by:



Presented on 5/17/13 by:

William Sullivan, President  
Sullivan & Associates

And

Bob Spring  
Insurance Program Mangers Group

## The Benefits to ICRMT

### Hanover Township

It is our pleasure to further present to Hanover Township the Illinois Counties Risk Management Trust (ICRMT) and benefit it provides its members. The full proposal is enclosed outlining specific features of the coverages. Also provided is a complete menu of risk management services included with the program to protect the township's interest.

#### **CAN HANOVER TOWNSHIP AFFORD NOT TO BE PROTECTED?**

- **Volunteers** - ICRMT provides the broadest definition of "Who is an insured". ICRMT covers all volunteers for work comp and liability.
- **Incidental Malpractice** - ICRMT covers the incidental malpractice under the general liability, which is currently excluded in your program.
- **Liquor Liability** is included with the full excess limit available.
- **Equipment Break Down** – ICRMT provides full equipment breakdown, which is currently not covered.
- **Sexual Abuse & Molestation** – ICRMT provides coverage in the public officials form, under your current program you do not have coverage.
- ICRMT is offering a \$5,000 deductible on the employment practices liability compared to your current \$60,000 deductible.
- ICRMT is offering a \$5,000 deductible on all other public official claims, compared to your current deductible of \$20,000

#### ICRMT value added:

- **Open Door Legal**, ICRMT provides Hanover Township unlimited access to O'Halloran, Kosoff, Geitner & Cook, the lead litigation firm for ICRMT, allowing the county to receive legal advice, opinions, severance package work etc...
- **Property Appraisal**, ICRMT will provide a full property appraisal through CBIZ
- **Online Claim Reporting**, ICRMT has a proprietary online claim system allowing Hanover Township to report claims, get real time updates and retrieve loss reports.

**PLEASE TAKE ADVANTAGE OF THE BENEFIT THAT IS ICRMT!**



# Claims & Loss Control

## Service Summary

**Provided by:**





# Claims Administration

## General Organizational Overview and Cost Containment Practices

### OBJECTIVE

Our program's mission is to provide exceptional personable claims handling service to our clients by being completely committed to their needs, while at the same time achieving maximum cost savings results.

Maintaining the trust and confidence of our clients is our priority. This includes sustaining the confidence of our excess carrier and reinsurer relationships. Our program boasts a 95% client retention rate which is a true reflection of our client commitment and the added value of our various claims cost containment programs and in-house risk management services.

### BACKGROUND

We are a full service claims administrator specializing in the public entity sector. We also handle industry specific commercial sectors. IPMG offers claims services for both P&C and workers' compensation lines of business. We currently service over 450 clients.

We carry a staff of 22 which includes 13 seasoned claim professionals whose average claims experience is over ten years. Our leadership team boasts well over 15 years average experience. The staff at IPMG specializes in various program businesses, including risk pools and other various unique SIR insurance structures.

### CLAIM SERVICE HIGH POINTS

- Dedicated service adjuster approach, which promotes service continuity and trust
- On line claim reporting and investigation tool through Ergo InSight with loss experience access
- On line claim review and claim report generation
- 24 hour contact on every new claim submission
- Clients are updated on all critical events and participate in all major claims decisions
- Quarterly claim file reviews
- Tailor made service plans

## QUALITY CONTROL AND COST CONTAINMENT PRACTICES

- Weighted Case Count Staffing Model - Adjuster staffing tool to ensure high service levels
- Closing Ratio - Monthly review to ensure claims examiner production
- Claims Diary Tracking - Monthly review to ensure proactive claims handling
- Internal Adjuster Audits - Quarterly review to ensure service standards are maintained
- Formal Litigation Handling Guidelines and Practices – Ensures structured strategic approach
- Comprehensive medical bill review network - Cost reduction average of 35% in Illinois
- Assist with building “In network” occupational health provider relationships
- Promote mandatory return to work programs and other modified duty service strategies
- Informed Rx Drug Card Program – Cost reduction average of 22% in Illinois
- Insurance Services Office (ISO) Claims Search Subscriber – Identifies employee’s claim history
- Client Surveys - Issued annually to ensure quality service and other service enhancement ideas
- Intensified Medical Bill Utilization Review

### Medical Cost Containment Approach

#### MEDICAL COST CONTAINMENT PRACTICES

- Comprehensive bill review network for further medical cost reductions
- Occupational health provider network
- Promote mandatory modified duty return to work program
- Pharmacy Program
- Peer Review Program – “Best Docs”

These points are briefly summarized below:

#### **Bill Review Network – Alpha Review Corporation**

Alpha has achieved an average PPO penetration rate of close to 74% since 2002 for our Illinois programs. The bill reduction over the past years has been close to 40%. Inclusive of bill review charges, the net cost savings currently averages in the range of 35%. These figures are considered reasonably competitive in the industry.

#### **Occupational Health Provider Network**

In order to maximize medical cost savings, we have determined not only is a solid bill review network necessary, but of equal importance is ensuring it consists of occupational health specialists. IPMG, in conjunction with Alpha Review Corporation has initiated the construction of such a concentrated network for all of our programs. Our vision is to create a regional occupational provider program for every client. Our goal is to have each facility build a relationship with such providers which will further promote aggressive medical treatment and more efficient communication on any injured employee’s medical status with the ultimate objective of returning the injured employee back to work.

#### **Modified Return to Work Program (to compliment occupational health focus)**

In order to maximize the success of our occupational health provider initiative, we always recommend a mandatory (modified duty) return to work program. We have encountered many situations where an injured employee has been cleared for modified duty with no opportunity on the part of the client to accommodate such modified duty return to work situations. In order to combat this situation, IPMG Risk Management, compliments our occupational health network by helping our clients design a Return to Work program and further assists them with other modified duty/return to work strategies.

### **Pharmacy Program – Prescription Card Service – informedRx**

IPMG has partnered up with informedRx, which is a pharmacy management program out of Lisle, Illinois. They carry well over 50,000 pharmacies in U.S. In Illinois alone, they carry well over 3,000 pharmacies. Our program service consists of prescription drug cards issued within 3 to 5 days to the injured employee, including a cover letter outlining the 9 closest pharmacy providers in their area. 50% of the middle market pharmacy benefit managers use their technology, filling approximately 30% of all U.S. prescriptions.

### **“Best Docs” Cat Care and Legacy Program**

This program is very cutting edge. It is endorsed by the larger reinsurers in the world and carries some of the top physicians in the country. This panel was designed to assist various carriers (in particular WC insurers) with high exposure injury claims (Cat claims) or claims carrying an unusually long “open” file life (they term as “legacy claims”). They serve as a solid resource for consultation on complex injury claims where the treating physician’s diagnosis or prognosis is suspect. This panel has been known to produce positive outcomes by ensuring the diagnosis and recommended treatment plan (including technique on surgery and therapy) are in order. They also have a proven record for developing solid treatment plans for “legacy claims”, which have brought such open ended claims to closure.

### **Intensified Utilization Review-Physical Medicine Network**

Review of the necessity and appropriateness of medical care is provided for in the Workers Compensation Act via Utilization Review. Since the implementation of the new medical fee by the commission back in 2006, we have noticed an upward trend in provider care visits and modalities. As a result, we are implementing UR on cases where the potential of over utilization exists in order to provide the best and most appropriate care to the injured worker and, at the same time, to contain costs associated with non-essential medical care.

