



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board**

*March 19, 2013*

**7:00 PM**

**A G E N D A**

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
  - A. Veterans Honor Roll
    - 1. TEC5 Frank A. Fulara
    - 2. CPL James D. Wiley
  - B. Streamwood High School Girls Varsity Basketball
  - C. Panera Bread (Store #0913, Streamwood)
  - D. Jewel-Osco (Store #3348, Bartlett)
  - E. Jewel-Osco (Store #3268, Streamwood)
- V. Hearing Regarding the Hanover Township and the Hanover Township Road District Budget and Appropriation Ordinances
  - A. Explanation of the Hanover Township and the Hanover Township Road District Budget and Appropriation Ordinances
  - B. Comments and Questions from the Board regarding the Ordinances
  - C. Comments and Questions from the Public regarding the Ordinances
  - D. Approve – Hanover Township Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2013 and Ending March 31, 2014
  - E. Approve – Hanover Township Road District Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2013 and Ending March 31, 2013
  - F. Adjournment to Regular Board Meeting
- VI. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Highway Commissioner’s Report
  - D. Assessor’s Report
  - E. Treasurer’s Report
  - F. Trustees’ Committee Reports
  - G. Department Reports

**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.**

- VII. Bill Paying
- VIII. Unfinished Business
- IX. New Business
  - A. Regular Meeting Minutes of February 19, 2013
  - B. Executive Session Minutes of February 19, 2013
  - C. Workshop Minutes of March 2, 2013
  - D. Approval of Annual Town Meeting Agenda
  - E. Approval of Tentative Electrical Aggregation Plan of Governance
  - F. Approval of Emergency Services Vehicle Purchase
- X. Executive Session
- XI. Other Business
- XII. 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.**

"1312 rec'd" in TWY



yes

### VETERANS HONOR ROLL

WE ARE PROUD TO HONOR THOSE WHO  
HAVE SERVED US SO VALIANTLY

(Deceased)  
1-1-2011

NAME: Frank A. Fulara

ADDRESS: 1817 Laurel Av

CITY/ZIP CODE: Hanover Pk. IL. 60133

PHONE #: 630-779-3829 CBANTZ - daughter

DATE OF BIRTH: 10-5-1924

BRANCH OF SERVICE: Army

HIGHEST RANK ATTAINED: Corporal (Tec 5)

YEARS OF SERVICE: FROM \_\_\_\_\_ TO 2/27/43 - 11/9/45

MEDALS AWARDED OR OTHER CITATIONS: (over) philomena (wife)

INJURIES: \_\_\_\_\_

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

*Brian P. McGuire*

Supervisor

yes TWP OK



**VETERANS HONOR ROLL**  
**WE ARE PROUD TO HONOR THOSE WHO**  
**HAVE SERVED US SO VALIANTLY**

**NAME:** James D. Wiley

**ADDRESS:** 605 Garden Cr

**CITY/ZIP CODE:** 60107

**PHONE #:** 630-287-1582

**DATE OF BIRTH:** 7-18-53

**BRANCH OF SERVICE:** ARMY

**HIGHEST RANK ATTAINED:** E-4 cpl

**YEARS OF SERVICE:** FROM 6-12-73 TO 11-15-74

**MEDALS AWARDED OR OTHER CITATIONS:**  
National Defense Ribbon, Good Conduct

**INJURIES:** eye injury asthma

**Comments:** Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

*Brian B. McGuire*

Supervisor

**Hanover Township Budget and Appropriation Ordinance  
Ordinance #**

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR  
THE TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS,  
FOR THE FISCAL YEAR BEGINNING **APRIL 1, 2013** AND ENDING **MARCH 31, 2014**.  
BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND  
EXPENDITURES, IS HEREBY ADOPTED FOR THE FOLLOWING FUNDS: TOWN FUND, SENIOR  
CENTER FUND, GENERAL ASSISTANCE FUND, COMMUNITY MENTAL HEALTH FUND,  
RETIREMENT FUND AND VEHICLE REPLACEMENT FUND FOR THE FISCAL YEAR MENTIONED  
ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

**1. GENERAL TOWN FUND**

<b>Beginning Balance April 1, 2013</b>		<b>2,210,995</b>
Estimated Revenues		
3000	Property Tax	3,297,992
3100	Replacement Tax	26,500
3250	Interest Income	5,000
3300	Other Income	5,200
3350	Rent	500
3420	MHB/Office Charges	4,500
3430	YFS - Therapy Fees	18,000
3435	YFS - Other Income	500
3440	YFS - Tutoring Fees	7,000
3445	YFS - MHB Grants	84,000
3450	Community Health	4,000
3951	Passport Fees	41,250
3955	Grant	1
Total Estimated Revenues		3,494,443
Total Estimated Funds Available		5,705,438
Budgeted Expenditures		
	Administration	1,168,710
	Food Pantry	91,004
	Community & Veterans Affairs	268,150
	Emergency Services	133,000
	Assessor	171,800
	Facilities & Maintenance	406,100
	Collector	1
	Clerk	106,300
	Community Health	215,000
	Youth and Family Services	1,022,488
Total Expenditures/Appropriations		3,582,553
<b>Estimated Cash on Hand March 31, 2014</b>		<b>2,122,885</b>

Expenditures/Appropriations			
4301	Compensation of Officials		98,802
	Town Hall Administration Expense		
	4401	Postage	2,750
	4404	Office Supplies	5,500
	4406	Printing	4,000
	4408	Salaries	275,200
	4412	Travel	4,000
	4414	Memberships, Subs, Pubs	8,000
	4420	Pre-Employment Charges	750
	4424	Education & Training	18,000
	4429	Miscellaneous	10,000
	4520	Consulting Fees	8,000
	4530	Financial Administration	60,343
	4531	Community Affairs	8,000
	4532	Committee on Youth	3,300
	4533	Environmental Sustainability	1,500
	4560	Contingency Fund	20,000
	4591	Health Insurance	33,125
	4592	Dental, Vision & Life Insurance	1,925
	4593	Unemployment	5,515
	4594	IMRF Expense	22,000
	4595	FICA Expense	11,000
	Total Town Hall Administration Expense		502,908
	Town Hall Expense		
	4402	Telephone Town - Town	25,000
	4403	Utilities - Town	21,000
	4404	Internet Access - Town	1,800
	4405	Equipment Rental - Town	2,600
	Total Town Hall Expense		50,400
	Legal/Auditing		
	4501	Auditing	13,000
	4502	Legal Services	70,000
	Total Legal/Auditing		83,000
	Insurance & Employee Benefits		
	4411	Employee Assistance Program	1,600
	4503	General Insurance	95,000
	4507	Flex & 457 Plan	4,000
	4512	Health Savings Account	3,000
	4513	Employee Wellness	10,000
	Total Ins & Employee Benefits		113,600

Capital Expenditures & Transfers			
4410	Equipment Purchase	20,000	
4430	Computer Equipment, Software & Support	70,000	
4540	Facility Lease	20,000	
4541	Transfer to Vehicle Fund	15,000	
4547	Transfer to Capital Projects Fund	195,000	
Total Capital Expenditures & Transfers			<u>320,000</u>
Total Administration			1,168,710
Food Pantry			
4460	Salaries	55,894	
4461	Utilities	7,500	
4391	Health Insurance	20,075	
4392	Dental, Vision & Life Insurance	1,250	
4393	Unemployment	1,535	
4394	IMRF Expense	3,000	
4395	FICA Expense	1,750	
Total Food Pantry			<u>91,004</u>
Community Relations & Veterans Affairs			
Community Relations			
4608	Salaries	87,500	
4611	Education & Training	1,000	
4614	Printing	1,000	
4615	Postage	700	
4617	Equipment & Furniture	2,000	
4619	Office Supplies	1,250	
4620	Satellite Office Programs	1,000	
4621	Satellite Office Utilities	3,500	
4622	Satellite Office Lease	26,500	
4623	Satellite Office Phone & Internet	3,500	
4624	Travel	1,000	
4625	Communications	64,000	
4626	Community Service Awards	1,500	
4628	Historical Marker Program	2,400	
4629	Dues & Subscriptions	250	
4630	Veteran Honor Roll	5,000	
4631	Community Festivals	13,000	
4691	Health Insurance	22,600	
4692	Dental, Vision & Life Insurance	1,250	
4693	Unemployment	1,550	
4694	IMRF Expense	3,200	
4695	FICA Expense	1,750	
Total Community Relations			<u>245,450</u>
Veterans Affairs			
4700	Salary	20,000	
4703	Travel	100	
4704	Supplies	100	
4793	Unemployment	800	
4794	IMRF Expense	1,100	
4795	FICA Expense	600	
Total Veterans Affairs			<u>22,700</u>
Total Community Relations & Veterans Affairs			<u>268,150</u>

Emergency Services

4801	Salaries	41,300
4802	Equipment	21,750
4803	Uniforms	6,000
4804	Printing	750
4805	Postage	100
4806	Office Supplies	500
4807	Miscellaneous	1,000
4808	Education & Training	10,000
4809	Pre-Volunteer Screening	750
4810	Travel	3,000
4811	Volunteer Insurance	600
4812	Volunteer Appreciation	3,000
4813	Vehicle Fuel & Maintenance	6,000
4814	Communications	9,200
4815	Emergency Ops Center	10,000
4891	Health Insurance	14,225
4892	Dental, Vision & Life Insurance	625
4893	Unemployment	775
4894	IMRF Expense	2,225
4895	FICA Expense	1,200

Total ES

133,000

Assessor's Office

4405	Office Supplies	4,500
4407	Printing	1,250
4409	Salaries	115,000
4411	Equipment	3,500
4413	Travel	3,300
4415	Dues, Subs & Publications	2,750
4419	Training	3,500
4426	Miscellaneous	1,200
4433	Professional Services	1,000



4525	Communications	1,000	
4491	Health Insurance	19,000	
4492	Dental, Vision & Life Insurance	1,850	
4493	Unemployment	3,250	
4494	IMRF Expense	7,000	
4495	FICA Expense	3,700	
Total Assessor's Office			171,800
Facilities & Maintenance			
4200	Salaries	212,200	
4202	Office Supplies	400	
4204	Janitorial Supplies - Elgin	750	
4205	Janitorial Supplies - Town	4,250	
4206	Janitorial Supplies - Senior	5,500	
4207	Janitorial Supplies - Astor	1,000	
4208	Housekeeping Contract	31,000	
4209	Building Contracts	13,500	
4210	Building Maintenance - Town	11,000	
4211	Building Maintenance - Senior	12,500	
4212	Building Maintenance - Astor	2,500	
4213	Equipment Maintenance - Town	12,500	
4214	Equipment Maintenance - Senior	13,500	
4215	Equipment Maintenance - Astor	1,350	
4216	Equipment Rental	2,600	
4217	Education & Training	900	
4218	Vehicle Maintenance - Town	4,500	
4219	Vehicle Fuel - Town	8,000	
4220	Seasonal Projects Assistance	5,000	
4221	Cell Phone / Communications	2,000	
4222	Trash Removal - Town	3,000	
4223	Trash Removal - Senior	1,850	
4224	Trash Removal - Astor	1,200	
4225	Grounds Maintenance	8,000	
4226	Uniforms	900	
4227	Miscellaneous	800	
4228	Building Maintenance - Elgin	1,300	
4229	Equipment Maintenance - Elgin	500	
4291	Health Insurance	20,200	
4292	Dental, Vision & Life Insurance	2,500	
4293	Unemployment	3,100	
4294	IMRF Expense	11,600	
4295	FICA Expense	6,200	
Total Facilities & Maintenance			406,100
Collector's Office			
4437	Collector's Office	1	
Total Collector's Office			1

Clerk's Office			
4200	Salaries	65,000	
4201	Postage	1,050	
4202	Office Supplies	2,150	
4203	Printing	3,000	
4206	Travel Expense & Seminars	1,500	
4204	Dues, Sub & Publications	400	
4205	Legal Notices	1,000	
4210	Community Affairs	2,000	
4213	Equipment Maint & Rental	150	
4214	Furniture & Equipment	1,100	
4216	Miscellaneous	1,000	
4217	Passport Expenditures	2,600	
4218	Passport Postage	3,000	
42919	Health Insurance	14,000	
4292	Dental, Vision & Life Insurance	650	
4293	Unemployment	2,300	
4294	IMRF Expense	3,500	
4295	FICA Expense	1,900	
Total Clerk's Office			106,300
Community Health			
4450	Salaries	162,000	
4451	Postage	500	
4452	Office Supplies	2,000	
4453	Printing	1,500	
4454	Travel & Training	1,000	
4455	Dues, Subs & Publications	200	
4456	Community Affairs	2,000	
4458	Equipment	1,000	
4459	Professional Services	750	
4461	Miscellaneous	1,000	
4462	License/Professional Insurance	400	
4465	Medical Supplies	7,000	
4466	Communications	2,750	
4467	Crisis Care	3,000	
4468	MHB Prescription Reimbursements	100	
4491	Health Insurance	14,350	
4492	Dental, Vision & Life Insurance	1,850	
4493	Unemployment	3,100	
4494	IMRF Expense	5,500	
4495	FICA Expense	5,000	
Total Community Health			215,000

Youth and Family Services

Administration & Clinical

4608	Salaries	515,000
4611	Education & Training	7,250
4612	Consulting Fees	3,600
4613	Answering Service	1,300
4614	Printing	1,500
4615	Postage	800
4616	Books and Journals	800
4617	Equipment Maintenance	2,000
4618	Psychiatric backup	9,000
4619	Office Supplies	3,000
4620	Community Affairs	2,500
4621	Recruitment & Pre-Employment	2,000
4622	Miscellaneous	400
4623	Travel	2,500
4624	Intern Stipends	5,000
4625	Insurance	2,950
4626	Equipment and Furniture	3,000
4628	Tutoring	24,000
4629	Dues & Subscriptions	800
4691	Health Insurance	49,000
4692	Dental, Vision & Life Insurance	6,250
4693	Unemployment	12,750
4694	IMRF Expense	28,873
4695	FICA Expense	15,065

Total Administration & Clinical

699,338

Outreach & Prevention

4640	Salaries	175,000
4641	Open Gym Program	75,600
4643	Education & Training	1,600
4644	Travel	2,500
4645	Printing	800
4646	Postage	500
4647	Office Supplies	1,000
4648	Community Affairs	1,000
4649	Professional Services	1,200
4650	Program Supplies	2,000
4651	Cell Phones	2,400
4654	Youth Job Incubator Project	100
4655	Transportation	4,000
4791	Health Insurance	31,000
4792	Dental, Vision & Life Insurance	2,500
4793	Unemployment	7,250
4794	IMRF Expense	9,400
4795	FICA Expense	5,300

Total Outreach & Prevention

323,150

Total Youth & Family Services

1,022,488

Total Town Fund Expenses/Appropriations

3,491,549

**2. SENIOR CENTER/SENIORCITIZEN SERVICES FUND**

<b>Beginning Balance April 1, 2013</b>		<b>1,154,115</b>
Estimated Revenues		
3000	Property Tax	978,500
3250	Interest Income	1,500
3300	Other Income	2,500
3325	Aid Transportation Fees	20,400
3330	RTA Grant	13,000
3350	CEDA - LIHEAP	4,000
3425	Title III Grants - Sub Area Agency	27,650
3450	Transfer From Road & Bridge Fund*	328,200
3500	Senior Programs	70,000
3501	Nutrition	3,000
3503	Donations	500
3507	Material Fees	10,000
3509	Lending Closet	3,000
		3,000

\* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Total Estimated Revenue	<u>1,462,250</u>
Total Estimated Funds Available	2,616,365
Total Expenditures/Appropriations	<u>1,625,250</u>
<b>Estimated Cash on Hand March 31, 2014</b>	<b>991,115</b>

Expenditures		
Administration		
4517	Salaries	465,000
4518	Intern Stipends	5,000
4522	Contingency	50,000
4523	Recruitment	1,500
4524	Utilities	70,000
4525	Telephone & High Speed Internet	6,500
4527	Equipment	9,250
4528	Office Supplies	6,500
4529	Postage	4,000
4530	Printing	2,500
4534	Dues, Sub & Publications	2,800
4535	Travel	1,500
4536	Education & Training	5,000
4537	Consultants	3,000
4538	Community Affairs	3,500
4539	Miscellaneous	1,000
4540	Title Endowment Fund	12,000
4541	Transfer to Capital Fund	118,000
4542	Senior Satellite Services	5,000
4591	Health Insurance	71,650
4592	Dental, Vision & Life Insurance	5,000
4593	Unemployment	10,300
4594	IMRF Expense	25,000
4595	FICA Expense	13,600
Total Administration		<u>897,600</u>

Programs & Services			
4514	Weekend Programming	2,000	
4515	Programming	90,000	
4516	Social Services	4,000	
4519	Senior Assistance	2,000	
4520	Volunteer Services	16,000	
4526	Club 59	24,000	
4530	Nutrition	6,000	
4531	Computer Instruction	1,000	
4532	Visual Arts	15,000	
Total Programs & Services			160,000
Transportation			
4513	Alternative Transportation	6,000	
4517	Volunteer Express	13,000	
4518	Vehicle Maintenance	26,000	
4546	Salaries	321,300	
4547	Dispatch Software	50,000	
4549	Recruitment	1,500	
4550	Telephone	4,000	
4551	Training	3,000	
4552	Fuel	50,000	
4553	Uniforms	1,500	
4554	Office Supplies	1,000	
4555	Radio System	100	
4691	Health Insurance	49,500	
4692	Dental, Vision & Life Insurance	5,250	
4693	Unemployment	8,850	
4694	IMRF Expense	17,250	
4695	FICA Expense	9,400	
Total Transportation			567,650
Total Senior Center Fund / Senior Citizen Services Fund Appropriations			1,625,250

### 3. WELFARE SERVICES

<b>Beginning Balance April 1, 2013</b>			<b>519,117</b>
Estimated Revenues			
3000	Property Tax	340,000	
3100	Replacement Tax	4,000	
3250	Interest Income	1,000	
3300	Other Income	10,000	
3350	CEDA - LIHEAP	10,000	
3445	Grants	1	
Total Estimated Revenues		<u>365,001</u>	<u>365,001</u>
Total Estimated Funds Available			884,118
Total Expenditures/Appropriations			<u>575,773</u>
<b>Estimated Cash on Hand March 31, 2014</b>			<b>308,345</b>
Expenditures			
Home Relief			
4101	Food	1,000	
4102	Rent	126,000	
4103	Utilities	26,000	
4105	Clothing	26,000	
4106	Travel Expenses	10,000	
4110	Burial	1,500	
4115	Medical	25,000	
4116	Catastrophic Insurance Premium	3,500	
4117	Miscellaneous	1,000	
4119	Emergency Assistance	50,000	
Total Welfare Services Home Relief		<u>270,000</u>	270,000
Employment Services			
4215	Salaries	70,000	
4216	Office Supplies	500	
4217	Equipment	1,000	
4218	Travel and Training	500	
4219	Postage	750	
4220	Printing	750	
4221	Professional Services	1,000	
4291	Health Insurance	10,000	
4292	Dental, Vision & Life Insurance	750	
4293	Unemployment	1,500	
4294	IMRF Expense	3,754	
4295	FICA Expense	2,041	
Total Welfare Services Employment Services		<u>92,545</u>	92,545
Administration			
4201	Salaries	155,000	
4202	Office Supplies	2,500	
4204	Equipment	5,000	
4205	Travel & Training	2,000	
4206	Postage	600	
4210	Printing	1,500	
4212	Dues, Pubs & Background Check	1,000	
4213	Community Affairs / Misc	1,500	
4507	Professional Services	3,000	
4509	Volunteer Appreciation	1,500	
4510	Miscellaneous	1,000	
4591	Health Insurance	20,800	
4592	Dental, Vision & Life Insurance	1,925	
4593	Unemployment	3,070	
4594	IMRF Expense	8,313	
4595	FICA Expense	4,520	
Total Welfare Services Administration		<u>213,228</u>	213,228
Total WS Budgeted Expenditures/Appropriations			<u>575,773</u>