### **IPMG Claims Contacts:**

#### **Mike Castro – Claims Director**

**Ph:** 630-485-5895  
**Fax:** 630-485-5802  
**Email:** [Mike.Castro@ipmg.com](mailto:Mike.Castro@ipmg.com)

#### **Unice Yancey – Works’ Compensation Manager**

**Ph:** 630-485-5855  
**Fax:** 630-485-5855  
**Email:** [Unice.Yancey@ipmg.com](mailto:Unice.Yancey@ipmg.com)



INSURANCE PROGRAM MANAGERS GROUP

## Risk Management Programs

### OFFICER AND DEPUTY SAFETY TRAINING:

- In partnership with Public Agency Training Council (PATC), the ICRMT provides ongoing policy reviews and seminars for high-risk tactical situations including domestic disputes, dealing with multiple subjects, and weapons retention. These sessions will be based upon best practices currently being taught to academy recruits.
- All ICRMT members will receive policies, procedures and best practices manuals for:
  - Law Enforcement and Road Operations
  - Jail and Correction Operations
- PATC is also providing ICRMT Members the following services electronically:
  1. 107 Quick reference legal videos and lesson plans for daily roll call including the most recent 7 Supreme Court decision affecting the delivery of law enforcement services in the last session.
  2. Road Operations monthly High Risk Critical Task videos and lesson plans for monthly roll call training.
  3. Jail Operations monthly High Risk Jail Operations videos and lesson plans for monthly roll call training.
  4. Road Operations Policies and Procedures
  5. All past webinars of current liability and legal issues for those who were unable to attend the live sessions.
  6. We soon will be adding “Ask a question”, Policy/Procedure, Liability, Training question this will be a form the ICRMT member can complete with their question and we will disseminate to the proper staff question for an answer. The question(s) may be asked by an officer or administrator.

### SUBSTANCE USE/ABUSE AND TESTING POLICY:

- Organizations are concerned about the ultimate effects of the use of illegal drugs and the use of alcohol upon the health and safety of its employees and consumers. Studies show that alcohol abuse and the illegal use of drugs leads to increased accidents and medical claims. Employees who abuse drugs and alcohol present a danger to themselves, their fellow employees, organization and their consumers. In addition, the increased medical costs incurred by employees who use/abuse drugs and/or alcohol and the associated decreased

productivity of these individuals, because of accidents, absenteeism and turnover adversely affect achievement of organizations' missions and goals.

- In light of these concerns, a template policy and procedure, which includes guidelines regarding pre-hire and post-work related accident testing, has been developed to assist ICRMT members to tailor an effective approach for implementation to the unique circumstances of their respective organizations.

## **SEXUAL ABUSE POLICY AND PROCEDURES:**

- A template policy and procedure has been developed to assist ICRMT members in their education, prevention, and background-check efforts. As insurance coverage for sexual abuse claims is available to ICRMT members, heightened awareness and comprehensive prevention strategies are essential risk management strategies to reduce potential liability exposure.

## **MODEL POLICIES AND DEVELOPMENT:**

- Employment Application, Employment Handbook and high-risk law enforcement policies have been developed and are available for review and adoption by members. These templates are available on ICRMT.com

## **CONTRACTUAL RISK TRANSFER AUDITING:**

- Public Entities face a host of liability loss exposures. The liability of contractors and service providers must not be among these exposures. ICRMT members need to ensure that they are adequately protected from the liability of others by establishing stringent insurance requirements for contractors including but not limited to being named as an additional insured on the contractor's general liability policy and securing a waiver of subrogation for the contractor's Workers' Compensation coverage. Policy limits and policy periods which coincide with the project size and duration should also be monitored. Contract audits performed by the ICRMT's risk management consultants will assist members in ensuring that contractors and service providers are held accountable for their respective operations.

## **DEFENSIVE DRIVING TRAINING:**

- IPMG provides driver training to members using the Defensive Driving 4 (DDC-4) course developed by the National Safety Council. This class focuses on the conditions and human behaviors which lead to traffic accidents. For members with time constraints for training, IPMG is developing a shorter course emphasizing the salient points of the DDC class delivered in less than half the three hours that the DDC-4 course takes.

## **PRE-EMPLOYMENT BACKGROUND SCREENING:**

- Replacing an hourly employee costs the average employer \$7,000. This includes the hiring process and training of the new employee. Pre-employment background screening can assist in selecting the best applicant which reduces the likelihood and the cost of experiencing problems with the new employee. Screening can include criminal history, employment records, workers compensation claim history, social security verification, educational



verification, driving record, credit history and more. Background screening is cost effective and can greatly reduce long term costs.

## **RISK MANAGEMENT BEST PRACTICES AUDIT – TOTAL ASSET PROTECTION:**

- An employee is always at risk of becoming a claimant, whether due to a work-related injury, a victim of alleged discrimination or the subject of a charge of negligence by a third party. A claim by or against an employee always affects the entity adversely. No need for concern - the TAP Audit recommends and reviews policies and procedures throughout the entity that correspond with the life cycle of an employee, from the applicant stage through retirement, to ensure that risk of loss is controlled and possibly avoided.

### **ICRMT.com:**

- All ICRMT members have access to the training tools provided on [www.ICRMT.com](http://www.ICRMT.com). This site should be used as an integral part of all risk management and training taking place at your entity. ICRMT will provide hands on training to help maximize the use of this risk management tool.



## Workers Compensation Services Menu

The below initiatives include aggressive approaches specifically geared toward public entity exposures. IPMG consultants, with comprehensive experience working in and consulting with public entities, will assist your organization in developing programs, establishing policies and procedures, and implementing proactive strategies in order to protect employees, those they serve, the organization's operations and resources.

### LEADERSHIP DEVELOPMENT AND SUPPORT

- **Understanding the Basics:** A guide to unraveling the workers' compensation system.
  - Deconstruct the complexities of the workers' compensation program. Managers and supervisors will have a better understanding of the w/c system and how to manage workers receiving worker compensation benefits.
  - Work with managers and supervisors on best practice management techniques and intervention strategies. Increase the accountability of employees through strong leadership traits and characteristics.
- **Loss Analysis and Trending:** A thorough analysis of an organization's loss history with trended losses for strategy focus. Where do losses come from, paying special attention to type, body part, shift, method of injury, repeater, and location of or within the building.
- **Fraud Detection and Analysis:** Receive instruction in early detection of fraud and symptoms of fraud in the workers' compensation system. Identify key components of fraud and how to communicate key elements to your w/c carrier and third party administrator.
- **Accident Investigation Training:** Learn the key components of effective and practical accident investigation strategies. Empower supervisors, managers, and claim reporting personnel with proper accident investigation strategies.
  - Online accident investigation and reporting tool for employee accidents and incidents. Timely, accurate information and prompt intervention are keys to ensuring the most favorable result on a claim. These benefits are above and beyond the main intention of the program, which is to promote and facilitate effective Accident Investigation. Proper Accident Investigation is the best way to determine the Root Cause of injuries and initiate meaningful corrective action for prevention.

## HIRING AND EMPLOYMENT PRACTICES:

- **Essential Functions Testing:** The concept is simple, the EFT ensures that a new hire is physically capable of performing all the tasks of the position they've been hired for. Additionally, existing employees may be tested/retested when displaying signs they are incapable of performing all the functions of the job. Used widely in other industries, EFT is consistent with ADA and other employment law standards. IPMG consultants will discuss implementation strategies and train staff to perform the testing.
- **Post-Offer/Post-injury Drug Testing:** Unfortunately, studies show that drug use may be a more prevalent issue than we'd care to admit. According to an industry study, substance abusing employees are five times more likely to file a workers' compensation claim, 3.6 times more likely to be involved in an on-the-job accident and are late for work three times as often as non abusers. IPMG, in collaboration with legal consultation, has developed a Drug Testing Policy and Procedure template for facilities to adopt.
- **Modified Return to Work Program:** Modified duty assignments reduce lost time days, decrease the injured employee's disability experience, maintains employee/employer relationships and improves employee morale. National studies support that most employees return to full time work sooner and heal faster when participating in some gainful and meaningful modified duty work. These studies demonstrate cost of claims increase 21% to 33% when return-to-work does not occur within the first 3 weeks. Costs of claims increase by 55% after the first 30 days. IPMG consultants will work with you to develop or refine a MRTW program with policy/procedure/form templates, sample work assignments, and other resource materials.