**4. MENTAL HEALTH FUND**

<b>Beginning Balance April 1, 2013</b>		<b>620,473</b>
Estimated Revenues		
3000    Property Tax	996,000	
3100    Replacement Tax	12,000	
3250    Interest Income	1,500	
3300    Other Income	1,000	
3350    Rental Income	10,000	
3850    Tide Transportation Fee	7,000	
3855    Telephone Reimbursement	5,000	
3950    Aid Transportation Fees	2,000	
Total Estimated Revenues	<u>1,034,500</u>	<u>1,034,500</u>
Total Estimated Funds Available		<u>1,654,973</u>
Budgeted Expenditures		
Service Contracts	1,000,000	
Administration	98,150	
Community Resource Center	45,000	
Total Expenditures/Appropriations	<u>1,143,150</u>	<u>1,143,150</u>
Community Mental Health (708) Fund		<u>511,823</u>
<b>Estimated Cash on Hand March 31, 2014</b>		<b>511,823</b>

Expenditures  
Service Contracts

4100	CAC CASI	20,000
4102	CAC Family Support	2,000
4103	CAC Safe from the Start	16,000
4104	CCC Domestic Violence Shelter	30,000
4105	CCC Domestic Violence Counsel	25,000
4107	Open Door Clinic	5,000
4108	AID Supportive Employment	40,000
4109	AID Case Management	5,000
4112	Clearbrook Children's Program	5,500
4113	Clearbrook Residential	4,000
4114	Clearbrook Developmental Training	2,500
4123	Easter Seals	43,000
4128	Renz Outpatient	57,000
4129	Day One Network	7,500
4130	Northwest CASA	8,000
4131	AID Transportation	21,000
4132	Ecker Therapy Services	71,400
4135	Ecker Center/PEP	4,500
4136	HTYFS Psychiatric Back-up	9,000
4137	HTYFS Alt. to Suspension	25,000
4138	Contract Support Services	120,000
4139	HTYFS Interventionist	50,000
4140	Maryville Academy Casa Salama	25,000
4141	Shelter Inc Healthy Families	10,000
4142	Centro de Informacion	32,000
4146	Bridge YFS - Crisis Intervention	9,000
4148	FSA - Youth	10,500
4149	FSA - Adult	6,200
4156	Epilepsy Foundation	1,000
4158	Larkin Center	11,000
4160	Summitt Center	12,000
4162	TIDE Transportation	26,000
4165	Alexian Brothers - Outpatient Psych	21,000
4166	PADS of Elgin	20,000
4167	Alexian Brothers - Senior MH	34,000
4169	Elgin Family Ctr - Case Mgmt	8,500
4170	Elgin Family Ctr - Post Partum	5,000
4172	Countryside In-Home Respite	3,000
4174	Special Ed Advocacy Center	5,000
4175	WINGS Transitional Shelter	8,500
4177	Staff Development Fund	10,000
4178	MI-Drug / Medical Tests Fund	2,000
4179	Challenge Grant Fund	40,000
4180	Capital Grant Fund	40,000
4182	Clearbrook Employment	2,000
4183	CCC SA Counseling	9,000
4188	Bartlett Learning Center	7,000
4191	Leyden FS - Detox/Rehab	35,000
4193	Boys and Girls Club	5,000
4194	CCC - Strategies for Safety	7,000
4195	Autism Society of IL	1,000
4196	Catholic Charities Caregivers Group	2,500
4199	Elgin Family Ctr - Adult Psych	9,400
4200	Kenneth Young Center - SASS	7,000
4201	Journeys - Hope Center	4,000

Total Service Contracts

1,000,000



Administration			
4001	Hanover Township Services	4,500	
4002	Legal	4,000	
4005	Training	750	
4006	Travel	1,000	
4008	Subscriptions & Publications	150	
4009	Salaries	52,000	
4010	Employee Insurance	7,500	
4012	Office Supplies	1,000	
4013	Postage	500	
4014	Equip / Database	3,000	
4506	Unemployment Compensation	1,000	
4508	IMRF Expense	6,500	
4522	FICA Expense	4,250	
4537	Community Relations	1,000	
4538	Miscellaneous	500	
4539	Dues	2,500	
4540	Special Events	500	
4541	Printing	1,500	
4544	Consultants	6,000	
Total Administration			98,150
HT Community Resource Center			
4210	Utilities	8,000	
4211	Insurance	1,000	
4213	Janitorial	5,500	
4214	Rent	500	
4216	Telephone Systems Maintenance	3,000	
4217	Capital Improvements	10,000	
4250	Building Maintenance	9,000	
4286	Agency Support Services	8,000	
Total HT Community Resource Center			45,000
Total Expenditures/Appropriations			
Community Mental Health (708) Fund			1,143,150

**5. IMRF FUND**

<b>Beginning Balance April 1, 2013</b>			<b>132,194</b>
Estimated Revenues			
3000	Property Tax	165,000	
3250	Interest Income	50	
3255	Transfer In	151,715	
Total Estimated Revenues		<u>316,765</u>	<u>316,765</u>
Total Estimated Funds Available			448,959
Budgeted Expenditures/Appropriations			
4508	IMRF	316,765	
Total Expenditures/Appropriations		<u>316,765</u>	<u>316,765</u>
<b>Estimated Cash on Hand March 31, 2014</b>			<b>132,194</b>

**6. SOCIAL SECURITY**

<b>Beginning Balance April 1, 2013</b>			<b>39,569</b>
Estimated Revenues			
3000	Property Tax	133,500	
3250	Interest Income	50	
3255	Transfer In	82,426	
Total Estimated Revenues		<u>215,976</u>	<u>215,976</u>
Total Estimated Funds Available			255,545
Budgeted Expenditures/Appropriations			
4522	Social Security	215,976	
Total Expenditures/Appropriations		<u>215,976</u>	<u>215,976</u>
<b>Estimated Cash on Hand March 31, 2014</b>			<b>39,569</b>

**7. VEHICLE REPLACEMENT FUND**

<b>Beginning Balance April 1, 2013</b>			<b>697,545</b>
Estimated Revenues			
3250	Interest Income	500	
3440	Bus Fares & Donations	8,250	
3450	Transfer from Road & Bridge - Senior Trans.*	70,000	
3460	Transfer from Town Fund	15,000	
Total Estimated Revenues		<u>93,750</u>	<u>93,750</u>
Total Estimated Funds Available			791,295
Budgeted Expenditures			
4408	Vehicle Purchase	150,000	
4540	Senior Bus Purchase	78,250	
Total Expenditures/Appropriations		<u>228,250</u>	<u>228,250</u>
<b>Estimated Cash on Hand March 31, 2014</b>			<b>563,045</b>

\* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

**8. CAPITAL PROJECTS FUND**

<b>Beginning Balance April 1, 2013</b>			<b>342,087</b>
Estimated Revenues			
3445	Grant	100,000	
3455	From Senior Center Fund	118,000	
3450	From Town Fund	195,000	
Total Estimated Revenues		<u>413,000</u>	<u>413,000</u>
Total Estimated Funds Available			755,087
Budgeted Expenditures			
4413	Town Hall Parking Lot Reconstruction	120,000	
4415	Senior Center Energy & Solar Project	118,000	
4420	Izaak Walton CDBG Project	100,000	
4425	Building & Permanent Improvements	75,000	
Total Expenditures/Appropriations		<u>413,000</u>	<u>413,000</u>
<b>Estimated Cash on Hand March 31, 2014</b>			<b>342,087</b>

SECTION 2: THAT THE AMOUNTS APPROPRIATED FOR TOWNSHIP PURPOSES FOR THE FISCAL YEAR ENDING MARCH 31, 2014, BY FUND IS:

GENERAL TOWN FUND	3,582,553
SENIOR CENTER/SENIOR CITIZEN SERVICES FUND	1,625,250
WELFARE SERVICES FUND	575,773
COMMUNITY MENTAL HEALTH FUND	1,143,150
IMRF FUND	316,765
FICA FUND	215,976
VEHICLE REPLACEMENT FUND	228,250
CAPITAL PROJECTS FUND	413,000

**TOTAL APPROPRIATIONS 8,100,717**

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES SPECIFIED AND IN PARTICULAR AMOUNTS STATED FOR EACH FUND RESPECTIVELY IN SECTION 1, CONSTITUTING THE TOTAL APPROPRIATION IN THE AMOUNT OF **Eight Million, One Hundred Thousand, Seven Hundred and Seventeen Dollars** (\$8,100,717) FOR THE FISCAL YEAR ENDING MARCH 31, 2014.

SECTION 4: THAT IF ANY SECTION, SUBDIVISION, OR SENTENCE OF THIS ORDINANCE SHALL FOR ANY REASON BE HELD INVALID, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE OF THIS TOWNSHIP, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS AFTER ITS ADOPTION.

ADOPTED ON MARCH 21, 2013 AT HANOVER TOWNSHIP, COOK COUNTY, ILLINOIS, BY THE HANOVER TOWNSHIP BOARD OF TRUSTEES BY ROLL CALL VOTE.

Ayes \_\_\_\_\_  
 Nays \_\_\_\_\_  
 Absent \_\_\_\_\_

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Township Clerk

CERTIFICATION

I, Kathleen Dolan Baumer, do hereby certify that I am Clerk of the Hanover Township, Cook County, Illinois and that the foregoing is a true, correct and exact copy of Ordinance No. 2013-\_\_\_\_\_ adopted and approved by the Board of Trustees of said Township at the regular meeting, duly and legally called, and held March 21, 2013, as the same appears in the records in my possession and custody as such clerk.

Dated this March 21, 2013.

\_\_\_\_\_  
 Township Clerk

**Hanover Township Road District  
Budget and Appropriation Ordinance  
Ordinance #**

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR THE TOWNSHIP  
OF HANOVER ROAD DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING  
APRIL 1, 2013 AND ENDING MARCH 31, 2014

BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS.

AS FOLLOWS:

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND  
EXPENDITURES IS HEREBY ADOPTED FOR THE GENERAL ROAD FUND FOR THE FISCAL YEAR  
MENTIONED ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

1. General Road Fund

Beginning Balance on April 1, 2013 1,987,267

Estimated Revenues

Property Tax	792,375
Replacement Tax	16,000
Interest Income	15,000
Permits and Fines	750
Traffic Enforcement Fees	1,500
Other	100

Total Estimated Revenues 825,725

Total Estimated Funds Available 2,812,992

Budgeted Expenditures

Road Maintenance	889,832
Equipment	77,316
Bridge Maintenance	10,816
Buildings	1,046,224
Administration/Transfers*	<u>542,410</u>

Total Expenditures/Appropriations 2,566,598

Estimated Cash on Hand March 31, 2014 246,394

\* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Expenditures

Road Maintenance

4600	Controlled Substance Test	1,082
4601	Salaries	183,750
4602	Road Materials & Operations	35,000
4603	Gasoline	15,000
4605	Maintenance / Supplies	5,000
4606	Engineering	15,000
4607	Contract Work	520,000
4610	Street Lighting	10,000
4614	Signs& Striping	5,000
4616	Salt	100,000

Total Road Maintenance 889,832

Equipment

4604	Machine Rental	1,500
4608	Equipment Purchase	50,479
4609	Maintenance Vehicles & Equip	24,336
4610	Emergency Equipment	1,000
4611	Construction Equipment	1

Total Equipment 77,316

Bridge Maintenance

4615	Bridge Repair and Maintenance	10,816
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Total Bridge Maintenance 10,816

Buildings

4612	Buildings & Perm Improvement	10,816
4613	Building Maintenance	5,408
4617	Land/Building Acquisition & Improvement	1,030,000

Total Buildings 1,046,224

Administration

4506	Unemployment Compensation	400
4508	IMRF Expense	20,000
4522	FICA Expense	13,000
4700	Postage	2,300
4701	Legal	20,000
4702	Insurance	40,000
4703	Accounting	2,100
4704	Telephone	3,500
4705	Dues, Subscriptions & Publications	1,000
4706	Travel Expense	1,500

4707	Printing	1,500	
4708	Training & Conferences	3,000	
4709	Uniforms and Safety Equipment	1,560	
4710	Community Affaris	10,000	
4711	Utilities	6,490	
4712	Miscellaneous	2,000	
4713	Service Charges	260	
4714	Office Supplies	3,120	
4715	Replacement Tax	12,480	
4716	Transfer to Sr Transportation*	328,200	
4717	Transfer to Vehicle Fund*	70,000	
Total Administration			542,410

\* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

**Total General Road Fund Expenditures/Appropriations 2,566,598**

SECTION 2: THAT THE AMOUNT APPROPRIATED FOR ROAD DISTRICT PURPOSES FOR THE FOR THE FISCAL YEAR ENDING MARCH 31, 2014

General Road Fund			
	Road Maintenance	889,832	
	Equipment	77,316	
	Bridge Maintenance	10,816	
	Buildings	1,046,224	
	Administration & Transfers	542,410	
Total General Road Fund			2,566,598
<b>Total Expenditures/Appropriations</b>			<b>2,566,598</b>

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES SPECIFIED, AND IN PARTICULAR AMOUNTS STATED, FOR THE FUND NAMED IN SECTION 1, CONSTITUTING TOTAL APPROPRIATIONS IN THE AMOUNT OF:

**Two Million Five Hundred and Sixty Six Thousand Five Hundred and Ninety-Eight Dollars \$2,566,598 FOR THE FISCAL YEAR ENDING MARCH 31, 2014**

SECTION 4: THAT IF ANY SECTION, SUBDIVISION OR SENTENCE OF THIS ORDINANCE SHALL FOR ANY REASON BE HELD INVALID OR BE UNCONSTITUTIONAL, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE OF THE ROAD DISTRICT, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS OF ITS ADOPTION.

Adopted on March 21st at Hanover Township, Cook County, Illinois, by the Hanover Township Board of Trustees by Roll Call Vote:

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
TOWNSHIP CLERK

CERTIFICATION

I, Kathleen Dolan Baumer , do hereby certify that I am Clerk of the Hanover Township, Cook County, Illinois and that the foregoing is a true, correct and exact copy of Ordinance No. 2013-\_\_\_\_\_ adopted and approved by the Board of Trustees of said Township at the regular meeting, duly and legally called, and held March 21, 2013, as the same appears in the records in my possession and custody as such clerk.

Dated this March 21, 2013.

\_\_\_\_\_  
Township Clerk



## Memorandum

Date: February 1, 2013

To: Hanover Township Board

From: James C. Barr, Township Administrator

Re: Finance Committee FY14 Budget Recommendations

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Attached for the Township Board's consideration is the Finance Committee recommend budget ordinances for Fiscal Year 2014. Utilizing the Township Board's established FY14 goals each department submitted to the Administrator a budget following instructions provided by the Finance Committee and Administrator stipulating a target based budgeting process of 0% for non-personnel expenditures and a 2% salary pool for FY14. Departments were then asked to submit any additional requests noting few would be funded due to a lack of revenue growth. A significant change throughout the budget is that the costs of employee benefits, including health insurance and retirement, have been distributed to individual departments from the general Town Fund to accurately reflect these as direct service costs. Consequently administration costs appear to decrease sharply and individual department budgets have increased. Below are highlights of the budget as recommend to the Township Board. It is anticipated that the tentative budget will be considered at the February 11, 2013 Board meeting and the final budget would be acted upon at a Board meeting in late March. Please feel free to contact myself or Finance Committee Chairman, Trustee Westlund-Deenihan, should you have any questions, comments, or inquires regarding the proposed FY14 budget.

### Budget Highlights

Department of Senior Services – The Road District has generously offered to fund senior transportation again, in the combined amount of \$398,208 as authorized by state statute. \$70,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$328,208 is allotted to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.). This



also includes a onetime expense for transportation dispatch software of approximately \$50,000 the Board previously discussed and prioritized, which has carried over from the prior year. To absorb the increased costs related to employee benefits the senior health portion of the budget has been transferred to the Town Fund and added to the Office of Community Health budget. Additionally, 90% of the Elgin Senior Satellite Services line item has been reduced and transferred to the Town Fund under the Office of Community & Veterans Affairs as a part of the cost of operating the Elgin office. Dues & Subscriptions are going up by \$1,800 to cover the annual cost of the MySeniorCenter.com software. Fuel cost has risen as the number of rides has increased. We have also been able to reduce utility expenses due to renegotiated vendor contracts and the Environmental Sustainability workgroup's efforts to reduce energy consumption. We do not anticipate any staffing level changes in the coming year, but have set aside a small amount for interns and we will continue to develop and grow the auxiliary staff.

Department of Youth and Family Services – YFS has received a grant from the Mental Health Board to fund a new clinical position designed to work with local schools on Positive Behavior Interventions. YFS total revenue is projected to increase almost 70%. The large increases in employee benefit costs will be addressed by matching decreases in the administration budget for employee benefits since both are located within the Town Fund. Other changes are relatively minor and reflect increases in training and transportation with offsetting reductions in psychiatric backup and equipment.

Department of Welfare Services – Welfare Services is requesting and the Finance Committee endorsed an increase in the home relief (General Assistance & Emergency Assistance) portion of the budget to reflect an increase in demand. Additionally, the new Employment Services Division has been formed with funding coming from reserves generated by our recent settlement. This will provide an excellent opportunity to assist Township residents in need and help them obtain a sustainable financial position.

Department of Facilities & Maintenance – The Facilities and Maintenance budget is relatively flat with the exception of increased costs due to assumption of employee benefits which will be offset in the administration portion of the Town Fund. Other changes include a small increase in salaries and fuel with reductions in equipment maintenance and building maintenance.

Mental Health Board – The Mental Health Board is again continuing to aid state funded agencies that have been severely impacted by the State of Illinois fiscal crisis. This budget will again provide for emergency agency funding, although to a lesser degree from the previous years. Overall service contracts will stay the same at \$1,000,000, administrative costs will decrease slightly with cuts in the consultant line item, and the resource center budget will decrease significantly with major renovations having been completed.

Highway Department - The Highway Commissioner has requested continued financial support to the senior transportation program in the amount of almost \$400,000, and approximately \$1,050,000 for land acquisition and improvements for a new Highway Department facility that may also house the senior buses if it is determined necessary and beneficial. Funds continue to be allocated for significant road resurfacing projects as well.

Office of the Assessor – The Assessor has requested a budget that includes increases covering employee benefits as well as several reductions consolidating and reducing equipment line items and a salary line item reduction of 7.5% reflecting an anticipated staff retirement this summer.

Office of the Clerk – The Clerk’s Office submitted a budget request with a decrease of 13.8% in the salary line item to reflect the prior reduction of the administrative assistant position to half time. Numerous other cuts were made including in equipment, miscellaneous, and dues. New additions primarily involved employee health benefits creating an overall increase in the budget.

Office of Community Health – The Office of Community Health request followed the established guidelines. Additionally, all costs previously associated with the Senior Fund senior health program have been transferred to this budget to unify the OCH budget and better reflect the costs of direct services. As in other budgets, employee benefit costs have been added to this budget. Consequently, the budget shows a large increase, however taking into account expenses previously paid for in other budgets it is essentially flat.

Department of Emergency Services – The Emergency Services Department budget includes a small increase in the salary line item per instructions, as well as increases in travel, volunteer appreciation, and vehicle fuel. Small reductions were made in printing, screenings, and insurance. New costs were added for staff benefits and funds to begin purchasing equipment for the emergency operations center.

Office of Community and Veterans Affairs – The Office of Community and Veterans Affairs starts its second year of operations with a large increase in its budget due to assuming full costs related to operating the Elgin satellite office from the Senior Fund, community functions from administration, and employee benefits from administration. The other notable increase is due to the resident newsletter assuming a quarterly status for a complete year. As a newer department it has been anticipated the budget would experience significant fluctuations in the first few years of operation and these changes largely represent cost transfers as opposed to new expenses.

Town Fund – The overall Town Fund/Administration budget will be reduced by over 25% due to the process of allocating employee benefits such as health insurance, dental, vision, life insurance, unemployment, retirement, and FICA from the central Town Fund to individual departments. The benefit of this is to accurately represent these as direct service costs for future

Annual Financial Reports filed with the State of Illinois. Additionally, the Food Pantry will become an independent budget within the Town Fund managed by the Welfare Services Director. Again, this is done to correctly reflect these as direct service costs for reporting purposes. Insurance rates are expected to dramatically rise with the recent insurance settlement and recent building renovations and the Izaak Walton property gift. Smaller increases in legal, printing, salaries, and community affairs are expected, however these are largely offset by reductions in consultants and contingency line items.

Vehicle Fund – The Finance Committee is recommending maintaining contributions to this fund as we anticipate one possible senior vehicle bus purchase in FY14, one replacement maintenance vehicle, and one or more potential replacement Emergency Services vehicles. The budget has increased to allow for flexibility with the balance of funds to be used from accumulated reserves.