## ONLINE WORKSITE SYSTEMS:

This represents a unique departure from traditional ergonomic remedies to ongoing injuries in the workplace. The following items identify each phase employed by IPMG to truly uncover the primary cause of injury within your operation and the tools and training necessary to reduce the exposure.

- **Ergonomics Analysis:** A simple, cost effective practical approach to ergonomics in the workplace emphasizing the most high risk areas.
- **Ergonomics Training:** Training on assessing work place environments as related to work stations and facility infrastructure.
- **Body Mechanics Training:** The leading loss source in ICRMT is sprains/strains from improper lifting and manual handling. Equip employees with the proper technique and knowledge of the working spine and how to protect their spine through proper body mechanics.
- **Limited Lift Program:** The goal of the Limited Lift program is to significantly reduce or eliminate those injuries that all too often result from manual handling and lifting. By decreasing the frequency and weight load the employee must handle, exposure to injury is reduced. The end result: the ergonomic stressors related to these exposures are greatly reduced!

**IPMG – Risk Management Services Contact:**

**Brian Devlin**

**Ph: 630-485-5922**

**Fax: 630-485-5923**

**Email: [Brian.Devlin@ipmg.com](mailto:Brian.Devlin@ipmg.com)**

## Litigation Management

The ICRMT's designated counsel, O'Halloran, Kosoff, Geitner & Cook, has handled virtually all of the liability litigation matters filed against ICRMT members since 1996. OKGC has handled over 1000 litigation matters during that time and to date, no adverse judgment has ever been entered against an ICRMT member. Approximately 80% of our litigation cases have been terminated in favor of the member, its officers or employees, either through successful motions to dismiss, motions for summary judgment, trial or plaintiffs abandonment of the claim. Less than 20% of the litigated cases have been settled. Due to our success with O'Halloran, Kosoff, Geitner and Cook, the ICRMT requires any member involved in litigation to be defended by this policy to use our designated counsel.

The litigation and settlement strategy of the ICRMT, as developed and implemented by IPMG and the ICRMT Board, has greatly contributed to the positive litigation history and overall growth of the program. Essentially, the ICRMT has instructed O'Halloran, Kosoff, Geitner & Cook to vigorously defend any claim against its members, unless liability is clear and it makes overall financial sense to resolve the matter through settlement. This approach has proved to be extremely popular as many members either join or remain with the ICRMT because of past experiences with carriers which have urged settlements in nearly all litigations simply on a cost of defense analysis. Our clients have remained loyal to the ICRMT because of its zealous defense of members to vindicate their legal rights. Many public officials are extremely sensitive to adverse publicity which results when claims are settled because such settlements are typically viewed by the public as admissions of liability by the official or the entity. (This is not to say that we do not settle cases when appropriate. Indeed, as set forth above, approximately 20% of our matters are settled.) The ICRMT will only settle cases where (a) liability is clear, or (b) the potential for a large adverse verdict would not be in the interest of the pool and its members. Balancing the interests of the individual members and the ICRMT in the area of settlement is often a difficult proposition, but one which we, with the invaluable assistance of IPMG the ICRMT's claims administrator, have been successful in achieving.

The ICRMT encourages members to contact our appointed counsel, O'Halloran, Kosoff, Geitner & Cook, prior to taking actions that can lead to litigation. The ICRMT views this pre-loss consulting as part of our overall risk management services.

### O'Halloran, Kosoff, Geitner & Cook Contacts

**Phone:** 847-291-0200

**Fax:** 847-291-9230

**Employment Liability** Julie Bruch email [jbruch@okgc.com](mailto:jbruch@okgc.com)

**All other Liability** Cliff Kosoff email [ckosoff@okgc.com](mailto:ckosoff@okgc.com)

## **Worker's Compensation**

The ICRMT's lead counsel for workers' compensation cases is the law firm of Inman & Fitzgibbons Ltd. This firm is known and respected as one of the premier workers' compensation defense firms throughout the state of Illinois. Since being designated as defense counsel for the ICRMT in 2000 Inman & Fitzgibbons has successfully resolved over 1000 litigated claims.

The litigation and settlement strategy of the ICRMT for workers' compensation cases, as developed and implemented by IPMG and the ICRMT Board, is a pragmatic approach that has greatly contributed to the positive litigation history and growth of the ICRMT program. A branch of the state government known as the Illinois Workers' Compensation Commission hears workers' compensation cases. Since the Workers' Compensation Act was enacted to compensate employees for injuries sustained in the course and scope of their employment, regardless of their own fault or negligence, most cases are deemed compensable by the State and are therefore settled so long as the terms are favorable to the ICRMT member. This is especially true in light of the amendments to the Act which became effective on February 1, 2006. Yet, the ICRMT has instructed Inman & Fitzgibbons to vigorously defend those cases where the claimant was not acting in the course or scope of their employment or where they continue to seek medical treatment or workers' compensation benefits beyond a reasonable period of time. This approach of resolving compensable claims as quickly and efficiently as possible while vigorously litigating defensible claims has been an overwhelming success with the ICRMT members as a practical and cost efficient method of resolving workers' compensation claims. Working in conjunction with IPMG, the ICRMT's claims administrator, this approach has satisfied the interest of the members. This approach has resulted in the successful and cost efficient handling of workers' compensation claims for ICRMT members.

The ICRMT encourages its members to contact our adjusters or our appointed workers' compensation counsel, Inman & Fitzgibbons Ltd. prior to taking actions that can lead to litigation. The ICRMT views this pre-loss consulting as part of our overall risk management services.

### **Inman & Fitzgibbons Ltd. Contacts**

**Thomas J. Fitzgibbons**

**Phone: 312-422-0550**

**Fax: 312-422-1825**

**E-mail: [tfitz@michaelinman.com](mailto:tfitz@michaelinman.com)**



# ILLINOIS COUNTIES RISK MANAGEMENT TRUST INSURANCE PROGRAM PROPOSAL

**Named Insured:** Hanover Township

**Who Is An Insured:** Hanover Township and any person or organization to whom the Named Insured is obligated to provide insurance afforded by this policy, because of written contract, but only for damage or injury arising out of the "premises" or "operations" of the Named Insured; any member of the governing body of the Named Insured, any member of boards or commissions of the Named Insured, and any elected or appointed official of the Named Insured, but only while acting within the scope or the course of duties as a member or as an official; Your "employees" acting within the scope or course of their employment; any volunteer or unpaid worker authorized by an official of the Named Insured but only while acting within the scope or course of their duties and on behalf of the Named Insured. (See policy for complete wording)

**Policy Number:** 12-13 Hanover Township

**Program Policy Term:** Dec 01, 2012 to Dec 01, 2013  
(Common Anniversary Date)

**Proposed Effective Date:** 06/01/2013

**Carrier:** Illinois Counties Risk Management Trust

**Special Terms and Conditions:**

- Property and Casualty Policy is Non-Auditable
- Policy is only cancelable at Anniversary (12/1) after receipt of 30 day written notice
- Terrorism Coverage subject to NBCR exclusion
- Punitive Damages Exclusion
- Nuclear, Biological, Chemical and Radioactive Materials Exclusion. Applies to all lines of coverage except workers compensation, if applicable (NBCR Exclusion)
- The ICRMT Trust Agreement contains a Resolution by the Executive Board making the program non-assessable.