Capital Fund – The Finance Committee is recommending three main capital projects for Fiscal Year 2014 including improvements to the Izaak Walton property primarily funded by a CDBG grant, reconstruction of the Town Hall parking lot, and a Senior Center solar power and energy efficiency project. Additional funds will be set aside for other projects such as renovations to targeted areas of the Town Hall. Funding will come from grants and transfers from the Town Fund and Senior Fund.

# DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for February, 2013

SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>Human Resources Requests</i>	126	N/C	1,446	N/C
<i>New Employee Orientations</i>	0	N/C	13	N/C
<i>Technology work orders</i>	25	33	278	282
<i>Resident Contacts</i>	2,157	3,439	19,759	22,650
<i>Percent of Budget Expended</i> (92% of year)	4.9%	6.7%	64%	62.8%
<i>Grant application submissions</i>	4	2	13	8

## Department Highlights

- On February 4<sup>th</sup> the Executive Staff attended an off-site retreat at the Q Center in St. Charles
- On February 6<sup>th</sup> conducted a Manager Feedback training for all managers in the organization. This training was conducted in response to the Rewards and Recognition survey which indicated employees would like more feedback from managers.
- Executive Staff began meeting to discuss the Board's five-year strategic priorities. An action plan is currently being developed which will be presented to the Board for approval in May.
- 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. The work that was completed before winter included site clearing, soil grading, completing the survey layout, installation of the water supply system, and to begin installation for the park bridges, electrical work, and dry stream bed. The Reserve is scheduled to be dedicated in early April.
- Environmental Sustainability Workgroup update: In February the ESW focused on coordinating the March 20<sup>th</sup> Lunch 'n Learn they are sponsoring. The presenter will be Jeffrey S. Boyd from Elgin Community College who will be discussing reducing the carbon footprint. Mr. Boyd is the Dean of Sustainability at ECC and has introduced and led the Sustainability initiatives at the college, focusing on the Triple Bottom Line of Sustainability: Environment, Economic (career livelihoods), and Equity (social justice).

### *Hanover Township 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.*

# OFFICE OF THE ASSESSOR

Report for February, 2013

SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>Administration</i>				
Office visits	573	1343	3869	5523
Building permits processed	172	127	3948	3703
Sales recording	94	101	1358	1124
Change of Name*	14	137	139	633
Property tax appeals	-	535	831	1208
Certificate of Errors	74	119	643	984
Property location updates	42	2	388	357
New owner mailings	121	-	813	934
Long time occupants*	2	4	27	153
<i>Exemptions</i>				
Home owner exemptions	33	39	70	138
Senior home owner exemptions	114	209	390	564
Senior freeze exemptions*	172	351	923	923
Miscellaneous exemptions	5	17	154	318
<i>Foreclosures</i>	49	54	604	463

\* Denotes notary requirement

## Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. – February had a total of 8 Visitors after 4:30pm.
- For Thursday's at the Community Relations Office - February we had a total of 14 visitors.
- We added 6 new e-mail contacts to our list, bringing the list to a total 1,036 contacts

*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 THE CLERK

Report for February, 2013



SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>Passports</i>	209	192	1,685	1,285
Photo Fees	\$815	\$605	\$6,160	\$3,740
Total Passport Fees & Photo Fees	\$4,195.00	\$5,225	\$50,263	\$43,721
<i>Cook County Vehicle Stickers</i>	0	4	211	192
<i>Fishing/Hunting Licenses</i>	0	2	134	131
Fishing/Hunting Agent Fees	\$0.00	\$3	\$55.50	\$97.75
<i>Handicap Placards</i>	20	18	201	275
<i>Voter Registration</i>	1	128	376	280
<i>FOIA Request</i>	0	2	15	26
<i>Telephone Inquiries</i>	68	120	923	2,079
<i>Election Judges</i>	0	192	11	192
<i>Early Voting Applications</i>	0	120	112	120

## Department Highlights

### Community Outreach:

Mrs. Duval distributed absentee applications to Clare Oaks and also to Victory Centre.

### Clerk Duties:

Bid-Opening for the Senior Services Dispatch Software was held in February. Five bidders submitted proposals.

### Professional Development:

The Clerk and Mrs. Duval attended the TOCCCA meeting in Niles Township.

### Early Voting:

The Community Relations Office was selected as an Early Voting Site for the February Primary. It was very successful as many residents took advantage of this.

### Cook County Motor Vehicle License Sticker Sales:

The 2013-14 Cook County stickers become available in mid-May.

### Upcoming Events:

- Board Meeting: March 19 at 7 p.m. in Veterans Hall.
- Last day to register to vote is: March 12
- First Day of Early Voting is: March 25
- Last Day of Early Voting is April 6
- Last Day Voted, Mail-in Absentee Ballots can be postmarked for acceptance: April 8
- Consolidated Election: April 9

# OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for February, 2013

SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>Website Visits</i>	7,049	5,881	72,779	58,191
<i>Facebook Likes</i>	8	0	599	550
<i>Media Releases</i>	7	4	63	52
<i>Veteran Contacts</i>	7	N/C	83	N/C
<i>Total Veterans served</i>	6	N/C	56	N/C
<i>Total Resident Contacts (Elgin office)</i>	135	N/A	1,836	N/A

## Department Highlights

- Met with representatives from Midwest Bank along with Thomas Warfield, to accept a check for the Hanover Township Foundation.
- Met with members of the Izaak Walton League several times during the month of February to discuss archery programming at the 899 Jay Street, Elgin property.
- Attended Manager Training at the Town Hall on February 6
- Attended Relay for Life Committee Meeting on February 11
- Community Relations Office served as an Early Voting location for the Elgin Primary Election for the 2-year term City Council seat from 2/11 to 2/23.
- Met with EHS Civics Department Chair regarding potential Local Government Week presentation along with YFS Director.
- Met with Bartlett Historical Society regarding a potential Heritage Marker at Villa Olivia on February 19
- Met with a staff member from Congresswoman Duckworth's office to discuss collaborations on February 21
- Attended IDOT public information session on February 21 regarding the Barrington Road/I-90 construction plans at the Hoffman Estates Village Hall
- Attended Relay for Life Kick-off event at the Hanover Township Senior Center on February 22
- Attended Hoffman Estates Chamber Breakfast on February 26 with Trustee Howard Krick
- Attended Clare Oaks program event promoting Township Food Pantry with Trustee Howard Krick

*Hanover Township 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 EMERGENCY SERVICES

Report for February, 2013

SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>Volunteers</i>				
Total volunteers	33	27	33	27
New volunteers	0	1	15	16
Volunteer hours	246.5	127	2,763.75	1,987
<i>Training</i>				
Total hours	142	228	1,386.5	1,413
<i>Details</i>				
Township events	0	0	22	22
Municipal Event Assistance	0	3	29	26
Emergency call outs	2	2	46	37
Safety Patrols	5	4	27	32
Miscellaneous	2	0	5	15

## Department Highlights:

- Final signatures of Executive Director Michael Masters were affixed to our Emergency Operations Plan. As such the plan is designated as validated and approved by the Cook County Department of Homeland Security. March meetings with their staff will determine what the next steps should be for the unit's involvement with their office.
- The long awaited skid unit arrived. This piece of equipment will augment our UTV's services.
- Work on vehicle specifications was completed and the bid documents prepared and published. The bids are due by March 15<sup>th</sup>.
- Corporal Deenihan began teaching our first CERT course. The classes are being held every other Tuesday night through the end of May.
- One of our emergency call outs consisted of assisting the Elgin Fire Department for an extended overnight period of time. This is our first call by Elgin Fire and continues our success with widening the number of local agencies using our services.

### *Hanover Township 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 FACILITIES & MAINTENANCE

Report for February, 2013

SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>Administration</i>				
Vehicle service calls	33	10	394	225
Work orders	34	89	690	728
Event set-ups/tear downs	159	164	1689	1758
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	5,049	6,528	41,036	46,765
Town Hall	8,100	9,000	101,460	142,320
Senior Center	29,204	27,325	395,753	470,723
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	143.97	564.13	2,222.51	2,423.38
Town Hall	1,454.66	1,291.04	5,184.59	5,476.49
Senior Center	2,569.80	2,603.26	20,296.66	19,079.92

## Department Highlights

- Completed renovations in the farm house of YFS. Started painting and removing of all carpet in the front part of YFS.
- February was a busy month for snow removal. Shoveled and salted all sidewalks at all the Township facilities.
- Completed renovations in the unisex bathroom in the rear of the Administration building.
- We have been working with Thomas Warfield on receiving quotes for repairs to the Izaak Walton Center. This was to help in the CDBG grant application
- Also been working with Thomas Warfield on another grant application for new energy efficient lighting in the Administration building.

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# HIGHWAY DEPARTMENT

Report for February, 2013

SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>Winter Season</i>				
Snow (inches)				
Salt (tons)	451	120	814	521
Overtime hours				
<i>Fall Season</i>				
Branch pick-up (truckloads)				

## Department Highlights

- February was a very active month. We used 451 tons of salt.
- 9" of precipitation is the average for February. We had 16" this February.
- Met with engineer to discuss Rohrssen road resurfacing. Looking for May/June start date.
- Took over Chestnut Court plowing responsibilities from City of Elgin.

*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 February, 2013

SERVICE PROVIDED	JANUARY 2013	JANUARY 2012	FYTD 2013	FYTD 2012
<i>Grant Funding</i>				
Ongoing clients	552	745	552	745
New clients	231	164	3,325	3,561
Prevention Programming Presentations	7	26	189	251
Number in audience	1,382	1,389	9,309	11,056
<i>TIDE</i>				
Participants	6	7	8	12
Rides	56	114	1,018	1,252
<i>Resource Center</i>				
Organizations providing services	5	7	5	7
Clients served	55	56	666	687

## Department Highlights

- The Mental Health Board met on Thursday February 28 and approved 4 grant requests.
  - Ecker Center was awarded a staff development grant for \$370 to provide alcohol and substance abuse training for staff
  - Hanover Township Senior Services was awarded a \$1500 staff development grant to allow three staff members to attend the national conference of the American Society on Aging in Chicago
  - Bridge Youth and Family Services was awarded a \$500 staff development grant towards the organization's membership to the Illinois Collaboration on Youth.
  - Centro de Information was awarded \$677 in capital funds towards the purchase of equipment to support its family centered mental health programs in Hanover Park offices.
- The MHB reviewed the 3-year strategic plan for additional recommendations. The MHB will vote to approve the plan, which will cover fiscal years 2014 to 2016, at the March meeting. Proposed 3-year goals are attached
- All FY14 awarded notices and grant contracts were distributed to agencies and notified all agencies with outstanding grant awards to submit documentation before the close of FY13
- Coordinating meeting with ACMHAI to discuss goals of membership and to learn more about the association.
- Coordinating meeting with Maryville Academy. They are looking to open a training institute to focus on training their staff and area agencies about the effects of trauma on children's development and best practices for working with children with trauma induced mental illness
- Attended LAN46 meeting. There continues to be outreach to use current ISBE funds granted to the LAN, however minimal funds have been used. They also received word that it is likely that there will not be ISBE funds beyond this fiscal year.
- Coordinated scheduling of Mental Health First Aid training for Township staff.
- After review with the village, the MHB will not be able to put a monument sign at the Community Resource Center. Working with the village moving forward on options for signage.
- Family Service Association has two additional employees with office hours at the CRC. Held orientation with them to provide overview of building, policies and procedures.

### *Mental Health Board Mission Statement:*

*The mission of the Hanover Township Mental Health Board is to advocate for increasing the availability and quality of mental health services through the development of a comprehensive and coordinated system of effective and efficient program delivery, accessible to all residents of Hanover Township*

# **Mental Health Board**

## **Proposed Strategic Goals for FY2014-2015-2016**

### **Community Awareness**

1. Create and distribute resource guide of mental health, substance abuse, and developmental disability services for all Township households and organizations
2. Update website to include information on mental health, substance abuse, and developmental disability services
3. Develop strategies to increase quality trainings for professionals (healthcare, teachers, and service providers) and parents about youth and adolescent mental health disorders, autism, and other developmental disabilities.
4. Identify and promote most responsible crisis response options (i.e. crisis lines, crisis intake sites, etc.)

### **Accountability and Quality**

1. Revise and implement current agency reporting requirements to include a qualitative and quantitative analysis of funded programs and the services they provide to residents
2. Research data gathering methods to quantify Township needs for services
3. Increase agency collaboration by establishing a human services coordinating body to address development of coordinated system of program delivery
4. Increased board involvement to include agency site visits and related initiatives

### **Service Delivery**

1. Focus mental health funding on mental health programs
2. Expand funding for supportive services for adults with developmental disabilities and sobriety/recover services for adults following treatment for alcoholism
3. Expand current TIDE transportation services beyond work/work training programs to include recreational programs
4. Develop strategies to assist agencies to expand bilingual services

# OFFICE OF COMMUNITY HEALTH

Report for February, 2013

SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>Appointments</i>				
ProTimes	24	31	292	275
TB skin test	7	6	95	113
Cholesterol	17	7	169	130
Pharmaceutical Assistance Programs	6	4	63	143
Miscellaneous labs	25	6	190	137
Other	37	52	528	704
Total (unduplicated)	96	106	1227	1449
<i>Clinic Clients</i>				
Victory Centre of Bartlett	12	11	143	162
Glendale Terrace	4	5	71	108
Community Relations Office -Elgin	6	15	120	49
Clare Oaks (Diabetes Support Group)	4	8	52	54
Astor Avenue	9	0	183	126
Total (unduplicated)	34	39	575	418
<i>Public Education &amp; Health Promotion</i>				
Media coverage	3	3	36	52
Informational seminars	1	0	18	30
Ask A Pharmacist Program Participants	0	n/a	6	n/a
<i>Primary Care Provider Support</i>	3	27	179	404
<i>Phone Triage</i>	318	565	6795	7145
<i>Embracelet Program</i>	5	3	76	156

## Department Highlights

- On Friday, February 1, 2013 the Office of Community Health kicked off Heart Health Awareness Month by celebrating National Wear Red Day.
- On Friday, February 1, 2013 Kristen and Stacy toured VNA and Ecker Center for Mental Health.
- On Wednesday, February 6, 2013 Kristen and Stacy attended the quarterly municipality nurses meeting.
- On Friday, February 8, 2013 Kristen toured the Greater Elgin Family Care Center clinics in Elgin and met with Bob Tanner to discuss collaborating with programs and referrals.
- On Thursday, February 14, 2013 Kidcare Medical held its monthly immunization clinic and twenty immunizations were given as well as two physicals.
- On Tuesday, February 19, 2013 a “lunch and learn” was provided for Hanover Township employees on Heart 360, a program by the American Heart Association focusing on heart health and monitoring blood pressure.
- On Friday, February 22, 2013 Pam attended the kick off event for Relay for Life at the Chili Cook Off.
- On Friday, February 23, 2013 Kristen and Keely attended the Streamwood Park District’s Health Fair and provided blood pressure screenings.

### *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.*

# DEPARTMENT OF SENIOR SERVICES

Report for February, 2013

SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>Programming Division</i>				
Planned programs	153	147	1796	1282
Participants	1348	1816	18451	16316
Participants (unduplicated)	560	692	1360	?
Wait listed (unduplicated)	36	39	692	820
Art & Computer classes	64	49	508	537
Art & Computer class participants	371	454	4232	4825
New volunteers	4	5	71	53
Total volunteers (unduplicated)	118	118	232	779
Volunteer hours reported	1481	1999	16907	17312
Meals delivered by volunteers	810	1023	10094	12164
<i>Social Services Division</i>				
Clients served (unduplicated)	189	319	1100	1013
Energy Assistance	12	15	528	409
Prescription drugs & health insurance assistance	76	187	1440	1966
Public Aid	11	19	163	221
Social Service programs	10	7	104	103
Social Service program participants	82	94	1037	1304
Lending Closet transactions	75	33	667	629
<i>Transportation Division</i>				
One way rides given	1570	1810	18916	16889
Individuals served (unduplicated)	215	215	682	663
New riders	18	25	179	201
Unmet requests for rides	33	29	284	175

## Department Highlights

- Four Software companies submitted bids for Dispatch Scheduling Software: CTS Software Inc., Ecolane USA, Trapeze Software Inc., and Route Match Software Inc. The bids were opened on February 25. The transportation consultant will be reviewing the proposals to determine the lowest qualified bid.
- Out Trips: Marriot Theatre Music of Andrew Lloyd Webber, Chicago Auto Show, Horseshoe Casino and Valentine's Day Party at Moretti's in Bartlett.
- 24 seniors attended the TRIAD meeting held at the Bartlett Police Station to learn about Internet Safety with Detective Meade.
- Seniors are working on creating a music video to a popular song. The group met and decided on "We Are Young" by FUN.
- Staff completed training at AgeOptions for "Take Charge of Your Health." We will be offering this chronic disease management class in the summer.
- The Director and Managers attended Feedback and Coaching Management Training.
- AARP Tax Aide began on February 12. All available appointments have been scheduled and there is a waiting list. Over 300 calls for appointments were received by the Volunteer Receptionist Aides for Social Services. These valuable volunteers rescheduled many appointments to due snow cancellations of service.

### *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 February, 2013

SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>General Assistance</i>				
General Assistance clients	22	18	235	182
General Assistance appointments	49	49	588	482
Emergency Assistance appointments	15	14	317	180
Emergency Assistance approved	7	7	54	66
Crisis intake clients	230	151	3056	1382
Access to Care	12	14	83	33
<i>LIHEAP Applications/PIPP Recertifications</i>				
Office	66	104	835	651
Circuit Breaker	0	3	2	15
<i>Social Services</i>				
ComEd Hardships	4	Closed	91	22
Weatherization	3	3	20	37
<i>Food Pantry</i>				
Served (Households)	739	748	10012	9022
New applications	153	104	1373	1118
Food Donations	65	45	629	624
<i>Community Center Walk-Ins</i>	286	344	4214	4161

## Department Highlights:

- With the assistance of staff and auxiliary staff, currently there are 51 vendors registered for the Job Fair with more vendors expected. The Job Fair is scheduled for March 21<sup>st</sup> from 2:00 – 5:00 at the Senior Center. This year the Job Fair will include a resume writing workshop at no charge to residents.
- The Job Club is scheduled to begin April 1<sup>st</sup> in Downey Hall.
- The search for an Employment Services Manager continues. Second round interviews will begin the week of March 18<sup>th</sup> with the hope of a job offer by the end of the Month.
- A surprise GA audit was conducted with no violations reported.
- Supervisor's Community Service Awards Committee finalized the winning candidates for all categories. The banquet is scheduled for Wednesday, April 3<sup>rd</sup> at the Bartlett Fire Barn. Invitations have been mailed.
- CEDA continues to come weekly at Astor Avenue to offer Emergency Relief services to our Residents by offering assistance with car repairs, dental care and vision care programs. CEDA also provides free resume updating and writing once per month at Astor Avenue.
- Director Imperato attended Management Training at the Administration Building.
- The Food Pantry continues to receive food donations from Jewel through the Northern Illinois Food Bank programs. In February 343 boxes of food were received which included milk, meats and fresh vegetables.
- All Saturdays in the food pantry are now staffed by local organizations. Currently, the first Saturday is staffed by St. Johns, second by Because of Beth, third and fifth by Immanuel United Church of Christ and the fourth by Kiwanis Clubs of Streamwood. Jay Olriksen and Tom Kuenker are the Saturday leads in the food pantry and assist with opening and closing the building.
- Spring Bags will be filled with candy on March 13<sup>th</sup> at the Senior Center. 40 seniors have signed up to help.
- The Astor Avenue Spring Party is scheduled for Saturday, March 23<sup>rd</sup> beginning at 9:00 am and is being sponsored by the Knights of Columbus.
- The first spring mobile food pantry will be held at St. John's on March 26<sup>th</sup> at 10am.

### *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 February, 2013

SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>Outreach &amp; Prevention</i>				
Open Gym participants	1422	1017	11,360	8,388
Open Gym participants (unduplicated)	487	325	1,002	1,196
Alternative to Suspension referrals	37	5	123	243
Alternative to Suspension participants (unduplicated)	59	44	105	77
<i>Clinical</i>				
Therapy clients (total attended)	282	456	3495	3081
Therapy clients (unduplicated)	148	175	577	271
Total families	74	74	690	628
New families	7	18	59	80
Clinical hours	347	326	2705	2605
Group session participants	562	455	4999	2850
<i>Tutoring Participants</i>				
Total	73	41	1128	969
Unduplicated	54	41	213	196

## Department Highlights

- Sarah Spunt, LSW, Clinical Interventionist, has been selected to present her research and work on substance abuse prevention at the International Association for Social Work with Groups, Inc. XXXV Annual International Symposium on June 6-9, 2013 in Boston, Massachusetts. Sarah's position and work is being funded by the Hanover Township Mental Health Board.
- Deanna Aister, LCSW, presented at the Illinois PBIS AS200: High School Forum on March 15 at Northern Illinois University, Naperville Campus. Hanover Township was the only community provider invited to present.
- Research and development is occurring for a substance abuse prevention program at Ridge Circle Elementary School in partnership with the Streamwood Police Department.
- Sarah Spunt, LSW, presented to the staff at Elgin High School information and resources on cyber-bullying and the connection to substance abuse.
- Hanover Township is piloting a tutoring program to be offered at Glendale Terrace, Hanover Park, in partnership with Centro de Informacion. The program will include community service learning projects.
- Spring Break Open Gym sites and dates have been secured, they include: March 25-Eastview Middle School, March 26-Tefft Middle School, March 27-Parkwood Elementary School, and March 28-Lords Park Elementary School, all sites will be open 12:00-4:00PM.
- John Parquette, LCSW, has been invited to work with School District U-46's Community Alliance Tier I Committee. The Committee is revising the District's Memorandum of Understanding contract and other forms to be used by community partners who provide services within the District.

### *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  
 From 2/20/13 to 3/19/13

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	101,828.76	558.78	102,387.54
Total Senior Center	35,327.88		35,327.88
Total Welfare Services	21,395.45		21,395.45
Total Road and Bridge	27,964.34		27,964.34
Total Mental Health Board	21,511.10		21,511.10
Total Retirement	0.00		
Total Vehicle	5,998.00		5,998.00
Total Capital	197,532.47		197,532.47
Total All Funds	<u>411,558.00</u>	<u>558.78</u>	<u>412,116.78</u>

The above "Subtotal" column has been approved for payment this 19th day of March 2013.

The above "Total" column has been approved for payment this 19th day of March 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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03/15/13

Accrual Basis

## Hanover Township Board Audit Report February 20 through March 19, 2013

Type	Date	Num	Name	Memo	Amount
<b>1103 - Senior Center - Revenue</b>					
<b>1103500 - Senior Programs</b>					
Check	02/22/2013	98128	Dolores Meiling	Valentine Party Refund	28.00
Check	02/22/2013	98136	Gene Pierce	Valentine Refund Party	28.00
Check	02/26/2013	98152	Nanette Bleiss	Valentine Party Refund	28.00
Check	02/26/2013	98156	Susan Malkowski	Valentine Party Refund	28.00
Check	03/01/2013	98169	Michael Angelini	Acrylic Painting Refund	32.00
Check	03/01/2013	98174	Arlene Burke	Watercolor Refund	32.00
Check	03/08/2013	98341	Frank Euliano	Casino Refund	33.00
Total 1103500 - Senior Programs					209.00
<b>1103509 - Lending Closet</b>					
Check	03/01/2013	98199	Jeff Walter	Lending Closet Refund	45.00
Total 1103509 - Lending Closet					45.00
Total 1103 - Senior Center - Revenue					254.00
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014410 - Equipment Purchases</b>					
Check	02/26/2013	98161	Wells Fargo Financial Leasing 002	Acct# 001-0113861-002 Copy Machine Lease	328.00
Total 1014410 - Equipment Purchases					328.00
<b>1014430 - Computer Equipment &amp; Software</b>					
Check	02/22/2013	98118	Current Technologies Corporation	Inv# 709640 Network Labor	2,161.25
Check	02/22/2013	98118	Current Technologies Corporation	Inv# 3439 Service Agreement Renewal - Server	141.79
Check	03/01/2013	98178	Dell Marketing L.P.	Inv# xj3dr37t2 Computer Purchase	775.20
Check	03/01/2013	98194	Staples	Inv# 3192554767 5 Port Gig Switch	54.99
Check	03/01/2013	98194	Staples	Inv# 3192554768 Wireless Router	159.99
Check	03/08/2013	CC F...	JP Morgan Chase	Server Backup Monthly Subscription	150.00
Check	03/08/2013	98338	Current Technologies Corporation	Inv# 709697 Network Labor	2,897.50
Check	03/08/2013	98338	Current Technologies Corporation	CR 709697 Credit	-380.00
Total 1014430 - Computer Equipment & Software					5,960.72
<b>1014540 - Facility Lease</b>					
Check	03/15/2013		Bartlett Volunteer Fire Dept., Inc.	Emergency Service Station Rent - 6 Months	10,000.00
Total 1014540 - Facility Lease					10,000.00
Total 101CAP - Capital Expenditures					16,288.72
<b>101CHN - Community Health</b>					
<b>1014451 - Postage</b>					
Check	02/22/2013	98139	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	34.32
Total 1014451 - Postage					34.32
<b>1014453 - Printing</b>					
Check	02/26/2013	98154	Interact Business Products, LLC	Inv# 80781 Copy Charges	36.44
Check	03/01/2013	98194	Staples	Inv# 3191740938 Ink Cartridges (2)	69.98
Check	03/15/2013		A1 Trophies & Awards, Inc	Inv# 13540 Director Name Plate	17.95

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03/15/13

Accrual Basis

**Hanover Township  
Board Audit Report  
February 20 through March 19, 2013**

Type	Date	Num	Name	Memo	Amount
Check	03/15/2013		Interact Business Products, LLC	Inv# 81207 Copy Charges Jan	62.50
Check	03/15/2013		Interact Business Products, LLC	Inv# 81094 Copy Charges Feb	146.95
Total 1014453 · Printing					333.82
<b>1014454 · Travel</b>					
Check	03/15/2013		Hoch, Keely P	Mileage Reimbursement	35.28
Total 1014454 · Travel					35.28
<b>1014456 · Community Affairs</b>					
Check	02/22/2013	98103	Promos 911, Inc.	Inv# 3456 Emergency Medical Magnets	341.15
Check	02/22/2013	98135	PSS World Medical, Inc.	Inv# 85158306 Cold Packs/Defibrillator Electrodes	132.10
Check	03/08/2013	CC F...	JP Morgan Chase	Multifuncton Pedometers (100)	85.50
Total 1014456 · Community Affairs					558.75
<b>1014459 · Professional Services</b>					
Check	03/15/2013		Alexian Brothers Health System	Patient# G.9319 Lab Work	58.78
Total 1014459 · Professional Services					58.78
<b>1014465 · Medical Supplies</b>					
Check	02/22/2013	98135	PSS World Medical, Inc.	Inv# 85158306IV Set/Medical Cream	83.91
Total 1014465 · Medical Supplies					83.91
<b>1014466 · Communications</b>					
Check	03/15/2013		Sprint	Acct# 897162515 Monthly Charges	59.20
Total 1014466 · Communications					59.20
Total 101CHN · Community Health					1,164.06
<b>101COM · Community Center Ops</b>					
<b>1014361 · Utilities</b>					
Check	03/08/2013	98363	Village of Hanover Park	Acct# 22510-39440 Water/Sewer	106.18
Check	03/15/2013		Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges	9.08
Check	03/15/2013		Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges	90.78
Total 1014361 · Utilities					206.04
Total 101COM · Community Center Ops					206.04
<b>101CVA · Community &amp; Veteran Affairs</b>					
<b>101CMA · Community Relations</b>					
<b>1014608 · Salaries</b>					
Check	02/22/2013	98125	Job Giraffe	Inv# 00196462 Part Time Office Temp Help	142.80
Check	02/22/2013	98125	Job Giraffe	Inv# 00196462 Part Time Office Temp Help	142.80
Total 1014608 · Salaries					285.60
<b>1014611 · Education &amp; Training</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Elgin Courier Subscription	78.00
Check	03/08/2013	CC F...	JP Morgan Chase	Daily Herald Subscription	39.40
Total 1014611 · Education & Training					117.40

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03/15/13

Accrual Basis

## Hanover Township Board Audit Report February 20 through March 19, 2013

Type	Date	Num	Name	Memo	Amount
<b>1014617 - Equipment &amp; Furniture</b>					
Check	02/22/2013	98112	Ace Coffee Bar	Inv# 102143 Machine Rental	14.97
Check	03/15/2013		Wells Fargo Financial Leasing	Acct# 001-0090075-002 Copier Machine Rental	62.50
Total 1014617 - Equipment & Furniture					77.47
<b>1014620 - Satellite Office Programs</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Satellite Programming Supplies	8.16
Total 1014620 - Satellite Office Programs					8.16
<b>1014621 - Satellite Office Utilities</b>					
Check	03/01/2013	98177	Com Ed 041	Acct# 7923218041 Elgin CRO Monthly Charges (Split Cost)	63.16
Total 1014621 - Satellite Office Utilities					63.16
<b>1014623 - Satellite Office Phone &amp; Intrnt</b>					
Check	02/22/2013	98117	Call One	Acct# 1010-8140-0000 Monthly Charges	138.86
Check	03/01/2013	98176	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges	43.45
Total 1014623 - Satellite Office Phone & Intrnt					182.31
Total 101CMA - Community Relations					734.10
Total 101CVA - Community & Veteran Affairs					734.10
<b>101ES - ES - Expenditures</b>					
<b>1014802 - Equipment</b>					
Check	02/22/2013	98119	Comcast (ES)	Acct# 8771 10 083 0226773 Monthly Internet Charges	94.90
Check	03/01/2013	98180	Fleet Safety Supply	Inv# 57214 Master Com	481.79
Check	03/08/2013	CC F...	JP Morgan Chase	CERT Class Supplies/ Manuals and Training Kits (10)	744.08
Check	03/08/2013	CC F...	JP Morgan Chase	Scanner for Vehicle 124	580.53
Check	03/08/2013	CC F...	JP Morgan Chase	Tape/Staples/Notepads/Folders	131.30
Check	03/15/2013		Air One Equipment, Inc.	Inv# 86288 Vehicle Lights	382.00
Check	03/15/2013		Chicago Communications	Inv# S055745 Microphone/Antenna/Connectors/Surge Protector	2,024.59
Total 1014802 - Equipment					4,439.19
<b>1014803 - Uniforms</b>					
Check	03/01/2013	98187	Ray O'herron Co., Inc.	Inv# 68669 Department Shirts	101.90
Check	03/08/2013	98352	Ray O'herron Co., Inc.	Inv# 68914 Badges (8)	894.67
Check	03/15/2013		A1 Trophies & Awards, Inc	Inv# 13574 Name Tags	12.60
Check	03/15/2013		Ray O'herron Co., Inc.	Inv# 1306527 Tie Clip	7.95
Total 1014803 - Uniforms					1,017.12
<b>1014806 - Office Supplies</b>					
Check	03/08/2013	98346	Kwik Print	Inv# 49182 Business Cards	26.80
Total 1014806 - Office Supplies					26.80
<b>1014807 - Miscellaneous</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Bereavement Flowers	104.95
Total 1014807 - Miscellaneous					104.95
<b>1014808 - Education / Training</b>					

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Type	Date	Num	Name	Memo	Amount
Check	02/22/2013	98130	NIPSTA	Inv# 10377 Incident Command System Training	175.00
Check	03/01/2013	98166	Maurice Deenihan	Certification Course Completion Cards	24.00
Check	03/01/2013	98192	ProPac	Inv# 336832 Instructor Guide (2)/Participant Manual (3)	167.79
Check	03/08/2013	CC F...	JP Morgan Chase	SMART Meeting Dinner	307.00
Check	03/08/2013	CC F...	JP Morgan Chase	ISARC Class Supplies	10.18
Check	03/08/2013	CC F...	JP Morgan Chase	ISARC Instructors Lunch	174.14
Check	03/15/2013		P. Christine Schmidt	Weather Spotter Training	35.00
Check	03/15/2013		Maurice Deenihan	CPR Ceertification	150.00
Total 1014808 · Education / Training					1,043.11
<b>1014809 · Pre-Volunteer Screening</b>					
Check	03/15/2013		Verify (XHANEM)	Inv# 761780 Background Check	48.00
Total 1014809 · Pre-Volunteer Screening					48.00
<b>1014812 · Volunteer Appreciation</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Volunteer Appreciation Supplies	55.00
Total 1014812 · Volunteer Appreciation					55.00
<b>1014813 · Vehicle Fuel &amp; Maintenance</b>					
Check	03/01/2013	98196	Village of Hanover Park (Fuel)	Inv# 35799 January 2013 Fuel	168.52
Total 1014813 · Vehicle Fuel & Maintenance					168.52
<b>1014814 · Communications</b>					
Check	03/01/2013	98175	Chicago Communications	Inv# 245125 Speaker Repair	105.00
Check	03/08/2013	98326	Palmer, Daniel D	Cell Phone Reimbursement	100.00
Check	03/15/2013		Sprint	Acct# 897162515 Monthly Charges	35.17
Total 1014814 · Communications					240.17
Total 101ES · ES - Expenditures					7,142.86
<b>101ISE · Insurance &amp; Employee Benefits</b>					
<b>1014504 · Dental, Vision &amp; Life Insurance</b>					
Check	02/22/2013	98121	Euclid Managers	Cust# 5641581A Dental/Life Ins Premium Deposit	9.67
Check	02/22/2013	98121	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium Balance Due	3,323.66
Check	03/01/2013	98191	NCPERS	Unit# 5785 Policy Coverage	3.20
Check	03/01/2013	98197	Vision Service Plan	Acct#30 033722 0001 February Vision Insurance Monthly Premium	484.15
Total 1014504 · Dental, Vision & Life Insurance					3,820.68
<b>1014505 · Health Insurance</b>					
Check	02/22/2013	98143	United Healthcare	Cust# 530960 Policy Coverage	35,848.17
Total 1014505 · Health Insurance					35,848.17
<b>1014507 · Flex Plan</b>					
Check	02/22/2013	98142	TASC	Inv# 3200191740 Admin Fees March 2013	77.40
Check	02/26/2013	98158	TASC	Inv# 3200181705 Admin Fees April 2013	77.40
Total 1014507 · Flex Plan					154.80
<b>1014513 · Employee Wellness</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Employee Wellness Supplies	22.97

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Type	Date	Num	Name	Memo	Amount
Total 1014513 · Employee Wellness					22.97
Total 101ISE · Insurance & Employee Benefits					39,846.62
<b>101MAIN · Facilities Maintenance</b>					
<b>1014202 · Office Supplies</b>					
Check	03/08/2013	98339	Cartridge World	Inv# 3591 Ink Cartridge	94.99
Check	03/15/2013		Staples	Inv# 3193388141 Ink Cartridge	74.06
Total 1014202 · Office Supplies					169.05
<b>1014205 · Janitorial Supplies - Town</b>					
Check	02/22/2013	98115	Bade Paper Products, Inc	Inv# 188077 Roll Towels/Toilet Tissue/Gloves	205.50
Total 1014205 · Janitorial Supplies - Town					205.50
<b>1014208 · Housekeeping Contract</b>					
Check	02/22/2013	98138	Perfect Cleaning Service, Inc.	Inv# 35820 Janitorial Service February 2013	2,880.00
Check	02/22/2013	98138	Perfect Cleaning Service, Inc.	Inv# 35103 Janitorial Service September 2012	2,880.00
Total 1014208 · Housekeeping Contract					5,760.00
<b>1014209 · Building Contracts</b>					
Check	02/22/2013	98131	Orkin Pest Control (Town)	Acct# 114667644 Pest Control December	60.00
Check	02/22/2013	98131	Orkin Pest Control (Town)	Acct# 114667644 Pest Control January	60.00
Check	02/22/2013	98132	Orkin Pest Control (Senior)	Acct# 11467668 Pest Control Decemeber	65.00
Check	02/22/2013	98132	Orkin Pest Control (Senior)	Acct# 11467668 Pest Control January	65.00
Check	02/22/2013	98133	Orkin Pest Control (Astor)	Acct# 11467749 Pest Control December	50.00
Check	02/22/2013	98133	Orkin Pest Control (Astor)	Acct# 11467749 Pest Control January	50.00
Check	03/08/2013	98332	ADT Security Services Inc	Inv# 90344780 Quarterly Securitiy Billing	81.00
Check	03/08/2013	98349	Orkin Pest Control (Senior)	Acct# 11467668 Pest Control February	65.00
Check	03/08/2013	98350	Orkin Pest Control (Town)	Acct# 114667644 Pest Control February	60.00
Check	03/08/2013	98351	Orkin Pest Control (Astor)	Acct# 11467749 Pest Control February	50.00
Total 1014209 · Building Contracts					606.00
<b>1014210 · Building Maintenance - Town</b>					
Check	03/15/2013		The Home Depot F&M	Wall Patch/Trashbags/Sheeting/Rope/Battery	294.40
Total 1014210 · Building Maintenance - Town					294.40
<b>1014211 · Building Maintenance - Senior</b>					
Check	02/26/2013	98157	The Home Depot	Drill/Drill Bits/Versabond	265.02
Check	03/08/2013	CC F...	JP Morgan Chase	Veterans Hall Light Bulbs	90.44
Check	03/08/2013	98354	Otis Elevator Company	Inv#CY06600313 Service Contract	4,122.00
Total 1014211 · Building Maintenance - Senior					4,477.46
<b>1014212 · Building Maintenance - Astor</b>					
Check	02/26/2013	98157	The Home Depot	Splice Tape/Outlet/Wall Plate	13.23
Check	03/15/2013		The Home Depot F&M	Misc Supplies	19.42
Total 1014212 · Building Maintenance - Astor					32.65
<b>1014213 · Equipment Maintenance - Town</b>					
Check	02/26/2013	98157	The Home Depot	Utility Knife/Adapter	19.00

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Type	Date	Num	Name	Memo	Amount
Check	03/08/2013	98345	Interact Business Products, LLC	Inv# 80905 Copy Charges	64.07
Total 1014213 · Equipment Maintenance - Town					83.07
<b>1014215 · Equipment Maintenance - Astor</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Astor Office Window Blinds	136.95
Total 1014215 · Equipment Maintenance - Astor					136.95
<b>1014219 · Vehicle Fuel - Town</b>					
Check	03/01/2013	98196	Village of Hanover Park (Fuel)	Inv# 35799 January 2013 Fuel	662.65
Total 1014219 · Vehicle Fuel - Town					662.65
<b>1014221 · Cell Phone/Communications</b>					
Check	03/15/2013		Sprint	Acct# 897162515 Monthly Charges	101.74
Total 1014221 · Cell Phone/Communications					101.74
<b>1014222 · Trash Removal - Town</b>					
Check	03/08/2013	98333	Allied Waste Services	Acct# 3-0551-6013270 Monthly Charges	151.92
Total 1014222 · Trash Removal - Town					151.92
<b>1014223 · Trash Removal - Senior</b>					
Check	03/08/2013	98333	Allied Waste Services	Acct# 3-0551-6000579 Monthly Charges	144.92
Total 1014223 · Trash Removal - Senior					144.92
<b>1014224 · Trash Removal - Astor</b>					
Check	03/08/2013	98333	Allied Waste Services	Acct# 3-0551-6013274 Monthly Charges	130.10
Total 1014224 · Trash Removal - Astor					130.10
<b>1014226 · Uniforms</b>					
Check	03/08/2013	98335	Bartlett Sports	Inv# 3046 Department Shirts (6)	60.00
Total 1014226 · Uniforms					60.00
Total 101MAIN · Facilities Maintenance					13,016.41
<b>101THE · Town Hall Expense</b>					
<b>1014402 · Telephone - Town</b>					
Check	02/22/2013	98117	Call One	Acct# 1010-8140-0000 Monthly Charges	2,520.48
Check	03/01/2013	98171	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	43.23
Check	03/01/2013	98172	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	112.89
Check	03/01/2013	98173	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	81.82
Total 1014402 · Telephone - Town					2,758.42
<b>1014403 · Utilities - Town</b>					
Check	03/01/2013	98189	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	649.78
Check	03/15/2013		Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	588.07
Total 1014403 · Utilities - Town					1,237.85
<b>1014405 · Internet Access - Town</b>					
Check	02/26/2013	98153	Comcast (Town)	Acct# 8771 10 083 0128607 Monthly Charges	139.90