# Illinois Counties Risk Management Trust

## **INSURANCE PROGRAM PROPOSAL** for

**Policy Number:**  
12-13 Hanover Township

**Hanover Township**  
**250 S. Rt. 59**  
**Bartlett, IL 60103**

**Policy Period:**  
12/01/2012 to 12/01/2013

**PART I: PROPERTY & INLAND MARINE**

Terms and Conditions: Replacement Cost (except where noted below) subject to 125% of the total value of any one Building, Structure or Personal Property at any one location.

<b>Deductibles:</b>	Property	\$5,000	Per Loss
<b>Deductibles:</b>	Inland Marine	\$1,000	Per Loss
<b>Deductibles:</b>	Auto Physical Damage	\$1,000	Per Loss Comp
		\$1,000	Per Loss Coll

The deductibles apply Per Loss and do not erode or reduce the limits of the Insurance

**Coverage to Include:**

	<u>Limit</u>
Building Values	\$14,987,511
Personal Property	\$595,219
Course of Construction (Builders Risk) Included up to:	\$1,000,000
Ordinance or Law Coverage	\$1,000,000
Unintentional Error or Omission	\$100,000
Trees & Shrubs (Limited to \$1,000 per Tree or Shrub)	\$10,000
(Fire, Lightning, Aircraft, Explosion, and Riot or Civil Commotion only)	
Extra Expense, Business Income, Rental Value - Excess	\$0
Transit Coverage (subject to policy limit)	\$25,000
Auto Physical Damage (Actual Cash Value)	\$1,146,918
Terrorism subject to NBCR Endorsement	Included
Automatic Acquisition Property, Inland Marine & Auto	\$1,000,000
Communications Equipment	\$27,375
EDP Equipment	\$55,597
Mobile Equipment greater than or equal to \$10,000 per item (ACV)	\$83,000
Mobile Equipment less than \$10,000 per item (ACV)	\$82,796
Tools	\$13,000



**PROPERTY EXTENSION ENDORSEMENT**

**\$150,000 Blanket Coverage Limit for the following Perils**

Accounts Receivable	Included
Computers & Media	Included
Business Income / Extra Expense	Included
Valuable Papers and Records	Included
Communications Equipment	Included

**Additional Coverage and Limits**

Backup of Sewer or Drain Water Damage	\$25,000
Fine Arts	\$25,000
Laptop Computer Extension	\$5,000
Off Premises Service Failure – Direct Damage	\$25,000
Outdoor Property (\$10,000 per item)	\$25,000 Aggregate
Personal Effects	\$10,000
Temperature Change	\$10,000
Valuation Change	Included

**ADDITIONAL PROPERTY COVERAGES:**

Earthquake (including mine subsidence) <b>(\$300 million Program Aggregate)</b>	\$5,000,000
Flood, including backup of sewer and water seepage <b>(Excluding Flood Zone A and V, \$300 million Program Aggregate)</b>	\$5,000,000

**Flood Deductible - \$50,000 of the damaged location (or higher if higher selected).**

**Earthquake Deductible - \$25,000 or 2% of the damaged location; whichever is greater.**

The deductible applies to each claim and does not erode or reduce the Limits of Insurance.

**PART II: GENERAL LIABILITY - OCCURRENCE FORM**

Coverage / Limits		
Each Occurrence	\$1,000,000	
General Annual Aggregate	\$3,000,000	
Products/Completed Operations Annual Aggregate	\$1,000,000	
Premises Medical Payments	\$1,000	Each Person
	\$50,000	Each Occurrence

**GENERAL LIABILITY - \$1,000 Each Occurrence Deductible**

The deductible applies to each occurrence and does not erode or reduce the Limits of Insurance.

**Prior Acts:**

- Coverage applies to: N/A
- Retroactive Date: N/A
- Limit of Liability is equal to Limit previously carried.
- Reporting Period is Expiration Date of Policy.

**Coverage to Include:**

- Liquor Law Liability
- Good Samaritan Coverage
- Terrorism subject to NBCR
- Incidental Malpractice

**Exclusions include but are not limited to:**

- Sexual Abuse and Molestation
- Discrimination, Employment Related Practices (See Public Officials)
- Asbestos
- Absolute Pollution (Except Hostile Fire)
- Mold
- NBCR Exclusion

**See policy for complete information on coverages and exclusions**

**PART III: AUTO LIABILITY**

Coverage / Limit		
Auto Liability	\$1,000,000	Each Accident for Bodily Injury and/or Property Damage
Underinsured/Uninsured Motorist	\$1,000,000	Each Accident
Auto Medical Payments	\$5,000	Each Person
	\$25,000	Each Accident

**\$0 Each Accident Deductible**

The deductible applies to each accident and does not erode or reduce the Limits of Insurance.

Number of Vehicles: 30

**Coverage's Included:**

- Automatic Coverage for newly acquired vehicles - Non-auditable
- All Owned, non-owned & hired vehicles for use by insured while conducting business on behalf of the insured
- Pollution caused by upset and overturn

**See policy for complete information on coverages and exclusions**

**PART IV: PUBLIC OFFICIALS LIABILITY - CLAIMS MADE**

Limit	\$1,000,000	Each Claim
	\$1,000,000	Annual Aggregate
Physical and Sexual Abuse	\$250,000	Annual

\$500,000 Aggregate

Physical and Sexual Abuse Coverage Retroactive Date: 06/01/2013

**\$5,000 Each Claim Deductible**

The deductible applies to each claim and does not erode or reduce the Limits of Insurance.

**Retroactive Date:** 06/30/2013

*Limits provided will be equal to those carried at Retroactive Date*

**Coverages Included:**

- Sexual Harassment
- Discrimination
- Wrongful Termination
- Employment Practices
- Any alleged or actual violation of state or Federal Civil Rights
- Terrorism subject to NBCR
- \$25,000 Occurrence / \$50,000 Aggregate Non-monetary damages defense coverage

**Exclusions include but are not limited to:**

- Airports or Aircraft
- Criminal Acts
- Condemnation
- Mold
- NBCR Exclusion
- Punitive Damages

**See policy for complete information on coverages and exclusions**

**PART V: WORKER'S COMPENSATION**

Coverage if applicable shown separately

**PART VI: CRIME**

	<u>Limits Per Loss</u>	
Blanket Employee Dishonesty	\$100,000	
Money and Securities	\$100,000	Inside
	\$100,000	Outside
Money Orders and Counterfeit Currency	\$100,000	
Depositors Forgery	\$100,000	

**\$10,000 Each Occurrence Deductible**

The deductible applies to each occurrence and does not erode or reduce the Limits of Insurance.

The ICRMT Crime form does not exclude faithful performance of duty and will meet the requirements for Public Officials bonds up to the statutory limit or policy limit, whichever is less.

**See policy for complete information on coverages and exclusions**

**EQUIPMENT BREAKDOWN PROTECTION**

Total Building and Contents Values	\$15,582,730
Equipment Breakdown Limit Per Occurrence, including Business Interruption and Extra Expense	Included
Utility Interruption	\$1,000,000
Spoilage	\$100,000
Computer Equipment	\$100,000
Demolition and ICC	\$1,000,000
Expediting Expense	\$100,000
Ammonia Contamination	\$100,000
Hazardous Substances	\$100,000
CFC Refrigerants	\$100,000
Newly Acquired Locations	\$1,000,000

**Deductibles:**

Property Damage	\$5,000
Business Income, Extra Expense & Utility Interruption	24 Hours

**- Includes Joint Loss Agreement**

**- Power Generating Equipment Exclusion** (Does not apply to backup emergency generators under 1000KW)

**See policy for complete information on coverages and exclusions**

**EXCESS LIABILITY - Follow Form**

General Liability & Law Enforcement	\$9,000,000	Excess of \$1,000,000 Per Occurrence \$3,000,000 Aggregate
Auto Liability	\$9,000,000	Excess of \$1,000,000 Each Accident for Bodily Injury and / or Property Damage
Public Officials (Claims Made)	\$9,000,000	Excess of \$1,000,000 Per Occurrence \$1,000,000 Aggregate

**Please see policy forms for terms, conditions and exclusions.**



**Insurance Program Managers Group, LLC**  
**Illinois Counties Risk Management Trust**  
**INSURANCE PROGRAM PROPOSAL**  
**for**

**Hanover Township**  
**250 S. Rt. 59**  
**Bartlett, IL 60103**

12-13 Hanover Township

**Policy Period:** 12/01/2012 to 12/01/2013

Endorsements to the policy resulted in the premium change shown below.