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Type	Date	Num	Name	Memo	Amount
Total 1014405 · Internet Access - Town					139.90
<b>1014416 · Equipment Rental - Town</b>					
Check	02/22/2013	98137	Pitney Bowes Global Financial Services	Acct# 9574435 Postage Machine Rental	130.57
Check	02/26/2013	98150	Ace Coffee Bar	Inv# 102144 Coffee Machine Rental	29.95
Total 1014416 · Equipment Rental - Town					160.52
Total 101THE · Town Hall Expense					4,296.69
<b>101TOE · Town Office Expense</b>					
<b>1014401 · Postage</b>					
Check	02/22/2013	98101	Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage Permit Renewal	301.12
Check	03/08/2013	CC F...	JP Morgan Chase	Postage Mailing	12.95
Check	03/08/2013	CC F...	JP Morgan Chase	Hanover Happenings Mailing	25.76
Total 1014401 · Postage					339.83
<b>1014404 · Office Supplies</b>					
Check	02/26/2013	98150	Ace Coffee Bar	Inv# 272341 Coffee and Supplies	104.85
Check	02/26/2013	98150	Ace Coffee Bar	Credit Memo 276330	-6.00
Check	03/01/2013	98194	Staples	Inv# 3193003177 Ink Cartridges (2)	116.98
Check	03/01/2013	98194	Staples	Inv# 3192554768 Copy Paper/Appointment Book	248.41
Check	03/08/2013	98330	Ace Coffee Bar	Inv# 279979 Coffee (3 Boxes)	98.85
Total 1014404 · Office Supplies					563.09
<b>1014412 · Travel Expenses</b>					
Check	03/01/2013	98163	Imperato, Alexandra M	Mileage Reimbursement	19.10
Check	03/01/2013	98167	Barr, James C	Transportation Reimbursement Cook County EMA Presentation	11.00
Check	03/08/2013	98315	Imperato, Alexandra M	Mileage Reimbursement	8.48
Total 1014412 · Travel Expenses					38.58
<b>1014414 · Memberships, Subs &amp; Publication</b>					
Check	03/01/2013	98164	Village of Bartlett	Liquor License Renewal Fee	1,250.00
Check	03/01/2013	98165	Illinois Liquor Control Commission	State Liquor License Renewal Fee	500.00
Total 1014414 · Memberships, Subs & Publication					1,750.00
<b>1014424 · Education &amp; Training</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Manager Feedback Training Supplies	23.93
Check	03/08/2013	CC F...	JP Morgan Chase	Manager Training Supplies	22.30
Total 1014424 · Education & Training					46.23
<b>1014429 · Miscellaneous</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Finance Committee Meeting Supplies	14.84
Check	03/08/2013	CC F...	JP Morgan Chase	Township E-mail Marketing	37.19
Check	03/08/2013	CC F...	JP Morgan Chase	Finance Committee Meeting Supplies	9.73
Check	03/08/2013	CC F...	JP Morgan Chase	Bereavement Flowers - Shipman	94.95
Check	03/08/2013	CC F...	JP Morgan Chase	Illinois Assoc of Township Administrators Meeting Refreshments	120.00
Check	03/08/2013	CC F...	JP Morgan Chase	Finance Committee Meeting Supplies	106.30
Total 1014429 · Miscellaneous					383.01



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Type	Date	Num	Name	Memo	Amount
<b>1014530 - Financial Administration</b>					
Check	03/08/2013	98343	Governmental Accounting, Inc	Inv# 5484 Monthly Contract Billing	4,930.00
Total 1014530 - Financial Administration					4,930.00
<b>1014531 - Community Affairs</b>					
Check	02/22/2013	98113	A1 Trophies & Awards, Inc	Inv# 13440 Veterans Plates (2)	8.00
Check	02/26/2013	98159	Varsity Calendar Company	Inv# 64468 Streamwood High School Boosters Calendar	85.00
Check	03/08/2013	CC F...	JP Morgan Chase	Hanover Park Chamber Event	70.00
Check	03/08/2013	98340	Dee's Catering Service, Inc.	Inv# 15538 Breakfast with Board	377.50
Total 1014531 - Community Affairs					540.50
<b>1014532 - Committee on Youth</b>					
Check	03/08/2013	98327	A1 Trophies & Awards, Inc	Inv# 13543 YLA Banquet Trophies	99.75
Total 1014532 - Committee on Youth					99.75
Total 101TOE - Town Office Expense					8,690.99
<b>104ASR - Assessor's Division</b>					
<b>1044405 - Office Supplies</b>					
Check	03/01/2013	98194	Staples	Inv# 3192554766 File Cabinet	779.99
Check	03/15/2013		Staples	Credit for Inv# 3192554766	-100.00
Total 1044405 - Office Supplies					679.99
<b>1044411 - Equipment Purchases</b>					
Check	02/26/2013	98147	Glascott, Patricia A	Office Chairs (2)	319.98
Total 1044411 - Equipment Purchases					319.98
<b>1044413 - Travel Expense</b>					
Check	02/22/2013	98109	Smogolski, Thomas S	Mileage Reimbursement	29.38
Check	02/26/2013	98147	Glascott, Patricia A	Mileage Reimbursement	16.95
Total 1044413 - Travel Expense					46.33
<b>1044415 - Dues, Subs &amp; Publications</b>					
Check	02/22/2013	98109	Smogolski, Thomas S	Appraisal Institute Dues	298.56
Check	03/08/2013	98337	Cook County Township Assesors' Assoc	Annual Dues	400.00
Total 1044415 - Dues, Subs & Publications					698.56
<b>1044419 - Training</b>					
Check	02/22/2013	98109	Smogolski, Thomas S	Online Continuing Education Classes	195.00
Total 1044419 - Training					195.00
<b>1044524 - Equipment Maintenance</b>					
Check	03/01/2013	98181	Pete Feyerherd	Inv# 1536 Assessor Information Manager Annual Software Maintenance	550.00
Total 1044524 - Equipment Maintenance					550.00
Total 104ASR - Assessor's Division					2,489.86
<b>107CLK - Clerk's Department</b>					
<b>1074202 - Office Supplies</b>					

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Type	Date	Num	Name	Memo	Amount
Check	03/01/2013	98194	Staples	Credit for Inv# 3191740941 Frame	-8.98
Check	03/15/2013		Staples	Inv# 3194053756 Sign Holder	35.96
Total 1074202 · Office Supplies					26.98
<b>1074204 · Travel Expense &amp; Seminars</b>					
Check	03/08/2013	98314	Dolan Baumer, Kathleen M	Mileage Reimbursement	177.98
Check	03/08/2013	98314	Dolan Baumer, Kathleen M	Mileage Reimbursement	24.25
Total 1074204 · Travel Expense & Seminars					202.23
<b>1074205 · Dues, Subs &amp; Publications</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	National Notary Association Dues - K. Dolan Baumer	298.00
Check	03/08/2013	98314	Dolan Baumer, Kathleen M	Notary Renewal	10.00
Total 1074205 · Dues, Subs & Publications					308.00
<b>1074206 · Legal Notices</b>					
Check	03/01/2013	98193	Paddock Publications, Inc	Inv# 4330290 Public Hearing Notice	44.85
Check	03/15/2013		Paddock Publications, Inc	Inv# 4331414 Bid Notice	80.50
Total 1074206 · Legal Notices					125.35
<b>1074210 · Community Affairs</b>					
Check	03/08/2013	98328	Amerishred	Inv# 9575 On Site Document Destruction	525.00
Total 1074210 · Community Affairs					525.00
<b>1074217 · Passport Expenditures</b>					
Check	03/01/2013	98168	Adorama	Inv# 13042031 Passport Ink	597.00
Check	03/15/2013		Staples	Inv# 3194053756 Passport Ink	45.97
Total 1074217 · Passport Expenditures					642.97
Total 107CLK · Clerk's Department					1,830.53
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094611 · Education &amp; Training</b>					
Check	02/26/2013	98149	AITCOY	AITCOY Workshop Registration	20.00
Check	03/08/2013	CC F...	JP Morgan Chase	Alternative Medicines Workshop - J. Robl	50.00
Total 1094611 · Education & Training					70.00
<b>1094612 · Consulting Fees</b>					
Check	02/26/2013	98155	Michael Kelly LCSW	Consulting Fees January 2013	300.00
Check	02/26/2013	98155	Michael Kelly LCSW	Consulting Fees February 2013	300.00
Total 1094612 · Consulting Fees					600.00
<b>1094618 · Psychiatric Backup</b>					
Check	02/26/2013	98151	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	500.00
Total 1094618 · Psychiatric Backup					500.00
<b>1094619 · Office Supplies</b>					
Check	03/08/2013	98358	Sam's Club (YFS 0748 1)	Cups/Clorox Wipes/Paper Towels	70.30
Check	03/15/2013		A1 Trophies & Awards, Inc	Inv# 13567 Name Badge	7.95

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Type	Date	Num	Name	Memo	Amount
Check	03/15/2013		Kwik Print	Inv# 49200 Business Cards	38.00
Check	03/15/2013		Quill Corporation	Inv# 9737072 Toner/Ink Cartridges	487.66
Check	03/15/2013		Quill Corporation	Inv# 9737072 Tax Exempt	-28.68
Total 1094619 · Office Supplies					575.23
<b>1094620 · Community Affairs</b>					
Check	03/15/2013		Aister, Deanna J	Tier 2 Group Supplies	106.34
Total 1094620 · Community Affairs					106.34
<b>1094622 · Miscellaneous</b>					
Check	03/08/2013	98358	Sam's Club (YFS 0748 1)	Account Charges	8.59
Total 1094622 · Miscellaneous					8.59
<b>1094623 · Travel</b>					
Check	02/22/2013	98102	Low, Karen	Mileage Reimbursement	67.81
Check	03/08/2013	98309	Concepcion, Sara	Mileage Reimbursement	64.41
Check	03/08/2013	98310	Bailey, Lisa E	Mileage Reimbursement	38.99
Check	03/08/2013	98311	Spunt, Sarah B	Mileage Reimbursement	44.64
Check	03/08/2013	98312	Aister, Deanna J	Mileage Reimbursement	51.98
Check	03/15/2013		Evans {1}, Tor	Mileage Reimbursement	28.82
Check	03/15/2013		Robl, Jared R	Mileage Reimbursement	44.64
Total 1094623 · Travel					341.29
<b>1094624 · Intern Stipends</b>					
Check	03/15/2013		Laura Zambello	Intern Stipend - February	400.00
Total 1094624 · Intern Stipends					400.00
<b>1094628 · Tutoring</b>					
Check	03/08/2013	98358	Sam's Club (YFS 0748 1)	Tutoring Party Supplies	35.98
Total 1094628 · Tutoring					35.98
Total 109ADM · Administration & Clinical					2,637.43
<b>109OUT · Outreach &amp; Prevention</b>					
<b>1094627 · Open Gym Program.</b>					
Check	02/22/2013	98116	Chicago Communications	Inv# 244463 Walkie Talkies (9)	1,782.00
Check	02/22/2013	98135	PSS World Medical, Inc.	INv# 85158306 Ice Packs (2 Cases)	75.00
Check	03/08/2013	CC F...	JP Morgan Chase	Open Gym Games/Microphone/Amplifier	111.03
Check	03/08/2013	CC F...	JP Morgan Chase	Kidz BOP Vol 23	21.39
Check	03/08/2013	CC F...	JP Morgan Chase	JVC Kaboom CD Boombox (2)	537.90
Check	03/08/2013	CC F...	JP Morgan Chase	Paint Sets/Beads/Pegboards/Embroidery Packs/Oragami Paper	367.73
Check	03/08/2013	98357	Sam's Club (Town 0487 6)	Open Gym Snacks	31.77
Check	03/15/2013		Teachout, Amanda A	Volunteer Open Gym Supplies	72.92
Total 1094627 · Open Gym Program.					2,999.74
<b>1094643 · Education &amp; Training</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Behavior Workshop - A. Teachout	30.00
Check	03/08/2013	CC F...	JP Morgan Chase	Scared/Sad and Bad Workshop - A. Chacon	138.00
Check	03/08/2013	CC F...	JP Morgan Chase	Manager Skills Workshop - J. Mix	199.00

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Type	Date	Num	Name	Memo	Amount
Check	03/08/2013	CC F...	JP Morgan Chase	Coach/Manager Workshop- J. Mix	140.00
Check	03/08/2013	CC F...	JP Morgan Chase	Angry Brain Workshop - A. Teachout	50.00
Check	03/08/2013	CC F...	JP Morgan Chase	Self Injury Workshop - A. Teachout	30.00
Check	03/08/2013	CC F...	JP Morgan Chase	Pathways to Solutins Workshop - A. Teachout	140.00
Total 1094643 · Education & Training					727.00
<b>1094644 · Travel</b>					
Check	03/08/2013	98313	Teachout, Amanda A	Mileage Reimbursement	59.33
Check	03/15/2013		Cohen, Michael J	Mileage Reimbursement	41.63
Total 1094644 · Travel					100.96
<b>1094647 · Office Supplies</b>					
Check	03/08/2013	98355	Quill Corporation	Inv# 9667535 Copy Paper	58.82
Check	03/08/2013	98355	Quill Corporation	Inv# 9667535 Tax Exempt	-3.46
Total 1094647 · Office Supplies					55.36
<b>1094651 · Cellphones</b>					
Check	03/15/2013		Sprint	Acct# 897162515 Monthly Charges	160.17
Total 1094651 · Cellphones					160.17
Total 109OUT · Outreach & Prevention					4,043.23
Total 109YFS · Youth & Family Services					6,680.66
Total 1014 · Town Fund - Expenditures					102,387.54
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104522 · Contingency</b>					
Check	03/08/2013	98331	The Alphabet Shop, Inc	Inv# 40055 Veterans Hall Signage	2,500.00
Total 1104522 · Contingency					2,500.00
<b>1104524 · Utilities</b>					
Check	03/01/2013	98190	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges	931.19
Check	03/15/2013		Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges November	160.82
Total 1104524 · Utilities					1,092.01
<b>1104525 · Telephone &amp; High Speed Internet</b>					
Check	03/15/2013		Sprint	Acct# 897162515 Monthly Charges	571.82
Total 1104525 · Telephone & High Speed Internet					571.82
<b>1104527 · Equipment Purch/Rental/Repair</b>					
Check	02/22/2013	98123	Health Concepts, LLC	Inv# 65701 Water Machine Rental	210.00
Check	02/22/2013	98134	Pitney Bowes	Acct# 6871669 Postage Machine Rental	135.07
Check	02/26/2013	98154	Interact Business Products, LLC	Inv# 80781 Copy Charges	317.87
Check	03/01/2013	98194	Staples	Inv# 3192554770 Printer	99.99
Check	03/01/2013	98194	Staples	Inv# 3192554771 Printer	69.95
Check	03/08/2013	CC F...	JP Morgan Chase	PDF Software Annual Fee	21.24
Check	03/15/2013		Interact Business Products, LLC	Inv# 81207 Copy Charges Jan	187.50

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Type	Date	Num	Name	Memo	Amount
Check	03/15/2013		Interact Business Products, LLC	Inv# 81094 Copy Charges Feb	214.72
Total 1104527 · Equipment Purch/Rental/Repair					1,256.34
<b>1104528 - Office Supplies</b>					
Check	03/01/2013	98194	Staples	Inv# 3193003178 Pens/Ink Cartridges/Highlighters	129.79
Check	03/01/2013	98194	Staples	Inv# 3192554771 Ink Cartridges (8)	206.82
Check	03/01/2013	98194	Staples	Inv# 3191740940 Letter Openers (10)	11.60
Check	03/01/2013	98194	Staples	Inv# 3191740939 Message Book/Report Covers/Toner/Markers	148.90
Total 1104528 · Office Supplies					497.11
<b>1104529 - Postage</b>					
Check	02/22/2013	98139	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	34.32
Total 1104529 · Postage					34.32
<b>1104535 - Travel</b>					
Check	02/22/2013	98107	Vana, Kristin N	Mileage Reimbursement	81.34
Total 1104535 · Travel					81.34
<b>1104536 - Education &amp; Training</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Aging in America Conference - B. K. Schuld	485.00
Check	03/08/2013	CC F...	JP Morgan Chase	Volunteer Management Training - K.Cable	240.00
Check	03/08/2013	CC F...	JP Morgan Chase	American Society on Aging Conference - T. Colagrossi	475.00
Total 1104536 · Education & Training					1,200.00
<b>1104542 - Senior Satellite Service</b>					
Check	02/22/2013	98112	Ace Coffee Bar	Inv# 102143 Machine Rental	14.98
Check	03/01/2013	98176	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges	43.45
Check	03/01/2013	98177	Com Ed 041	Acct# 7923218041 Elgin CRO Monthly Charges (Split Cost)	63.16
Check	03/15/2013		Wells Fargo Financial Leasing	Acct# 001-0090075-002 Copier Machine Rental	62.50
Total 1104542 · Senior Satellite Service					184.09
Total 1104ADM · Administration					7,417.03
<b>1104SOC - Social Services</b>					
<b>1104514 - Weekend Programming</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Book Club Supplies	7.49
Total 1104514 · Weekend Programming					7.49
<b>1104515 - Programming</b>					
Check	02/22/2013	98108	Susan Kazenas	Craft Supplies	99.04
Check	02/22/2013	98140	Streamwood Park District	Exercise Class Instructor January 2013	500.00
Check	02/22/2013	98145	Whole Foods Market	Inv# 021213 January Cooking Class	75.00
Check	03/08/2013	CC F...	JP Morgan Chase	Fitness Program and DVD's	59.90
Check	03/08/2013	CC F...	JP Morgan Chase	Programming Movie Subscription	17.96
Check	03/08/2013	CC F...	JP Morgan Chase	Netflix Movie Subscription	11.99
Check	03/08/2013	CC F...	JP Morgan Chase	Yoga Supplies -Blocks (12) / Pillows (20)	154.99
Check	03/08/2013	CC F...	JP Morgan Chase	Valentines/St Pats Party Supplies	819.93
Check	03/08/2013	CC F...	JP Morgan Chase	Tax Aide Printer Ink (2)	79.54
Check	03/08/2013	CC F...	JP Morgan Chase	Video Music	1.19

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Type	Date	Num	Name	Memo	Amount
Check	03/08/2013	CC F...	JP Morgan Chase	Acquarium Entry Tickets (32)	208.00
Check	03/08/2013	CC F...	JP Morgan Chase	Planetarium Tickets (32)	527.00
Check	03/08/2013	CC F...	JP Morgan Chase	St Pats Party Deposit	250.00
Check	03/08/2013	CC F...	JP Morgan Chase	Planetarium Lunch (32)	418.73
Check	03/08/2013	CC F...	JP Morgan Chase	Senior Movie Program	85.36
Check	03/08/2013	CC F...	JP Morgan Chase	Focus Group Dinner (10)	188.02
Check	03/08/2013	CC F...	JP Morgan Chase	Now and Forever Theater Ticket	62.25
Check	03/08/2013	CC F...	JP Morgan Chase	Wildfire Luncheon (33)	773.14
Check	03/08/2013	98317	Charles Troy	Inv# 22613 Creation of South Pacific - Senior Presentation	200.00
Check	03/08/2013	98325	Deb Kelly	Yoga Class Instruction	280.00
Check	03/08/2013	98348	Moretti's for Banquets	Inv# 148 Valentines Party	2,938.07
Check	03/08/2013	98360	Starlight Tours	Horseshoe Casino (48) 2.21.13	1,536.00
Check	03/08/2013	98360	Starlight Tours	Potowatomi Casino (48) 1.13.13	1,536.00
Check	03/08/2013	98360	Starlight Tours	Ho Chunk Casino (48) 6.20.13	1,536.00
Check	03/08/2013	98360	Starlight Tours	Diamonfd Jo Casino (48) 7.10.13	1,536.00
Check	03/08/2013	98361	Sam's Club (Old Acct)	Coffee/Kitchen Supplies	161.68
Check	03/08/2013	98364	Hollis Zelskey	Sabre Room Musical Deposit	100.00
Check	03/08/2013	98365	Hollis Zelskey	Sabre Room Musical Balance Due	1,116.00
Total 1104515 - Programming					15,271.79
<b>1104516 - Social Services</b>					
Check	02/22/2013	98106	Aging Care Connections	Chronic Disease Development Progam	0.00
Check	02/26/2013	98157	The Home Depot	Blinds	448.00
Check	02/26/2013	98157	The Home Depot	Credit (blinds)	-476.00
Check	03/08/2013	CC F...	JP Morgan Chase	Notary Registration (6)	335.70
Check	03/08/2013	CC F...	JP Morgan Chase	Thank You Notes (3 packs)	11.07
Total 1104516 - Social Services					318.77
<b>1104520 - Volunteer Services</b>					
Check	03/08/2013	98318	Tom Kuenker	Home Delivered Meals Mileage Reimbursement	45.20
Check	03/08/2013	98319	Bill Riccio	Home Delivered Meals Mileage Reimbursement	41.58
Check	03/08/2013	98320	Gerardo Amargos	Home Delivered Meals Mileage Reimbursement	33.34
Check	03/08/2013	98321	Jerome Krzywdzinski	Home Delivered Meals Mileage Reimbursement	65.54
Check	03/08/2013	98322	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	27.12
Check	03/08/2013	98323	Richard Bayer	Home Delivered Meals Mileage Reimbursement	33.34
Check	03/08/2013	98324	Beth Cooper	Home Delivered Meals Mileage Reimbursement	20.34
Total 1104520 - Volunteer Services					266.46
<b>1104530 - Nutrition</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Supper Club Supplies	272.11
Check	03/08/2013	CC F...	JP Morgan Chase	Book Club Refreshments	46.56
Check	03/08/2013	CC F...	JP Morgan Chase	Tax Aide Refreshments	28.56
Check	03/08/2013	CC F...	JP Morgan Chase	Pizza Party (12)	172.10
Check	03/08/2013	CC F...	JP Morgan Chase	Senior Luncheon (13)	176.92
Check	03/08/2013	CC F...	JP Morgan Chase	Intergenerational Movie Program	45.00
Total 1104530 - Nutrition					741.25
<b>1104532 - Visual Arts</b>					
Check	02/22/2013	98114	Blick Art Materials	Inv# 1487324 Art Materials	254.97