Coverage Part(s)	Premium
General Liability & Law Enforcement Liability	\$90,506
Property, Inland Marine	Included
Commercial Auto	Included
Public Officials Liability - Claims Made	Included
Crime	Included
Boiler & Machinery	Included
Special Coverage	Not Requested
Excess Liability	\$8,580
<b>Total Policy Premium:</b>	<b>\$99,086</b>

Terms and Conditions:

A signed copy of this document along with the auto supplement, and payment must be received in the office prior to effective date of coverage. Coverage cannot be bound without formal documentation.

**Binding Order:**

Please accept this as a formal confirmation that all terms and conditions of the proposed insurance program by the Illinois Counties Risk Management Trust are accepted effective 12/01/2012.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Signature of Official Title Date

Date:

Mr. Gregg Peterson  
Program Administrator  
Illinois Counties Risk Management Trust  
225 Smith Road  
St. Charles, Illinois 60174

Re: Prior Acts/Loss Letter

Dear Gregg:

This is to confirm we have made our expiring carrier aware of all errors and omissions claims and incidents that could result in an errors and omissions claims. ***(If not reported to current carrier, please list incident that may give rise to a claim on this page)***

We confirm that continuous claims made coverage has been in force for the retroactive period(s) ICRMT is providing us ( \_\_\_DATE\_\_\_) on Public Officials Liability and that the limits previously carried (\$\_\_AMOUNTS\_\_\_)are the same as the retroactive limits provided by ICRMT.

Further, to the best of my knowledge, the loss data supplied to Insurance Program Managers Group, LLC and the ICRMT for the purposes of evaluating our Entity for membership into the ICRMT property and casualty program has not materially changed.

Please feel free to contact this office with any questions you may have.

Sincerely,

ICRMT AUTO SUPPLEMENT

ILLINOIS

(To be completed and signed by the Named Insured)

Named Insured Hanover Township

UNINSURED/UNDERINSURED MOTORISTS COVERAGE

Uninsured Motorists (UM) Insurance provides protection for damages as a result of bodily injury caused by a negligent motorist who has no insurance. Underinsured Motorists (UIM) coverage provides protection for bodily injury caused by a negligent motorist who does not have enough liability insurance to pay for the injuries caused. UIM coverage will apply only if your own UIM limit is higher than the bodily injury limit of the negligent motorist.

Illinois law gives you the right to select UM coverage at a limit higher than the minimum limit required by law, but not higher than your policy's bodily injury liability limit. Please initial your choice below.

       I want to REJECT Uninsured/Underinsured Motorists coverage at the limit equal to my policy's bodily injury liability limit. I want to select Uninsured/Underinsured Motorists coverage at a limit lower than my policy's limit for bodily injury liability by initialing my choice below:

       I want a limit of \$100,000.

       I want a limit of                   .

I understand that I have the right to purchase Uninsured/Underinsured Motorists bodily injury coverage at limits equal to my policy's limit for bodily injury liability. In response to this offer, I have indicated my selection of limits above.

       I want Uninsured/Underinsured Motorists Coverage at the limit equal to my policy's bodily injury liability limit.

\_\_\_\_\_  
Signature of Named Insured

\_\_\_\_\_  
Date

EDP Equipment

Item #	YEAR	MAKE / MODEL	SERIAL NUMBER	DEDUCTIBLE	COST NEW
		DESCRIPTION	DEPARTMENT		
		Computers @ Astor Avenue Building		\$1,000	\$8,500
		Kyocera Copiers (2) @ Township Building		\$1,000	\$41,597
		Kyocera Copier @ Senior Center	Senior Services	\$1,000	\$5,500
			3	<b>Total</b>	\$55,597

Communications Equipment

Item #	YEAR	MAKE / MODEL	SERIAL NUMBER	DEDUCTIBLE	COST NEW
		DESCRIPTION	DEPARTMENT		
		Radios (4)	Administration / Office	\$1,000	\$20,000
		Vertex Radios (5) - Mobile	EMA / ESDA	\$1,000	\$2,125
		Vertex Walkie Talkies (15)	EMA / ESDA	\$1,000	\$5,250
			3	<b>Total</b>	\$27,375

Mobile Equipment greater than or equal to \$10,000 per item (ACV)

Item #	YEAR	MAKE / MODEL	SERIAL NUMBER	DEDUCTIBLE	COST NEW
		DESCRIPTION	DEPARTMENT		
		John Deere Tractor/Loader/Backhoe	771603 Street & Road / Highway	\$1,000	\$50,000
		Morbark Tree Chipper	759844 Street & Road / Highway	\$1,000	\$19,000
	2012	Polaris ATV	641481 EMA / ESDA	\$1,000	\$14,000
			3	<b>Total</b>	\$83,000

Tools

Item #	YEAR	MAKE / MODEL	SERIAL NUMBER	DEDUCTIBLE	COST NEW
		DESCRIPTION	DEPARTMENT		



**INLAND MARINE**

Hanover Township

12/01/2012 to 12/01/2013

Printed on 05/10/2013

**Tools**

Item #	YEAR	MAKE / MODEL	SERIAL NUMBER	DEDUCTIBLE	COST NEW
		DESCRIPTION	DEPARTMENT		
		Snap On	368355	\$1,000	\$13,000
		Tool Chest 6'/Tools	Street & Road / Highway		
			1	<b>Total</b>	\$13,000

**Mobile Equipment less than \$10,000 per item (ACV)**

Item #	YEAR	MAKE / MODEL	SERIAL NUMBER	DEDUCTIBLE	COST NEW
		DESCRIPTION	DEPARTMENT		
		Bobcat	008164	\$1,000	\$2,000
		Mower - Walk Behind	Street & Road / Highway		
		Bonnell	1276	\$1,000	\$5,000
		Box Plow	Street & Road / Highway		
		Bonnell	537289	\$1,000	\$4,000
		Snow Plow - V-Plow	Street & Road / Highway		
		Honda	BA4253	\$1,000	\$3,000
		Line Laser	Street & Road / Highway		
		Monroe		\$1,000	\$2,530
		Spreader/Attachments	Street & Road / Highway		
		Parker	23276	\$1,000	\$5,000
		Hose Crimper	Street & Road / Highway		
		Scag	470431	\$1,000	\$5,500
		Mower	Street & Road / Highway		
		Scag	81	\$1,000	\$4,500
		Mower - Walk Behind	Street & Road / Highway		
		Scag	500979	\$1,000	\$7,000
		Mower	Street & Road / Highway		
		Scag	501502	\$1,000	\$9,000
		Mower	Street & Road / Highway		
	1997	Honda	127663	\$1,000	\$2,000
		Log Splitter	Street & Road / Highway		
	1999	Western	108391	\$1,000	\$2,000
		Snow Plow	Street & Road / Highway		
	2000	Monroe	61429	\$1,000	\$4,539
		Plow	Street & Road / Highway		
	2000	Monroe	73759	\$1,000	\$1,897
		Salt Spreader	Street & Road / Highway		

Mobile Equipment less than \$10,000 per item (ACV)

Item #	YEAR	MAKE / MODEL	SERIAL NUMBER	DEDUCTIBLE	COST NEW
		DESCRIPTION	DEPARTMENT		
	2003	Monroe	01123687	\$1,000	\$2,500
		Snow Plow	Street & Road / Highway		
	2003	Monroe	02033051	\$1,000	\$2,530
		Salt Spreader	Street & Road / Highway		
	2006	Monroe		\$1,000	\$2,800
		Salt Spreader	Street & Road / Highway		
	2006	Western	61391	\$1,000	\$2,000
		Snow Plow	Street & Road / Highway		
	2010	Monroe	082142	\$1,000	\$7,500
		Plow	Street & Road / Highway		
	2010	Monroe	56Sb37	\$1,000	\$7,500
		Spreader	Street & Road / Highway		
			20	<b>Total</b>	\$82,796

Item #	YEAR	MAKE / MODEL	SERIAL NUMBER	DEDUCTIBLE	COST NEW
		DESCRIPTION	DEPARTMENT		

I certify that the values and information listed in the above schedule are correct and accurate to the best of my knowledge.

Approved by: \_\_\_\_\_

Title & Date: \_\_\_\_\_

**VEHICLE SCHEDULE**

Hanover Township  
 12/01/2012 to 12/01/2013  
 Printed on 05/10/2013

YEAR	MAKE	VEH. #	VIN #	DEPT.	GVW ON TRUCKS # OF SEATS ON BUS	COMP DED.	ORIGINAL COST NEW
	MODEL					COLL DED.	AGREED VALUE
1999	Ford	1	C22294	Street & Road / Hig		\$1,000	\$10,000
	F250					\$1,000	\$0
2000	International	2	236596	Street & Road / Hig		\$1,000	\$35,000
	Dump Truck					\$1,000	
2003	International	3	050911	Street & Road / Hig		\$1,000	\$45,000
	Dump Truck					\$1,000	
2006	Ford	4	A99320	Street & Road / Hig		\$1,000	\$55,000
	F550					\$1,000	
1998	Dodge	5	724739	Administration / Off		\$1,000	\$5,000
	Caravan					\$1,000	\$0
2001	Ford	6	A42414	Senior Services		\$1,000	\$49,500
	Bus - 25 Passenger					\$1,000	\$0
2001	International	7	360056	Senior Services		\$1,000	\$74,500
	Bus - 34 Passenger					\$1,000	\$0
2002	Dodge	8	778582	Administration / Off		\$1,000	\$5,000
	Grand Caravan					\$1,000	\$0
2004	Ford	9	A69941	Senior Services		\$1,000	\$50,000
	Bus					\$1,000	
2006	Ford	10	B07491	Senior Services		\$1,000	\$48,692
	E350 Bus - 12 Passenger					\$1,000	
2006	Ford	11	B07492	Senior Services		\$1,000	\$50,462
	E350 Bus - 12 Passenger					\$1,000	
2008	Ford	12	C05766	Senior Services		\$1,000	\$28,100
	Escape - Hybrid					\$1,000	
2002	Chevrolet	13	247114	Administration / Off		\$1,000	\$10,000
	Cargo Van					\$1,000	\$0
2006	Ford	14	B36009	Administration / Off		\$1,000	\$25,630
	E350 Cargo Van - Extended					\$1,000	
2005	Dodge	15	339056	EMA / ESDA		\$1,000	\$10,000
	Dakota					\$1,000	
1987	GMC	16	524149	EMA / ESDA		\$1,000	\$60,000
	Sierra					\$1,000	
1993	GMC	17	100B34	EMA / ESDA		\$1,000	\$110,000
	Truck					\$1,000	
2010	International	18	260658	Street & Road / Hig		\$1,000	\$93,000
	7400 Dump Truck					\$1,000	
2009	Chevrolet	19	148843	Senior Services		\$1,000	\$35,000
	Mid-Bus					\$1,000	

**VEHICLE SCHEDULE**

Hanover Township

12/01/2012 to 12/01/2013

Printed on 05/10/2013

YEAR	MAKE	VEH. #	VIN #	DEPT.	GVW ON TRUCKS # OF SEATS ON BUS	COMP DED.	ORIGINAL COST NEW
	MODEL					COLL DED.	AGREED VALUE
2010	Ford	20	B01462	Senior Services		\$1,000	\$57,000
	Eldorado					\$1,000	
2011	Ford	21	B02270	Senior Services		\$1,000	\$58,000
	Eldorado					\$1,000	
2005	Ford	22	A32635	Senior Services		\$1,000	\$57,000
	Bus - 20 Passenger					\$1,000	
2007	Ford	23	A11773	Administration / Off		\$1,000	\$22,430
	Cargovan - Extended E350					\$1,000	
1993		24	931663	Street & Road / Hig		\$1,000	\$2,500
	Trailer					\$1,000	
2004	Dodge	25	181995	EMA / ESDA		\$1,000	\$5,000
	Durango					\$1,000	
2005	Ford	26	B70998	EMA / ESDA		\$1,000	\$5,000
	Explorer					\$1,000	
2009	Chevrolet	27	151941	Senior Services		\$1,000	\$62,000
	Bus #130					\$1,000	
2013		28	095730	EMA / ESDA		\$1,000	\$3,500
	Aluma Trailer					\$1,000	
1900		29	000666	Street & Road / Hig		\$1,000	\$1,500
	Texas Brag Trailer					\$1,000	
2012	Chevrolet	30	1GB3G2CG0 C1178880	Senior Services		\$1,000	\$73,104
	14 pass van #7078					\$1,000	
				30		<b>Total</b>	\$1,146,918
							\$0

**VEHICLE SCHEDULE**

Hanover Township  
12/01/2012 to 12/01/2013  
Printed on 05/10/2013

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YEAR	MAKE	VEH. #	VIN #	DEPT.	GVW ON TRUCKS # OF SEATS ON BUS	COMP DED.	ORIGINAL COST NEW
	MODEL					COLL DED.	AGREED VALUE

I certify that the values and information listed in the above schedule are correct and accurate to the best of my knowledge.

Approved by: \_\_\_\_\_

Title & Date: \_\_\_\_\_

**BUILDINGS**

Hanover Township  
 12/01/2012 to 12/01/2013  
 Printed on 05/10/2013

BLD No.	ADDRESS	OCCUPANCY	YEAR	SPRINKLERED	PROT CLASS	UPDATED YR	BUILDING VALUE	CONTENTS VALUE	TOTAL
	DESCRIPTION	CONST	AREA	SMOKE DET	STORIES	ROOF			
				VALUATION		ELECTRIC			
-	899 Jay	Other Public Building Frame		No Replacement Cost / Margin Clause	6	R E P	\$1,000,000	\$0	\$1,000,000
-1	IL Fence	Property in the Open Frame		No Replacement Cost / Margin Clause	4	R E P	\$1,500	\$0	\$1,500
-10	240 S. IL Route 59 Bartlett, IL 60103 Senior Services	Other Public Building Joisted Masonry		Yes Replacement Cost / Margin Clause	4	R E P	\$8,967,400	\$163,122	\$9,130,522
-11	IL Sign	Property in the Open Frame		No Replacement Cost / Margin Clause	4	R E P	\$5,000	\$0	\$5,000
-12	Bartlett, IL 60103 Town Electric Sign	Property in the Open Frame		No Replacement Cost / Margin Clause	4	R E P	\$45,000	\$0	\$45,000
-13	250 S. IL Route 59 Bartlett, IL 60103 Township Building	Office Joisted Masonry		No Replacement Cost / Margin Clause	4	R E P	\$2,767,600	\$303,597	\$3,071,197
-14	7432 Astor Hanover Park, IL Garage	Garage Frame		No Replacement Cost / Margin Clause	4	R E P	\$225,700	\$25,000	\$250,700
-15	IL Flag Pole	Property in the Open Fire Resistive		No Replacement Cost / Margin Clause	4	R E P	\$2,500	\$0	\$2,500
-16	IL Light Poles (8) - Sidewalk Lights	Property in the Open Fire Resistive		No Replacement Cost / Margin Clause	4	R E P	\$24,000	\$0	\$24,000
-17	IL Light Poles (9) - Parking Lot Lights	Property in the Open Fire Resistive		No Replacement Cost / Margin Clause	4	R E P	\$63,000	\$0	\$63,000
-18	IL Park Benches (2)	Property in the Open Frame		No Replacement Cost / Margin Clause	4	R E P	\$1,600	\$0	\$1,600
-19	240 S. IL Route 59 Bartlett, IL 60103 Senior Center Sign	Property in the Open Frame		No Replacement Cost / Margin Clause	4	R E P	\$10,000	\$0	\$10,000
-2	IL Flag Poles (3)	Property in the Open Fire Resistive		No Replacement Cost / Margin Clause	4	R E P	\$2,500	\$0	\$2,500
-20	250 S. IL Route 59 Bartlett, IL 60103 Storage Shed	Storage Frame		No Replacement Cost / Margin Clause	4	R E P	\$9,100	\$0	\$9,100