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Type	Date	Num	Name	Memo	Amount
Check	02/22/2013	98114	Blick Art Materials	Inv# 1487324 Tax Exempt	-19.97
Check	02/22/2013	98127	Midwest Ceramic Art Supply	Inv# 00196462 Art Supplies	34.64
Check	02/22/2013	98127	Midwest Ceramic Art Supply	Inv# 00196462 Art Supplies	252.49
Check	03/01/2013	98170	Bob Levi	Senior Opera Program	200.00
Check	03/08/2013	98316	Leslie Goddard	Senior Program - Historical Lecture	250.00
Check	03/08/2013	98344	Hobby Lobby	Program Supplies	20.63
Total 1104532 - Visual Arts					992.76
Total 1104SOC - Social Services					17,598.52
<b>1104TRN - Transportation</b>					
<b>1104518 - Vehicle Maintenance</b>					
Check	02/22/2013	98122	Friendly Ford, Inc	Inv# 175103 Actuator	254.50
Check	02/22/2013	98122	Friendly Ford, Inc	Inv# 174994 Sensor	56.69
Check	02/22/2013	98122	Friendly Ford, Inc	Inv# 174996 Sensor	77.04
Check	02/22/2013	98141	Safety Lane Inspections	Inv# 9770 Safety Inspection	66.96
Check	03/01/2013	98184	Mitchell 1	Acct# 979637 Online Technical Support	69.71
Check	03/08/2013	CC F...	JP Morgan Chase	IPASS Replenishment	40.00
Check	03/08/2013	98342	Friendly Ford, Inc	Inv# 175340 Joint Assemblys	147.28
Check	03/15/2013		Carquest Auto Parts Stores	Air Filter/Sockets/Blower Motor/Thermostat Gasket/Brake Pads/Gloves	361.60
Check	03/15/2013		Friendly Ford, Inc	Inv# 60593 Bus Computer/Replacement/Programming and Diagnostics	3,280.82
Total 1104518 - Vehicle Maintenance					4,354.60
<b>1104550 - Telephone</b>					
Check	03/15/2013		Sprint	Acct# 897162515 Monthly Charges	229.80
Total 1104550 - Telephone					229.80
<b>1104551 - Training</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Bus Driver Training	475.00
Total 1104551 - Training					475.00
<b>1104552 - Fuel</b>					
Check	03/01/2013	98196	Village of Hanover Park (Fuel)	Inv# 35799 January 2013 Fuel	4,998.93
Total 1104552 - Fuel					4,998.93
Total 1104TRN - Transportation					10,058.33
Total 1104 - Senior Center - Expenditures					35,073.88
<b>2024 - Welfare Services - Expenditures</b>					
<b>2024ADM - Administration</b>					
<b>2024202 - Office Supplies</b>					
Check	03/01/2013	98194	Staples	Inv# 3191050734 Laptop Lock/Stapler/Pencil Cup	64.29
Check	03/01/2013	98194	Staples	Inv# 3191050735 Copy Paper	63.36
Check	03/15/2013		Staples	Inv# 3192554769 Copy Paper/Pencil Cup	138.01
Check	03/15/2013		Staples	Inv# 3193003176 Folders	23.99
Total 2024202 - Office Supplies					289.65
<b>2024204 - Equipment Purchase &amp; Rental</b>					

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Type	Date	Num	Name	Memo	Amount
Check	02/22/2013	98124	Henricksen	Inv# 511300 Office Furniture	146.01
Check	02/22/2013	98124	Henricksen	Tax Exempt	-3.31
Check	02/22/2013	98146	Wells Fargo Financial Leasing 003	Acct# 001-0090075-003 Copy Machine Rental	179.00
Check	03/08/2013	CC F...	JP Morgan Chase	Office Room Divider	189.99
Check	03/08/2013	98330	Ace Coffee Bar	Inv# 102142 Coffee Machine Rental	29.95
Check	03/08/2013	98336	Comcast (WS)	Acct# 8771 10 085 0097898 Monthly Charges	92.96
Check	03/15/2013		Sprint	Acct# 897162515 Monthly Charges	101.07
Check	03/15/2013		Staples	Inv# 3193003175 Printer	199.99
Total 2024204 · Equipment Purchase & Rental					935.66
<b>2024205 · Travel &amp; Training</b>					
Check	02/22/2013	98104	Lenahan, Jay E	Mileage Reimbursement	53.50
Check	02/22/2013	98105	Imperato, Mary Jo	Mileage Reimbursement	34.55
Check	02/22/2013	98110	Northern Illinois University	Professional Development Courses	120.00
Check	02/22/2013	98111	Bonilla, Lissete C	Mileage Reimbursement	11.87
Check	03/15/2013		Keith Owens	Job Club Presenter	75.00
Total 2024205 · Travel & Training					294.92
<b>2024210 · Printing</b>					
Check	02/22/2013	98126	Kwik Print	Inv# 48994 Business Cards	38.00
Total 2024210 · Printing					38.00
<b>2024212 · Dues, Pubs &amp; Background Checks</b>					
Check	02/22/2013	98144	Verify (XHANGA)	Inv# 755876 Background Checks	192.00
Total 2024212 · Dues, Pubs & Background Checks					192.00
<b>2024507 · Professional Services</b>					
Check	03/08/2013	98353	NJS Enterprises, Inc	Inv# 110583 VisualGA.ne Software Service Contract	2,800.00
Total 2024507 · Professional Services					2,800.00
Total 2024ADM · Administration					4,550.23
<b>2024HOM · Home Relief</b>					
<b>2024102 · Rent</b>					
Check	02/26/2013	2097	Sue Sommers	March 2013 Rent	650.00
Check	02/26/2013	2097	Sue Sommers	February 2013 Rent	232.14
Check	02/26/2013	2100	Brookside Condominium Association	March 2013 Rent	425.00
Check	02/26/2013	2103	Michael Pisto	March 2013 Rent	300.00
Check	02/26/2013	2106	Forest Ridge Homeowners Association	March 2013 Rent	199.00
Check	02/26/2013	2107	CarolAnn Sansone	March 2013 Rent	450.00
Check	02/26/2013	2111	Spring Lakes Estates	March 2013 Rent	385.00
Check	02/26/2013	2116	Cook County Treasurer	Property Tax Assessment	168.00
Check	02/26/2013	2119	Bartlett Green V Condo Assoc.	March 2013 Rent	149.77
Check	02/26/2013	2120	Guadalupe Sanchez	March 2013 Rent	0.00
Check	02/26/2013	2121	Todd Stennett	March 2013 Rent	349.62
Check	02/26/2013	2122	Harinarayan Subbarao	March 2013 Rent	515.52
Check	02/26/2013	2123	Ronald Kuhn	March 2013 Rent	500.00
Check	02/26/2013	2124	Eredis Schaeffer	March 2013 Rent	650.00
Check	02/26/2013	2125	Ralph Kanehl Sr.	March 2013 Rent	400.00



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Type	Date	Num	Name	Memo	Amount
Check	02/26/2013	2126	929 Jefferson, LLC	March 2013 Rent	650.00
Check	02/26/2013	2127	Sheng Guo	March 2013 Rent	484.00
Check	02/26/2013	2128	Theodore Urzendowski	March 2013 Rent	500.00
Check	02/26/2013	2129	Adam Zeliz	March 2013 Rent	500.00
Check	02/26/2013	2130	Juan Diaz	March 2013 Rent	650.00
Check	02/26/2013	2131	Spring Lakes Estates	March 2013 Rent	400.00
Check	03/12/2013	2136	Justin Burns	March 2012 Rent	175.00
Check	03/12/2013	2137	Allen Back	March 2013 Rent	400.00
Total 2024102 · Rent					9,133.05
<b>2024103 · Utilities</b>					
Check	02/26/2013	2099	Com Ed 042 (GA)	Utilities Assistance Acct# 8084794005	95.00
Check	02/26/2013	2101	NICOR (GA)	Utilities Assistance Acct#28971077988	50.00
Check	02/26/2013	2102	Com Ed 042 (GA)	Utilities Assistance Acct#7490543057	200.00
Check	02/26/2013	2104	Com Ed 042 (GA)	Utilities Assistance Acct#2091015059	140.35
Check	02/26/2013	2105	Village of Streamwood	Utilities Assistance Acct# 14402640001	60.65
Check	02/26/2013	2108	NICOR (GA)	Utilities Assistance Acct#82528710005	54.00
Check	02/26/2013	2109	Village of Streamwood	Utilities Assistance Acct# 19900620001	78.00
Check	02/26/2013	2110	Com Ed 042 (GA)	Utilities Assistance Acct#7832153006	179.00
Check	02/26/2013	2111	Spring Lakes Estates	Water Bill	15.00
Check	02/26/2013	2112	Village of Streamwood	Utilities Assistance Acct# 25400730001	71.21
Check	02/26/2013	2113	Advanced Disposal - Batavia T0	Utilities Assistance Acct# T0012121	73.72
Check	02/26/2013	2117	NICOR (GA)	Utilities Assistance Acct#46307710007	8.00
Check	02/26/2013	2118	Com Ed 042 (GA)	Utilities Assistance Acct#7490495001	54.00
Check	03/12/2013	2134	NICOR (GA)	Utilities Assistance Acct#96857710006	98.24
Check	03/12/2013	2135	Com Ed 042 (GA)	Utilities Assistance Acct# 7667575007	97.25
Check	03/12/2013	2141	Village of Streamwood	Utilities Assistance	857.75
Total 2024103 · Utilities					2,132.17
<b>2024105 · Clothing</b>					
Check	02/26/2013	2133	Walmart	Personal Essentials Gift Cards (13 Clients)	1,830.00
Check	03/08/2013	CC F...	JP Morgan Chase	Clothing Stipends (2)	300.00
Check	03/12/2013	2139	Walmart	Personal Essentials Gift Card	130.00
Total 2024105 · Clothing					2,260.00
<b>2024106 · Travel Expenses</b>					
Check	02/26/2013	2115	Travelers Personal Insurance	Car Insurance #989 635 806 101 1	50.00
Check	02/26/2013	2132	BP Gas Station	Fuel Assistance Gas Cards (7)	650.00
Check	03/12/2013	2138	BP Gas Station	Fuel Assistance Gas Card	100.00
Total 2024106 · Travel Expenses					800.00
<b>2024107 · Medical</b>					
Check	02/26/2013	2114	Access to Care	Enrollment Fee	20.00
Total 2024107 · Medical					20.00
<b>2024119 · Emergency Assistance</b>					
Check	02/26/2013	2098	Opinetree, LLC	Shelter Assistance - 5 Day Eviction Notice	1,250.00
Check	03/12/2013	2140	Bartlett Lake Apartments	EA Rent	750.00
Check	03/12/2013	2142	TMC Management Co	EA Eviction Notice	500.00

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Type	Date	Num	Name	Memo	Amount
Total 2024119 · Emergency Assistance					2,500.00
Total 2024HOM · Home Relief					16,845.22
Total 2024 · Welfare Services - Expenditures					21,395.45
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034702 · Insurance</b>					
Check	02/22/2013	98143	United Healthcare	Cust# 530960 Policy Coverage	552.65
Total 3034702 · Insurance					552.65
<b>3034704 · Telephone</b>					
Check	03/08/2013	98359	Sprint (HWY)	Acct# 162978503 Monthly Charges	264.01
Total 3034704 · Telephone					264.01
<b>3034705 · Dues, Subs &amp; Publications</b>					
Check	03/08/2013	98362	Township Hwy Commissioners of Illinois	Member Dues- C. Ochoa	35.00
Total 3034705 · Dues, Subs & Publications					35.00
<b>3034706 · Travel Expense</b>					
Check	02/26/2013	98148	Raska, Edward J	Tolls Reimbursement	12.80
Total 3034706 · Travel Expense					12.80
<b>3034707 · Printing</b>					
Check	03/01/2013	98193	Paddock Publications, Inc	Inv# 4330291 Public Hearing Notice	46.00
Total 3034707 · Printing					46.00
<b>3034710 · Community Affairs</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	Hanover Park Chamber Event	35.00
Total 3034710 · Community Affairs					35.00
<b>3034711 · Utilities</b>					
Check	03/01/2013	98188	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	327.55
Total 3034711 · Utilities					327.55
<b>3034712 · Miscellaneous</b>					
Check	03/15/2013		Business Card - Bank of America	Foreman Lunch Meeting	24.27
Total 3034712 · Miscellaneous					24.27
Total 3034ADM · Administration					1,297.28
<b>3034ROD · Road Maintenance</b>					
<b>3034602 · Operating Supplies &amp; Materials</b>					
Check	02/22/2013	98129	Martin Implement Sales, Inc	Inv# A24083 Gasket	8.58
Check	02/26/2013	98157	The Home Depot	Chain Oil/Trashbags/Cleaner/Vacuum	137.67
Check	03/01/2013	98183	Highway Technologies	Inv# 65118323-001 Speed Limit Sign	88.30
Check	03/01/2013	98183	Highway Technologies	Inv# 65118577 Street Signs	269.16
Check	03/01/2013	98184	Mitchell 1	Acct# 979637 Online Technical Support	69.71

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Type	Date	Num	Name	Memo	Amount
Check	03/01/2013	98185	Menard's	Inv# 14479 Black Cable Tie/Gentry Post	75.31
Check	03/15/2013		Continental Weather Svc	Inv# 12879 Weather Forecasting	150.00
Total 3034602 · Operating Supplies & Materials					798.73
<b>3034603 · Gasoline</b>					
Check	03/01/2013	98195	Village of Bartlett - Fuel	Inv# 2833 January 2013 Fuel	1,166.75
Check	03/01/2013	98196	Village of Hanover Park (Fuel)	Inv# 35799 January 2013 Fuel	619.50
Total 3034603 · Gasoline					1,786.25
<b>3034607 · Contract Work</b>					
Check	03/08/2013	98329	Allstar Asphalt, Inc.	Inv# 3541 Parking Lot Reconstruction	22,088.50
Total 3034607 · Contract Work					22,088.50
<b>3034610 · Street Lighting</b>					
Check	02/22/2013	98120	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	15.53
Check	03/15/2013		Com Ed 051	Acct# 5619024051 Monthly Charges	29.10
Total 3034610 · Street Lighting					44.63
Total 3034ROD · Road Maintenance					24,718.11
<b>303EQM · Equipment</b>					
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Check	03/01/2013	98182	Grainger	Inv# 9065263411 Industrial Fog Nozzle	130.32
Check	03/08/2013	98334	Bonnell Industries, Inc	Inv# 145077 Bolt Carriage (4) / Lock Nuts	1,122.88
Check	03/08/2013	98334	Bonnell Industries, Inc	Inv# 144034 Supplies	56.85
Check	03/08/2013	98347	Monroe Truck Equipment	Inv# 297240 Lift Cylinder	321.58
Check	03/15/2013		Chicago International Trucks, LLC.	Inv# 16080224 Rack	214.59
Check	03/15/2013		Chicago International Trucks, LLC.	Inv# 16080342 Light/Spring/Screw	85.79
Check	03/15/2013		O'Reilly Auto Parts	Brake Line	16.94
Total 3034609 · Maintenance Vehicles & Equip					1,948.95
Total 303EQM · Equipment					1,948.95
Total 3034 · Road & Bridge - Expenditures					27,964.34
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054006 · Personal Expense Reimbursement</b>					
Check	03/08/2013	CC F...	JP Morgan Chase	MHB Meeting Refreshments	12.00
Check	03/08/2013	CC F...	JP Morgan Chase	MHB Meeting Refreshments	119.16
Total 5054006 · Personal Expense Reimbursement					131.16
<b>5054010 · Employee Insurance</b>					
Check	02/22/2013	98143	United Healthcare	Cust# 530960 Policy Coverage	482.68
Total 5054010 · Employee Insurance					482.68
<b>5054541 · Printing</b>					
Check	03/15/2013		Kwik Print	Inv# 49237 Envelopes/Letterhead	176.40

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Type	Date	Num	Name	Memo	Amount
Total 5054541 · Printing					176.40
Total 5054ADM · Administration					790.24
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Check	03/01/2013	98204	Nicor (MHB)	Acct# 84-67-77-1000 0 Monthly Charges	325.35
Check	03/01/2013	98205	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	230.14
Check	03/15/2013		Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Water/Sewer	20.17
Total 5054210 · Utilities					575.66
<b>5054213 · Janitorial</b>					
Check	03/01/2013	98200	JaniKing	Inv# 03130542 Monthly Contract Billing	414.00
Total 5054213 · Janitorial					414.00
<b>5054216 · Telephone Systems Maintenance</b>					
Check	03/15/2013		All Information Services	Inv# 22829 Phone Network Labor	125.00
Total 5054216 · Telephone Systems Maintenance					125.00
<b>5054250 · Building Maintenance</b>					
Check	03/15/2013		Orkin Pest Control (MHB)	Inv# 81923143 Pest Control	50.00
Check	03/15/2013		Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	39.48
Total 5054250 · Building Maintenance					89.48
<b>5054286 · Agency Support Services</b>					
Check	03/01/2013	98203	Hinckley Springs (MHB)	Acct# 16681552567400 Monthly Charges	51.23
Check	03/01/2013	98207	PAETEC	Acct# 9097797 Monthly Charges	561.24
Check	03/01/2013	98207	PAETEC	Acct# 1173538 Monthly Charges	
Check	03/15/2013		PAETEC	Acct# 9097797 Monthly Charges	
Check	03/15/2013		PAETEC	Acct# 1173538 Monthly Charges	71.84
Total 5054286 · Agency Support Services					684.31
Total 5054COM · Community Resource Center					1,888.45
<b>5054SVC · Service Contracts</b>					
<b>5054102 · CAC Family Support</b>					
Check	03/15/2013		Childrens Advocacy Ctr of Nwst Co Cou...	Family Support Services	229.21
Total 5054102 · CAC Family Support					229.21
<b>5054141 · Shelter Inc Healthy Families</b>					
Check	03/01/2013	98202	Shelter, Inc	Healthy Families	3,000.00
Total 5054141 · Shelter Inc Healthy Families					3,000.00
<b>5054162 · Tide Project</b>					
Check	03/01/2013	98201	A#1 Cab Dispatch Inc	Tide Invoices 2/20/13	450.50
Check	03/15/2013		A#1 Cab Dispatch Inc	Tide Invoices 3/14/13	544.25
Total 5054162 · Tide Project					994.75
<b>5054177 · Staff Development Grant Fund</b>					

11:55 AM

03/15/13

Accrual Basis

## Hanover Township Board Audit Report February 20 through March 19, 2013

Type	Date	Num	Name	Memo	Amount
Check	03/15/2013		Boys & Girls Club of Elgin	Staff Development Grant Award	1,500.00
Total 5054177 · Staff Development Grant Fund					1,500.00
<b>5054180 - Capital Grant Fund</b>					
Check	03/15/2013		Association for Individual Development	Capital Grant Award	12,000.00
Total 5054180 · Capital Grant Fund					12,000.00
<b>5054188 - Bartlett Learning Center</b>					
Check	03/01/2013	98206	Clarewoods Academy	Grant - Balance Due	288.45
Total 5054188 · Bartlett Learning Center					288.45
<b>5054195 - Autism Society of IL</b>					
Check	03/15/2013		Autism Society of Illinois	Outreach/Education Oct- Dec 2012	250.00
Check	03/15/2013		Autism Society of Illinois	Outreach/Education Jan - Mar 2013	250.00
Total 5054195 · Autism Society of IL					500.00
<b>5054199 - Elgin Family Ctr - Adult Psych</b>					
Check	03/15/2013		Greater Elgin Family Care Center	Adult Psychiatric Services	320.00
Total 5054199 · Elgin Family Ctr - Adult Psych					320.00
Total 5054SVC · Service Contracts					18,832.41
Total 5054 · Mental Health - Expenditures					21,511.10
<b>7004 - Vehicle Replcmnt - Expenditures</b>					
<b>7004408 - Vehicle Purchase</b>					
Check	03/01/2013	98198	Wildland Warehouse	Inv# 3287 75 Gallon Fire Suppression Skid	5,898.00
Total 7004408 · Vehicle Purchase					5,898.00
<b>7004540 - Bus Purchase</b>					
Check	03/08/2013	98356	Pace	Acct# 30896 March Lease	100.00
Total 7004540 · Bus Purchase					100.00
Total 7004 · Vehicle Replcmnt - Expenditures					5,998.00
<b>8084 - Capital Projects - Expenditures</b>					
<b>8084414 - Senior Park</b>					
Check	02/26/2013	98160	W-T Mechanical/Electrical Engineering	Inv# CE-12272-5 Runzel Reserve Engineering Fees	202.50
Check	03/01/2013	98208	Martam Construction, Inc.	Inv# 10928 Runzel Reserve Project Payment #1	178,860.37
Check	03/15/2013		Hitchcock Design Group	Inv# 15118 Runzel Reserve Design Charges	300.00
Total 8084414 · Senior Park					179,362.87
<b>8084425 - Building &amp; Perm Improvements</b>					
Check	03/01/2013	98162	First American Title Insurance Company	Izaak Walton Property Closing Cost	2,482.00
Check	03/01/2013	98179	Deigan & Associates, LLC	Inv# 022613 Izaak Walton Property Environmental Site Assessment Phase II	6,037.32
Check	03/01/2013	98186	Marchese and Sons, Inc	Inv# 105736 Izaak Walton League Surveying Services	7,500.00
Check	03/15/2013		The Home Depot F&M	YFS Renovation Flooring Materials/Supplies	2,150.28
Total 8084425 · Building & Perm Improvements					18,169.60

11:55 AM

03/15/13

Accrual Basis

**Hanover Township  
Board Audit Report  
February 20 through March 19, 2013**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 8084 - Capital Projects - Expenditures					<u>197,532.47</u>
<b>TOTAL</b>					<b><u><u>412,116.78</u></u></b>



I. Call to Order/Roll Call

Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire.