**BUILDINGS**

Hanover Township  
 12/01/2012 to 12/01/2013  
 Printed on 05/10/2013

BLD No.	ADDRESS	OCCUPANCY	YEAR	SPRINKLERED	PROT CLASS	UPDATED YR	BUILDING VALUE	CONTENTS VALUE	TOTAL
	DESCRIPTION	CONST	AREA	SMOKE DET	STORIES	ROOF			
				VALUATION		ELECTRIC			
-21	One American Way Elgin, IL 60120	Property in the Open		No	4	R	\$0	\$18,000	\$18,000
	Misc	Frame		Replacement Cost / Margin Clause		E P			
-22		Other Public Building	1939	No	4	R	\$0	\$0	\$0
	Lodge	Frame	3,084	Replacement Cost / Margin Clause	1	E P			
-23		Garage		No	4	R	\$0	\$0	\$0
	Garage	Frame		Replacement Cost / Margin Clause	1	E P			
-3	250 S. IL Route 59 Bartlett, IL 60103	Garage		No	4	R	\$121,300	\$10,000	\$131,300
	Garage	Frame		Replacement Cost / Margin Clause		E P			
-4	7431 Astor Hanover Park, IL	Office		No	4	R	\$990,300	\$50,500	\$1,040,800
	Astor Avenue Building	Joisted Masonry		Replacement Cost / Margin Clause		E P			
-5	IL	Property in the Open		No	4	R	\$10,000	\$0	\$10,000
	Light Pole	Fire Resistive		Replacement Cost / Margin Clause		E P			
-6	1535 Burgundy Parkway Streamwood, IL	Other Public Building		No	3	R	\$734,500	\$25,000	\$759,500
	Mental Health Center	Joisted Masonry		Replacement Cost / Margin Clause		E P			
-7	240 S. IL Route 59 Bartlett, IL 60103	Property in the Open		No	4	R	\$1,000	\$0	\$1,000
	Park Bench	Frame		Replacement Cost / Margin Clause		E P			
-8	IL	Property in the Open		No	4	R	\$1,500	\$0	\$1,500
	Patio Furniture	Frame		Replacement Cost / Margin Clause		E P			
-9	240 S. IL Route 59 Bartlett, IL 60103	Property in the Open		No	4	R	\$4,011	\$0	\$4,011
	Pump for Pond	Fire Resistive		Replacement Cost / Margin Clause		E P			
* Updates required if building built prior to 1980				24	<b>Total</b>		\$14,987,511	\$595,219	\$15,582,730
							<b>Extra Expense/Business Income</b>		\$0



**BUILDINGS**

Hanover Township  
 12/01/2012 to 12/01/2013  
 Printed on 05/10/2013

BLD No.	ADDRESS	OCCUPANCY	YEAR	SPRINKLERED	PROT CLASS	UPDATED YR	BUILDING VALUE	CONTENTS VALUE	TOTAL
	DESCRIPTION	CONST	AREA	SMOKE DET	STORIES	ROOF			
				VALUATION		ELECTRIC			
						R			
						P			
						R			
						E			
						P			
						R			
						E			
						P			

I certify that the values and information listed in the above schedule are correct and accurate to the best of my knowledge.

Approved by: \_\_\_\_\_

Title & Date: \_\_\_\_\_



# Illinois Counties Risk Management Trust

## Workers' Compensation Proposal

**Named Insured:** Hanover Township  
250 S. Rt. 59  
Bartlett, IL 60103

**Program Year:** 2012-2013  
**Effective Dates:** 12/01/2012 to 12/01/2013  
**Quote Number:** 12-13 Hanover Township

**Coverage A, Workers' Compensation Limit:** Statutory

**Coverage B, Employers' Liability Limit:** \$2,500,000 Each Accident and \$2,500,000 Each Employee for Disease

**Deductible:** \$0 Each Accident

**Extensions of Coverage:** Volunteers

**Terms and Conditions:**

1. Payrolls subject to annual audit.
2. Policy is only cancellable at program anniversary and after 30 day written notice is given. If required notice is not given, full estimated premium is earned, due and payable.
3. All terms and conditions of membership in the Illinois Counties Risk Management Trust are set forth in the Trust by-laws. A copy of this document is available for your review.

This is not an invoice.



# Illinois Counties Risk Management Trust

## Workers' Compensation Proposal

**Named Insured:** Hanover Township  
 250 S. Rt. 59  
 Bartlett, IL 60103

**Program Year:** 2012-2013  
**Effective Dates:** 12/01/2012 to 12/01/2013  
**Quote Number:** 12-13 Hanover Township

Code	Classification	Estimated Payroll	Rate	Estimated Premium
5506	Street & Road	\$183,750	13.6400	\$25,064
7382	Bus Company: Public Transportation	\$321,300	5.8100	\$18,668
8380	Auto Repair	\$52,800	5.6500	\$2,983
8742	Outside Travel	\$226,140	0.6000	\$1,357
8810	Clerical	\$1,660,806	0.5500	\$9,134
8832	Physician/Coroner/Health Department & Clerical	\$92,598	0.5800	\$537
9015	Building Operations/Custodial/Maintenance NOC	\$212,200	9.1200	\$19,353
9410	Municipal NOC	\$126,764	6.9400	\$8,797
<b>Totals:</b>		<b>\$2,876,358</b>		<b>\$85,893</b>

Gross Annual Premium	\$85,893
Increased Limit Multiplier	1.02
Experience Modifier	0.89
Schedule Modifier	0.75
Subtotal	\$58,480
Premium Discount	10.00%
Annual Premium	(\$5,848)
	\$52,632

**Acceptance Statement:**

Please accept this as a formal confirmation that all terms and conditions of the proposed insurance program by the Illinois Counties Risk Management Trust are accepted effective 12/01/2012.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 Signature of Official Title Date



**Illinois Counties Risk Management Trust**  
**Part V. Workers' Compensation**

**Invoice**

**Hanover Township**  
**250 S. Rt. 59**  
**Bartlett, IL 60103**

**Policy Number:** 12-13 Hanover Township

**Policy Period:** 12/01/2012 to 12/01/2013

<b>Coverage Part(s)</b>	<b>Premium</b>
Workers Compensation	\$52,632
Total Policy Premium:	\$52,632
Total Policy Premium:	<b>\$52,632</b>

**Total Policy Premium is due: 12/01/2012**

Please make checks payable to:

**Illinois Counties Risk Management Trust**

Dept 5532

P.O. Box 3016

Milwaukee, WI 53201

ICRMT Members (Townships Only) as of 5/10/13

<b>Member Name</b>	<b>Member Type</b>	<b>Mailing County</b>
Addison Township	Township	DuPage
Avon Township	Township	Lake
Benton Township and Benton Township Road District	Township	Franklin
Berwyn Township and Public Health District of the Town of Berwyn	Township	Cook
Bloom Township and Bloom Township Road and Bridge	Township	Cook
Bloomington Township Road District	Township	DuPage
Carbondale Township	Township	Jackson
Caseyville Township	Township	St. Clair
Centralia Township and Centralia Township Highway Dept	Township	Marion
Collinsville Township and Collinsville Township Road and Bridges	Township	Madison
DuPage Township	Township	Will
Elk Grove Township	Township	Cook
Farmington Township	Township	Fulton
Fon Du Lac Township	Township	Tazewell
Granite City Township	Township	Madison
Maine Township and Maine Township Highway Department	Township	Cook
Menard County Road District #10	Township	Menard
Menard County Road District #3	Township	Menard
Niles Township	Township	Cook
Norwood Park Township	Township	Cook
Palos Township and Palos Township Road and Bridge Fund	Township	Cook
Proviso Township	Township	Cook
Salem Township	Township	Marion
St. Clair Township	Township	St. Clair
Stickney Township	Township	Cook
Stookey Township	Township	St. Clair
Thornton Township and Thornton Township Road & Bridge District	Township	Cook
Toulon Township	Township	Stark
Waukegan Township	Township	Lake

ICRMT Members as of 1/1/13

<b>Member</b>
Addison Township
Alexander County and Alexander County 911
Alorton, Village of
Avon Community Unit School District #176
Avon Township
Avon, Village of
Bath, Village of
Bay Island Drainage & Levee District
Belleville School District #118
Belleville, City of
Benton Civic Center Authority
Benton Township and Benton Township Road District
Benton, City of
Berwyn Township and Public Health District of the Town of Berwyn
Bi-County Special Education Cooperative
Bloom Township
Bloomington Township Road District
Bolingbrook, Village of
Bremen CHSD #228
Bridgeview, Village of
Broadview Westchester Joint Water Agency
Brussels, Village of
Burbank, City of
Burnside Water District
Byron, City of
Cahokia, Village of
Calhoun County
Calhoun County
Calhoun, Greene, Jersey, Macoupin ROE #40
Calumet Park, Village of
Canton Park District
Carbondale Township
Carterville, City of
Caseyville Township
Caseyville, Village of
Cass County
Cave-In-Rock, Village of
Centralia Township and Highway Dept
Centralia, City of
Champaign County
Charleston, City of
Chester, City of
Chicago Heights CUSD #170
Christian Montgomery ROE
Cicero School District #99
Clay County and Clay County Health Department
Coles County
Collinsville Township and Collinsville Township Road and Bridges
Consolidated High School District #230

Creal Springs, City of
Crete Park District
Cumberland County
Davis Junction, Village of
DeWitt County
Douglas County and Douglas County ETSB
DuPage Township
East Peoria, City Of
Egyptian Public & Mental Health
Eldorado, City of
Elk Grove Township
Elmwood Park, Village of
Equality, Village of
Evergreen Park CHSD #231
Evergreen Park, Village of
Fairview Heights, City of
Farmington Township
Field CCSD # 3
Fieldon, Village of
First Judicial Circuit of Illinois
Fon Du Lac Township
Forest Homes Maple Park Water District
Forest Park, Village of
Forest View, Village of
Forreston, Village of
Fort Massac Water District
Fosterburg Water District
Fox Metro Water Reclamation District
Frankfort CCSD #157C
Franklin Park, Village of
Franklin, Village of
Fulton County and Fulton County ETSB
Fulton Schuyler Reg. Alternative Educational Program
Galatia, Village of
Gallatin County
Gallatin County CUSD #7
Glenwood, Village of
Granite City Township
Greenview, Village of
Hamilton County
Hancock McDonough ROE
Hardin County
Hardin, Village of
Havana, City of
Hennepin Public Water District
Hennepin, Village of
Henry County
Heyworth, Village of
Highland, City of
Homer CCSD #33C
Ipava, Village of
Iroquois Kankakee Regional Office of Education

J. Sterling Morton High School District #201
Jasper County
Jerome, Village of
Jo Daviess County
Johnson County
Johnston City, City of
Joliet Arsenal Development Authority
Justice-Willow Springs Water Commission
Kampsville, Village of
Kendall County
Kendall County Special Education Cooperative
Kewanee Park District
Knox County
Knoxville, City of
Lansing, Village of
Le Roy, City of
Leaf River, Village of
Lebanon, City of
Lewistown, City of
Litchfield, City of
Louisville, Village of
Lyons Village of
Mackinaw, Village of
Macomb, City of
Macoupin County
Madison, City of
Maine Township and Maine Township Highway Department
Manhattan, Village of
Marion County and Marion County ETSB
Mascoutah, City of
Mason County and Mason County ETSB
Massac County
Matherville, Village of
Matteson, Village of
Maywood, Melrose Park, Broadview School District #89
McCook, Village of
McHenry County ROE, Regional School Board of Trustees for McHenry County
McLean County ETSB
McLeansboro, City of
Menard County Cemetery Maintenance District
Menard County Road District #10
Menard County Road District #3
Menard County, Menard Co 911 ETSB
Menard Rural Water Co-Op
Mercer County
Mercer County School District #404
Metro East Sanitary District
Metro McLean County Centralized Communication Center
Metropolis, City of
Midlothian, Village of
Millstone Water District



Momence, City of
Montgomery County
Morgan County
Moultrie County
Mt. Olive, City of
Neponset, Village of
Niles Township
North Chicago CUSD #187
North Chicago, City of
North Park Public Water District
North Shore Mosquito Abatement District
Norwood Park Township
Odin, Village of
O'Fallon, City of
Ogle County Education Cooperative
Oquawka, Village of
Orland Fire Protection District
Orland Hills, Village of
Orland School District #135
Palatine CCSD# 15
Palos Township and Palos Township Road and Bridge Fund
Paris, City of
Pecatonica, Village of
Perry County
Petersburg, City of
Pike County and Pike County ETSB
Pike County Water District #1
Pittsfield, City of
Pleasant Hill, Village of
Pontoon Beach, Village of
Pope County Road District No. 2
Prairie Central Unit #8
Princeton Park District
Prospect Heights, City of
Proviso Township
Putnam County
Red Bud, City of
Richland County
Richmond, Village of
Roanoke, Village of
Rock Island School District No. 41
ROE #11 & Eastern Illinois Education for Employment Svc
Roselle School District No. 12
Rosiclare, City of
Rushville, City of
Salem Township
Salem, City Of
Saline County
Sandoval, Village of
Sandwich CUSD #430
Sangamon Area Special Education District
Savanna, City of

Schuyler County
Shawneetown, City of
Shumway, Village of
Solid Waste Agency of Northern Cook County
South Cook County Mosquito Abatement District
South Holland, Village of
St. Charles CUSD #303
St. Charles, City of
St. Clair County
St. Clair Township
Staunton, City of
Stephenson County
Stickney Township
Stockton Township Park District
Stone Park, Village of
Stookey Township
Table Grove, Village of
Thornton Township
Toulon Township
Tower Lakes, Village of
Trenton, City of
University Park, Village of
Wabash County
Walnut, Village of
Wamac, City of
Warren County
Warsaw, City of
Washington County
Waukegan Township
Waverly, City of
Wayne County
West Franklin County Central Dispatch
West Peoria, City of
Whiteash, Village of
Whiteside County
Will County Public Building Commission
Williamson County
Williamson County 911 Board
Woodford County
Wyanet, Village of