Elected and appointed officials present: Assessor Thomas Smogolski and Collector Frank Liquori.

Staff and others present included Administrator James Barr, Assistant Administrator Katie Delaney, Emergency Services Director Dan Palmer, Facilities & Maintenance Director Steve Spejcher, Manager of Community Relations Thomas Kuttentberg, Senior Services Director Barb Kurth-Schuldt, Welfare Services Director Mary Jo Imperato, Youth & Family Services Director John Parquette, Mrs. Hope Duval, and Attorney Larry Mraz. Present were Village of Streamwood Trustee Mike Baumer, Mr. and Mrs. Russell Earnest, Mr. Nick Farran and his son from Storage Mart, Re/Max Central representatives Missus Camiliere, Fiorillo and Moersch, Dave and his son from Whole Foods Market Schaumburg, Ms Mary Johnson and her friend Jim from the Village of Streamwood here to present the GOFA award, Mr. Gary Diegan from Diegan & Associates (here for the Executive Session) and Civics class students from Streamwood High School.

II. Supervisor McGuire asked everyone to stand and join him in the Pledge of Allegiance.

III. Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.

IV. Presentations:

A. Supervisor McGuire asked that the Board join him in recognizing members of our community who have served in the U.S. military.

1. SP4 Russell Earnest, who served from 1960 to 1963 in the US Army, was congratulated on being inducted into the Veterans Honor Roll on this date in acknowledgment of his service to our country.
2. The Supervisor asked that the record reflect that Corporal Nathan Withaeger of Streamwood was also thanked and inducted into the Veterans Honor Roll for his service to our country in the US Marine Corps from 2001 to 2009.

B. Supervisor McGuire asked that the record reflect the Board's thanks to the Lord of Life Lutheran Church Endowment Committee for their continued support of the Hanover Township Food Pantry and asked that Director Imperato present a plaque to them in thanks.

C. The Supervisor and Board thanked the Re/Max Central representatives Missus Camiliere, Fiorillo and Moersch for their continued support of the Hanover Township Food Pantry and presented a plaque in thanks.

D. The Supervisor and Board thanked the Whole Foods Market and Dave for their continued support of the Hanover Township Food Pantry and presented a plaque in thanks.

E. The Supervisor and Board thanked Mr. Nick Farran from Storage Mart representatives for their continued support of the Hanover Township Food Pantry and presented a plaque in thanks.

F. Ms Mary Johnson came forward for the GFOA Budget Award presentation. She listed the qualifications and congratulated Hanover Township on this award, for the second consecutive year. Supervisor McGuire accepted the GFOA Budget Award on behalf of the Township for excellence in budgeting.

V. Reports:

- A. *Supervisor's Report:* Supervisor McGuire offered no report.
- B. *Clerk's Report:* Clerk Dolan Baumer reported that the Spring Shred is scheduled for Saturday, March 2. She also mentioned that Passport Day in the USA is coming up and would like to offer free photos with a donation to our Food Pantry on that day. The Board approved the request.
- C. *Assessor's Report:* Assessor Smogolski reported that tax bills are due March 1.
- D. *Highway Commissioner's Report:* Commissioner Ochoa was absent.
- E. *Treasurer's Report:* A motion was made by Trustee Westlund-Deenihan and seconded by Trustee Benoit to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Nays: None. Motion carried.
- F. *Department Reports:* Departments of Administrative Services, Assessor's Office, Community Health, Community & Veterans Affairs, Emergency Services, Facilities and Maintenance, Highway Department, Mental Health Board, Senior Services, Welfare Services, Youth and Family Services, and the Clerk offered reports for the Board's review and consideration. Mr. Kutenberg noted that the Township has a mobile version of the website for smartphones available.

VI. Bill Paying

Mr. Barr offered the bills in two requests for approval, with bills for payment to Alexian Brothers for \$8,653.25; a motion was made by Trustee Burke and seconded by Trustee Westlund-Deenihan to pay the Alexian invoices of \$8,653.25. Roll call: Ayes: Trustees Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

Mr. Barr asked that the Board approve the bills from February 12 through February 19, 2013 as presented.

a. Town Fund	\$40,495.64
b. Senior Center Fund	8,389.69
c. Welfare Services Fund	2,431.87
d. Road and Bridge Fund	3,008.43
e. Mental Health Fund	44,858.11
f. Retirement Fund	0.00
g. Vehicle Fund	0.00
h. Capital Fund	<u>0.00</u>
Total All Funds:	<u>\$99,183.74</u>

A motion was made by Trustee Benoit to approve the bill as presented for February 12 through February 19, 2013; Trustee Burke seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Westlund-Deenihan. Abstain: Supervisor McGuire. Nays: none. Motion carried.

VII. Unfinished Business: None was discussed.

VIII. New Business:

- A. Regular Meeting Minutes of February 11, 2013: Clerk Dolan Baumer submitted the regular meeting minutes of February 11, 2013 for review and approval by the Board. A motion was made by Trustee Westlund-Deenihan to approve the regular meeting minutes of February 11, 2013 with a second by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
- B. Consideration of Electrical Aggregation Services Agreement: Mr. Barr reviewed the options,



which are to use Integrys that would act as consultant and sole provider; or, to use NIMEC as the consultant and open bid on the service provider. Staff recommended the use of NIMEC. Mr. Mraz noted that legal council has opined that a bid must be done; Mr. McGuire asked that Mr. Mraz check to see if the opinion is being enforced and what action is being taken. A motion was made by Trustee Benoit and seconded by Trustee Burke to approve the resolution #021913 for NIMEC and the accompanying agreement for electrical aggregation services. Roll call: Ayes: Trustees Burke, Krick, Benoit, and Westlund-Deenihan. Nays: Supervisor McGuire. Motion carried.

- IX. Executive Session: A motion was made at 7:21 p.m. by Trustee Westlund-Deenihan and seconded by Trustee Benoit to go into Executive Session pursuant to §2c5 (The purchase or lease of real property by the township...) pursuant to the Illinois Open Meetings Act. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.

Mr. McGuire invited Mr. Deigan of Deigan & Associates to join the Board in Executive Session. He invited the students forward to have their paperwork signed by the Board.

The Board returned and the regular session of the meeting continued at 8:01 p.m. Present were Trustees Benoit, Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire.

- X. Other Business: Mr. McGuire announced that the Board has concurred that the staff move forward with acquisition of the Izaak Walton League property. Mr. Barr noted that the Senior Valentines Day party is tomorrow at Moretti's. The Board is welcome to have cake and celebrate the Supervisor's birthday immediately following the meeting.
- XII. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 8:04 p.m. Motion to adjourn was made by Westlund-Deenihan seconded by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Burke and Krick, and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Meeting adjourned.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy: Supervisor Administrator Attorney Gail Borden Library  
(4) Trustees Senior Services Auditor Poplar Creek Public Library  
Assessor Welfare Services Village of Streamwood  
Bartlett Library Highway Commissioner Y&F Services Streamwood Park District



240 S. Route 59  
Bartlett, Illinois 60103

## 163<sup>nd</sup> Annual Town Meeting of Hanover Township

Tuesday, April 16, 2013  
7:30 PM

### AGENDA

- I. Meeting called to order and Pledge of Allegiance to the Flag
- II. Welcome and Introduction of Officials
- III. Election and Oath for Sergeant at Arms
- IV. Election and Oath for Moderator
- V. Approval of Annual Town Meeting Agenda
- VI. Acceptance of Minutes of the 2012 Annual Town Meeting
- VII. Presentation of Annual Financial Statements by Supervisor
  - A. Town Fund
  - B. General Assistance Fund
  - C. Road District Fund
  - D. Mental Health Board Fund
  - E. Retirement Fund
  - F. Senior Center
  - G. Vehicle Replacement Fund
- VIII. Certification of Accounts by Trustees
- IX. Presentation of Department Reports
- X. Resolution Authorizing Lease Agreement between Hanover Township and the Hanover Township Mental Health Board
- XI. Motion to Set the Hour of Special Town Meetings for 7:00 p.m.
- XII. Motion to Set the Hour of the Next Annual Town Meeting for 7:30 p.m.
- XIII. Motion to Pay the Moderator
- XIV. 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.



**TO:** Hanover Township Board  
**FROM:** James Barr, Township Administrator  
**BY:** Thomas Warfield, Management Analyst  
**DATE:** March 15, 2013  
**SUBJECT:** Proposed Tentative Hanover Township Electric Power Aggregation Plan of Operation and Governance

As part of the electrical aggregation process per Public Act 97-0823 amended the Illinois Power Act, Hanover Township is required to formally adopt an electric power aggregation plan of operation and governance. This tentative plan shall serve as the model for the final plan to be formally adopted upon completion of a successful voter referendum and the required public hearings to be held on April 2, 2013 and April 16, 2013.

This proposed tentative plan has been prepared with assistance from the Northern Illinois Municipal Electric Collaborative (NIMEC). After receiving draft language the agreement was reviewed and edited by Township legal counsel to ensure it conformance to Township policies and requirements. The final plan shall include revisions generated from the required public hearings and direction from the Township Board.

This plan has several functions. First and foremost it will set out the operational requirements for electrical aggregation services. The plan sets out requirements for aggregation providers, maintenance of a database, education, minimum levels of customer service, billing cycles and fee limitations, the compliance process, and the solicitation of bid process. Other items in the plan include guidance for changing, extending or renewing service, termination of service, and the opt-in or opt-out procedures based upon the results of the referendum. The final portions of the plan include miscellaneous governance guidelines, a liability statement, and contact numbers for information and compliance.

If you have any questions or if you would like additional information concerning this plan please contact the Township Administrator via email at [jbarr@hanover-township.org](mailto:jbarr@hanover-township.org) or call directly at 630.837.0301 ext. 2127.

**HANOVER TOWNSHIP**

**ELECTRIC POWER  
AGGREGATION  
PLAN OF OPERATION  
AND GOVERNANCE**

DRAFT

\_\_\_\_\_, 2013

# Hanover Township Electric Power Aggregation Plan of Operation and Governance

## I. INTRODUCTION

Public Act 97-0823 amended the Illinois Power Agreement Act (the "Act") by changing Section 1-92 to Chapter 20, Act 3855 of the Illinois Compiled Statutes (20 ILCS 3855/1-92) ("Section 1-92") and allowed the Corporate Authorities of a township to adopt an ordinance in accordance with the Act to aggregate electrical loads for residential and small commercial retail customers within the unincorporated portion of the Township on an opt-out or opt-in program. The Act further authorizes a township to select suppliers of retail electric supply, solicit bids and enter into service agreements to facilitate the sale and purchase of electricity and related services. The legislation authorized the Illinois Power Agency ("IPA") to assist a township in developing a plan of operation and governance.

Large industrial and commercial consumers with sophisticated electric operations use their size and expertise to obtain lower electric power rates. Individual residential and small commercial retail consumers are typically unable to obtain significant price reductions since they lack the same bargaining power, expertise and the economies of scale enjoyed by larger consumers. Aggregation, the combining of multiple electric loads, provides the benefits of retail electric competition for consumers with lower electric usage.

Municipal aggregation, the combining of multiple retail electric loads of customers by a township, provides the means through which municipal residential and small commercial retail customers may obtain economic benefits of Illinois' competitive retail electric market. The Hanover Township Aggregation Program combines the electric loads of residential and small commercial retail customers to form a buying group ("Aggregation Group"). Hanover Township ("Township") will act as purchasing agent for the Aggregation Group. Therefore, the Hanover Township will be a Municipal or Governmental Aggregator, as described by Illinois law and the rules established by authorized agencies, and shall act on behalf of Commonwealth Edison Company, an affiliate of Exelon Corporation (herein referred to as "ComEd" or "Commonwealth Edison") in the Township to obtain the best Aggregation Program for the Members of the Aggregation Group.

## II. PROCESS

On April 9, 2013, in accordance with the requirements of the Act, Hanover Township voters approved a referendum to operate an Aggregation Program as an "opt-out" program. Under an opt-out program, all ComEd residential and small commercial retail customers in the unincorporated portion of the Township are automatically included as participants in the Program unless they opt-out of the Program by providing written notice of their intention not to participate as a part of the Aggregation Group. As required by State law, the Corporate Authorities of the Township duly passed a Resolution which authorized submitting to the Township's electorate who reside within the unincorporated portion of the Township the

determination whether or not the Aggregation Program shall operate as an opt-out program. Following approval of the referendum by the electorate, the Township passed Ordinance Number \_\_\_\_\_ on \_\_\_\_\_, 2013 authorizing the Township to aggregate electric loads for residential and small commercial retail customers in the unincorporated portion of the Township and implement an opt-out program.

In addition to passing the required Resolution and Ordinance by the Corporate Authorities, the Township is also required to comply with various rules and regulations established by authorized agencies of the State of Illinois. The Township will promptly file any application and comply with any applicable rules and regulations that may be required by Illinois law for certification as a Municipal Aggregator and to operate the Aggregation Program under the Act. As required by the Act, the Corporate Authorities developed and approved this Aggregation Plan of Operation and Governance ("Plan"). Before adopting this Plan and as required by the Act, the Corporate Authorities duly published a notice in the Daily Herald, a newspaper of general circulation in the Township, of public hearings held on April 2, 2013 at 6:45 p.m. and April 16, 2013 at 6:45 p.m. . The public hearings were held by the Corporate Authorities at the Township's Veterans Hall located at 240 South Route 59, Bartlett, Illinois, 60103, and provided the residents of the Township a meaningful opportunity to be heard regarding the Aggregation Program and this Plan. The Corporate Authorities considered the concerns of the residents and information disclosed at the hearings in the development of this Plan. The opt-out notice for the Aggregation Program shall be provided in advance to all eligible electric customers in the Township upon approval of this Plan according to the opt-out disclosure program developed by the Township. The opt-out notice and disclosures shall comply with the Act and all applicable rules and regulations of any authorized agency in the State of Illinois and shall fully inform such customers in advance that they have the right to opt-out of the Aggregation Program. The opt-out notice shall disclose all required information including but not limited to the rates, terms and conditions of the Program and the specific method to opt-out of the Program.

By majority vote of the Corporate Authorities at a meeting held in accordance with the Open Meetings Act (5 ILCS 120/1 et seq.), the Township may select a Retail Electric Supplier ("RES" or "Provider") to provide the electric power for the Township Aggregation Program according to the terms of a written service agreement entered into by and between the Provider and the Township. By majority vote of the Corporate Authorities, the Township may determine not to enter into a service agreement with any Provider and in such event the Aggregation Group shall continue to purchase electric power through Commonwealth Edison. If the Corporate Authorities enter into a service agreement with a Provider, Commonwealth Edison will continue to provide and service delivery of the electricity purchased from the Provider, and metering, repairs and emergency service will continue to be provided by Commonwealth Edison. The Corporate Authorities have determined that each participant in the Aggregation Group shall receive a single monthly bill from Commonwealth Edison under applicable tariffs.

### III. DEFINITIONS

In order to clarify certain terminology, the following terms as used in this Plan shall have the meanings set forth below, unless otherwise provided herein to the contrary:

"Aggregation Group" shall mean all the residential and small commercial retail customers of ComEd in the unincorporated portion of the Township that have not opted out of the Program and are permitted under the terms of the Act to participate in the Program.

"Aggregation Program" or "Program" means the program developed and implemented by the Township, as a Municipal Aggregator under the Act, to provide ComEd residential and small commercial retail customers in the unincorporated portion of the Township with retail electric generation services.

"Corporate Authorities" means the Township Board of Trustees of Hanover Township, Cook County, Illinois.

"Municipal Aggregator" means the Township operating an Aggregation Program under the legislative authority granted the Township to act as an aggregator to provide a competitive retail electric service to residential and small commercial retail customers of ComEd in the unincorporated portion of the Township. Pursuant to the Act, an Aggregator is not a public utility or an alternative retail electric supplier.

"Member" means a person or legal entity enrolled in the Township of Hanover Municipal Aggregation Program for competitive retail electric services and a member of the Aggregation Group.

"Retail Electric Supplier" ("RES" or "Provider") means an entity certified by all required authorities of the State of Illinois to provide competitive retail electric supply service(s), and which is duly selected by the Township to be the entity responsible to provide the required retail electrical supply service related to an Aggregation Program as defined in the Act, Township Ordinances and applicable rules and regulations of any authorized agency of the State of Illinois and has duly executed a Power Supply Agreement with the Township.

"Township" means the Township of Hanover located in Cook County, Illinois. Pursuant to Section 1-92 of the Act, eligible participants are limited to residential and small commercial retail customers located within the unincorporated portion of the Township that are not otherwise part of a municipality.

IV. OPERATIONAL PLAN:

A. Aggregation Services

1. Provider: The Township will use a competent entity as a Provider to perform and manage aggregation services for Members of the Aggregation Program. The Provider shall provide adequate, accurate, and understandable pricing, terms and conditions of service, including but not limited to no switching fees and the conditions under which a Member may opt-out without penalty. The Provider must provide the Township, upon request, an electronic file containing the Members usage, charges for retail supply service and such other information reasonably requested by the Township.

2. Database: The Retail Electric Supplier shall create and maintain a secure database of all Members. The database will include the name, address, Commonwealth Edison account number, and Retail Electric Suppliers' account number of each active Member, and other pertinent information such as rate code, rider code (if applicable), most recent 12 months of usage and demand, and meter reading cycle. The database will be updated at least quarterly. Accordingly, the Provider will develop and implement a program to accommodate Members who (i) leave the Aggregation Group due to relocation, opting out, etc. (ii) decide to join the Aggregation Group; (iii) relocate anywhere within the unincorporated portion of the Township, or (iv) move into the unincorporated portion of the Township and elect to join the Aggregation Group. This database shall also be capable of removing a Member from the Aggregation Group who has duly opted out of the Program. The Provider will use this database to perform audits for clerical and mathematical accuracy of Member electric supply bills. The Provider will make the database available to the Township at any time the Township requests it.

3. Member Education: The Provider shall develop and implement, with the assistance of the Township, as the Township may determine in its sole discretion, an educational program that generally explains the Aggregation Program to all eligible residential and small commercial retail customers in the Township and the Aggregation Group, provides updates and disclosures mandated by Illinois law and applicable rules and regulations, and implements a process to allow any Member the opportunity to opt out of the Aggregation Program according to the terms of the Power Supply Agreement. See Appendix A for further details.

4. Customer Service: Provider shall hire and maintain an adequate customer service staff and develop and administer a written customer service process that will accommodate Member inquiries and complaints about billing and answer questions regarding the Aggregation Program in general. This process will include a description of how telephone inquiries will be handled, either internally or externally, how invoices will be prepared, how Members may remit remittance payment, and how collection of delinquent accounts will be addressed. The Provider and the Township will enter into a separate customer service plan agreement or the terms shall be included in the Power Supply Agreement.



5. Billing: Commonwealth Edison will provide a monthly billing statement to each Member which shall include the charges of the Provider, and the Provider will not charge any additional administrative fee.

6. Compliance Process: The Provider shall develop internal controls and processes to ensure that the Township remains in good standing as a Municipal Aggregator and ensure that the Township and the Program complies with the Act and all applicable laws, rules and regulations, as they may be amended from time to time. It will be the Provider's responsibility to timely deliver reports at the request of the Township that will include (i) the number of Members participating in the Program; (ii) a savings estimate or increase from the previous year's baseline; (iii) such other information reasonably requested by the Township; (iv) comparison of the Members' charge for the supply of electricity from one designated period to another identified by the Township. The Provider shall also develop a process to monitor and shall promptly notify the Township in writing of any changes or amendments to the Act or any laws, rules or regulations applicable to the Aggregation Program.

7. Notification to Commonwealth Edison: The eligible residential and small commercial retail customers of ComEd in the Township that do not opt-out of the Aggregation Program will be enrolled automatically in the Aggregation Program by a Provider. Members of the Aggregation Group will not be asked to take affirmative steps to be included in the Aggregation Group. To the extent that ComEd requires notification of participation; the Provider shall provide such notice to ComEd. The Provider will inform ComEd from time to time through electronic means any new members that it is enrolling into the Aggregation Group.

8. Plan Requirements: Pursuant to the Section 1-92 of the Act, the Provider selected by the Township and the Township shall:

a. Provide for universal access to all applicable residential customers and equitable treatment of applicable residential customers;

b. Describe demand management and energy efficiency services to be provided to each class of customers;

c. Meet any requirements established by law concerning aggregated service offered pursuant to the Act.

9. Solicitation of Bids. Pursuant to the requirements of the Act, and as determined by the Corporate Authorities to be in the best interests of the Township, the process of soliciting bids for electricity and related services and awarding power supply agreements for the purchase of electricity and other related services by the Township, shall be conducted in the following manner:

a. The Corporate Authorities of the Township shall solicit bids for electricity and other related services in accordance with Section V, paragraph B, below.

b. The Corporate Authorities shall request from the electric utility those residential and small commercial customers within the Township's aggregate area (i.e., unincorporated portion of the Township) either by zip code or zip codes or other means as determined by the electric utility. The electric utility shall then provide to the Corporate Authorities the residential and small commercial customers, including the names and addresses of residential and small commercial customers, electronically. The Corporate Authorities shall be responsible for authenticating the residential and small commercial customers contained in this listing and providing edits of the data to affirm, add, or delete the residential and small commercial customers located within its jurisdiction who are located within the unincorporated portion of the Township. The Corporate Authorities shall provide the edited list to electric utility in an electronic format or other means selected by electric utility and certify that the information is accurate.

c. Notwithstanding Section 16-122 of the Public Utilities Act and Section 2HH of the Consumer Fraud and Deceptive Business Practices Act, an electric utility that provides residential and small commercial retail electric service in the Township must, upon request of the Corporate Authorities of the Township, submit to the requesting party, in an electronic format, those names and addresses of residential and small commercial retail electrical retail customers in the unincorporated portion of the Township that are reflected in the electrical utility's records at the time of the request and such other information required by the Act or any applicable rule or regulation of an authorized Illinois agency; provided, however, that the Corporate Authorities have first provided an accurate customer list to the electric utility as provided for herein.

The Corporate Authorities, upon receiving customer information from an electric utility shall be subject to the limitations on the disclosure of that information described in Section 16-122 of the Public Utilities Act and Section 2HH of the Consumer Fraud and Deceptive Practices Act, and an electric utility providing such information shall not be held liable for any claims arising out of the provision of information pursuant to this paragraph (c).

B. Power Supply Agreement

The Corporate Authorities of the Township and the Provider shall duly execute and enter into a Power Supply Agreement to serve the Aggregation Group.

C. The Hanover Township's Retail Electric Supplier

The Township may require the Provider to satisfy each of the following requirements in the Power Supply Agreement:

- Have sufficient sources of power to provide retail firm power to the Aggregation Group.
- Maintain a license as a Federal Power Marketer with the Federal Energy Regulatory Commission.

- Maintain a certification from the State of Illinois as a certified retail electric supplier and any and all other licenses or certifications required by Illinois law.
- Register as a retail electric supplier with ComEd.
- Maintain a Service Agreement for Network Integration Transmission Service under Open Access Transmission Tariff.
- Maintain a Service Agreement under Illinois Market-based Rate Tariff.
- Maintain the necessary corporate structure to sell retail firm power to the ComEd residential and small commercial retail customers in the unincorporated portion of the Township and the Aggregation Group.
- Maintain an Electronic Data Interchange computer network that is fully functional at all times and capable of handling the ComEd residential and small commercial retail electric customers in the unincorporated portion of the Township and the Aggregation Group.
- Maintain the marketing ability to reach all ComEd residential and small commercial retail customers in the unincorporated portion of the Township to educate them on the terms of the Aggregation Program and the Act.
- Maintain a call center capable of handling calls from Members of the Aggregation Group.
- Maintain a local or toll-free telephone number for customer service and complaints related to the Township's Aggregation Program.
- Agree in a binding written agreement between the Township and the Provider to hold the Township financially harmless and fully indemnifying the Township from any and all financial obligations arising from supplying power to the Aggregation Group.
- Satisfy the credit requirements of the State of Illinois and the Township.
- Have the binding authority (to the satisfaction of legal counsel for the Township) to execute the Power Supply Agreement with the Township and be fully bound by all of its terms and conditions.
- Assist the Township in filing all reports required by the Act and any applicable law, rule or regulation, as may be amended from time to time.
- Assist the Township in developing a Consumer Education Plan.
- Assist the Township in developing a smart-meter program.

D. Activation of Service

After a notice is mailed to all residential and small commercial retail electric customers in the unincorporated portion of the Township providing an opportunity to opt out of the Program within a specific period of time, all eligible customers who do not opt out in writing will be automatically enrolled in the Program. Customer enrollment with the Provider will occur thereafter without further action by the customer on terms set forth in the Power Supply Agreement and according to the retail tariffs of Commonwealth Edison.

E. Changes, Extension or Renewal of Service

The Power Supply Agreement with the Provider will provide when service shall begin and end. If the Power Supply Agreement is extended or renewed, Members will be notified as to any change in rates or service conditions and other information required by law. The Power Supply Agreement shall describe the terms upon which a Member or non-

member will be given an opportunity to opt into or out of the Program, and reasonable notice will be provided as required by the Act and any other applicable law. Members who opt-out will also be notified of their right to select an alternate retail electric supplier and of their ability to return to ComEd provided supply service.

F. Termination of Service

In the event that any Power Supply Agreement is terminated for any reason prior to the end of the scheduled term, each Member of the Aggregation Group will receive prompt written notification of termination of the Program at least sixty (60) days prior to termination of service under the Agreement. If the Agreement is not extended or renewed, Members will be notified in a manner determined by the Township and any applicable law, prior to the end of any service. Members will also be notified of their right to select an alternate retail electric supplier and of their ability to return to ComEd provided supply service upon termination of the Agreement.

G. Opt-In Procedures (based on referendum authorizing opt out program being approved by the voters)

ComEd residential and small commercial retail customers within the unincorporated portion of the Township will be automatically enrolled in the Aggregation Program after any opt-out period has expired, unless they timely call the Provider's 800 number and/or return in writing a form to be provided notifying the Provider that they do not want to participate in the Aggregation Program. The Provider may provide special notice directly to categories of ComEd customers as the Township may direct, and inform such customers of specific potential consequences of their change from existing service from ComEd to the Program, including but not limited to Real Time (Hourly) pricing customers and customers using an electrical supplier other than ComEd or the Provider. ComEd residential and small commercial retail customers in the unincorporated portion of the Township may request to join the Aggregation Group after the expiration of any enrollment period by contacting the Provider, who shall accept them into the Aggregation Program, subject to written policies mutually agreed upon between the Township and the Provider in the Power Supply Agreement. The agreed upon policy shall be consistent with ComEd's supplier enrollment requirements. Members of the Aggregation Group who move from one location to another within the unincorporated portion of the Township shall continue as a Member of the Aggregation Group.

H. Opt-out Procedures ((based on referendum authorizing opt out program being approved by the voters)

ComEd residential and small commercial retail customers in the unincorporated portion of the Township may opt-out of the Aggregation Program at any time during the opt-out period. Pursuant to Section 1-92 of the Act, customers within any portion of the Township incorporated within a municipality are not eligible to participate within the Township's Aggregation Program. The Provider may or may not charge an early termination fee. Members of the Aggregation Group will be allowed to switch to a different electric supplier after the expiration of the opt-out period on the terms set forth in the Power Supply

Agreement but at a minimum shall be allowed to opt-out every three years. Requirements for notification of intent to opt-out of the Aggregation Group shall be set forth in the Power Supply Agreement. As required by the Section 1-92 of the Act, it shall be the duty of the Township or the Provider if so provided in the Power Supply Agreement, to fully inform residential and small commercial retail customers in the Township in advance that they have the right to opt-out of the Aggregation Program. Such disclosure shall prominently state any charges to be made and shall include full disclosure of the cost to obtain service pursuant to Section 16-103 of the Public Utilities Act, how to access it, and the fact that it is available to them without penalty, if they are currently receiving services under that section. As further required under Section 1-92 of the Act, the Illinois Power Agency shall furnish, without charge, to any resident of the Township, a list of all supply options available to them in a format that allows comparison of prices and products. The Illinois Commerce Commission provides additional pricing comparison information.

I. Bid Process

The Township may elect to hold an individual bid or participate in a group bid. If the Township elects to participate in a group bid, the Township may use the Northern Illinois Municipal Electric Collaborative Inc. ("NIMEC") to assist with the group bid. The Township will not delegate any signing authority to NIMEC or other entity, but will make its own decision to accept or reject their individual bid resulting from the group bid. Suppliers will present individual bids to each community participating in the bid group. NIMEC will create an advisory group, representing and consisting of those communities participating in the bid, to determine the bid winner(s) on the day of the bid. NIMEC will then recommend that each Township accept the bid winner's individual bid for the Township. The Township will then decide to accept or reject their individual bid, subject to the provisions set forth in Section V, paragraph B, below. Whether or not each community participating in the bid accepts or rejects their individual bid will have no impact upon the individual bids of the other communities.

V. MISCELLANEOUS GOVERNANCE GUIDELINES

- A. The Corporate Authorities of the Township shall approve by an Ordinance passed by majority vote of the Corporate Authorities this Plan of Operation and Governance for the Aggregation program as modified by the Corporate Authorities and any Amendments thereto following the completion of the hearings as herein provided.
- B. The Corporate Authorities of the Township shall contract with a Provider certified by the Illinois Commerce Commission (ICC) for the provision of Competitive Retail Electric Service to the Aggregation Group ("ICC Certified") subject to procedures adopted by the Corporate Authorities for selecting said Provider. A request for qualifications (RFQ) was performed by NIMEC to solicit qualifications from all Certified Retail Electric Suppliers (RES) licensed and/or certified by the ICC to supply electricity to residential customers and said RFQs and submittals and supporting documentation were received and reviewed by NIMEC in

November of 2012 to determine which RES are qualified to submit bids relative to Aggregation Programs based on objective criteria, including but not limited to, consideration of the RES' history of supplying electricity, customer service, credit and bond ratings, financial strength, ability to supply electricity to Members and that otherwise meets the needs of the Aggregation Programs and applicable laws and regulations. Based on this thorough review, NIMEC has recommended to the Corporate Authorities a list of licensed ICC Certified RES who are qualified to submit bid proposals for the Township's Aggregation Program ("Prequalified Bidders"). Bids will be solicited from Prequalified Bidders, and the award of the contract for the Township's Aggregation Program shall be awarded to the Prequalified Bidder that submits the lowest cost bid proposal based on the base bid and any alternate bid approved by the Corporate Authorities provided that said low bid is responsive and further provided that the Corporate Authorities determine that it is in the best interests of the Township to do so. Nothing herein shall be construed as restricting the Corporate Authorities from rejecting any and all proposals, or to waive minor irregularities and/or nonconformities in any bid proposal when the Corporate Authorities determine that it is in the best interests of the Township to do so.

Any subsequent solicitation for bids from ICC Certified Retail Electric Suppliers to supply electricity pursuant to the Township's Aggregation Program will be obtained pursuant to an RFQ and bidding process and/or such other lawful procedures adopted by the Corporate Authorities without the requirement that the Corporate Authorities amend this Electric Power Aggregation Plan of Operation and Governance.

- C. The Corporate Authorities of the Township will require any Provider to disclose any subcontractors that it uses in fulfillment of the services described above in the Power Supply Agreement.
- D. The Corporate Authorities of the Township will require the Provider to maintain either a toll-free telephone number, or a telephone number that is local to the Members.

## VI. LIABILITY

THE TOWNSHIP SHALL NOT BE LIABLE TO PARTICIPANTS IN OR MEMBERS OF THE AGGREGATION GROUP FOR ANY CLAIMS, HOWEVER STYLED, ARISING OUT OF THE AGGREGATION PROGRAM OR THE PROVISION OF AGGREGATION SERVICES BY THE TOWNSHIP OR THE PROVIDER. PARTICIPANTS OR MEMBERS IN THE AGGREGATION GROUP SHALL ASSERT ANY SUCH CLAIMS SOLELY AGAINST THE PROVIDER PURSUANT TO THE POWER SUPPLY AGREEMENT, UNDER WHICH SUCH PARTICIPANTS ARE EXPRESS THIRD-PARTY BENEFICIARIES.

VII. INFORMATION AND COMPLAINT NUMBERS

Copies of this Plan shall be available from the Township of Hanover free of charge. Members and residential and small commercial retail customers of ComEd may call the Hanover Township Clerk's office at 630-837-0301 for a copy of the Plan or for more information.

DRAFT

## **Appendix A -- Education Process**

The Provider shall develop the educational program in conjunction with the Township. Its purpose will be to explain the Aggregation Program to its members, provide updates and disclosures as mandated by State law and the rules and regulations of any applicable Illinois agency, and provide the opportunity for the Members to Opt-out of the Aggregation Program. The following are components of the education program:

1. Each residential and small commercial retail customer of ComEd within the unincorporated portion of the Township will receive notification by U.S. Mail stating: what the municipal Aggregation Program means, the procedure which must be followed to Opt-out of the Aggregation Program, the estimated price of electricity for Member of the Aggregation Program, and the deadline for returning the Opt-out form. See sample letter attached.
2. The Provider shall cooperate with the Township to provide opportunities for educating residential and small commercial retail CE customers in the unincorporated portion of the Township about the Program and their rights under the applicable law and rules and regulations. In addition, the Provider and Township will cooperate to provide education about opportunities for energy efficiency measures to help Members reduce energy consumption.
3. The Provider will provide updates and disclosures to the Township and Members as mandated by State law and applicable rules and regulations as amended from time to time.



[Illustrative opt out notice]

Dear Hanover Township Resident,

Hanover Township (the "Township") is providing you the opportunity to join other residents to save money on the electricity you use.

Savings are possible through governmental aggregation, where Township officials bring together citizens to gain group buying power for the purchase of electricity from a retail electric generation provider certified by the Public Illinois Utilities Commission. Township voters approved this "opt out" program in April 2013.

After researching competitive electricity pricing options for you, we have chosen \_\_\_\_\_, to provide you with potential savings on your electric generation through [month, year]. There is no cost for enrollment and you will not be charged a switching fee. You do not need to do anything to participate.

As a member of this aggregation, you should save \_\_\_\_\_ percent off your Price to Compare based on current rates charged by Commonwealth Edison (ComEd). Your Price to Compare is essentially the price you pay for electric generation from the utility and consists of generation and transmission related components, which are the costs associated with generating the power and delivering it through the transmission system. The amount that you save depends on a number of factors such as the amount of electricity you use, and any changes to ComEd's rates.

To estimate what your savings per kilowatt-hour (KWH) will be through this program, locate your Price to Compare on your electric bill. Divide your Price to Compare by 100, then multiply by 0.0 \_\_\_\_\_ ( \_\_\_\_\_ %) to determine your savings per KWH. Multiply that number by your total monthly usage. The final number is how much you can expect to save each month you use the same amount of electricity based on ComEd's current rates.

You will see these estimated electric savings from \_\_\_\_\_ after your enrollment has been completed and your switch has been finalized - approximately 30 - 45 days, depending upon your meter read date. Of course, you are not obligated to participate in the Township's electric governmental aggregation program. If you wish to be excluded from the program and remain a full-service customer of your local electric utility - ComEd - you have until \_\_\_\_\_, 2013 to return the attached "opt-out" form. If you do not opt out at this time, you will receive a notice at least every \_\_\_\_\_ asking if you wish to remain in the program. If you leave the program at any other time, you could be subject to a cancellation fee from \_\_\_\_\_ - and you might not be served under the same rates, terms and conditions that apply to other customers served by ComEd.

After you become a participant in this governmental aggregation program, ComEd will send you a letter confirming your selection of \_\_\_\_\_ as your electric generation provider. As required by law, this letter will inform you of your option to rescind your enrollment with \_\_\_\_\_ with adequate notice prior to the scheduled switch. To remain in the Township's governmental aggregation program, you don't need to take any action when this letter arrives.

ComEd will continue to maintain the system that delivers power to your home - no new poles or wires will be built by \_\_\_\_\_. You will continue to receive a single, easy-to-read bill from your local electric utility with your \_\_\_\_\_ charges included.

If you have any questions, please call \_\_\_\_\_ toll-free at \_\_\_\_\_, Monday through Friday, \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Please do not call the Township with aggregation program questions.

Sincerely,

Brian P. McGuire  
Hanover Township Supervisor

To receive service from \_\_\_\_\_, you should not respond. Return the opt-out form only if you *do not want* to participate in the Township's electric governmental aggregation program.

Option 1: Do nothing and save (based on ComEd's current rates).  
If you want to participate in this program, you do not need to return this form. Your enrollment is automatic.



Option 2: Opt out by returning this form. If you do not want to participate in this program, you must return this form before the due date.

Service address (City, state and zip): \_\_\_\_\_

Phone number: \_\_\_\_\_

Account holder's signature: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

**CERTIFICATION BY CHIEF FISCAL OFFICER**

I hereby certify that I am the Chief Fiscal Officer of the Hanover Township, and that the following is an estimate of revenues, by source, expected to be received by the Hanover Township, Cook County, Illinois for the fiscal year April 1, 2013 through March 31, 2014.

Property Taxes	5,910,992
Replacement Taxes	42,500
Interest	9,600
Rent	10,500
Intra Fund Charges	4,500
Fees	228,600
Grants & Donations	228,652
Transfers From Other Funds	960,341
	<hr/>
<b>TOTAL REVENUE</b>	<b>7,395,685</b>

The above is certified this 21<sup>st</sup> day of March, 2013.

---

  
Brian P. McGuire  
Hanover Township Supervisor

---

  
Attest: Kathleen Dolan Baumer  
Hanover Township Clerk

**CERTIFICATION BY CHIEF FISCAL OFFICER**

I hereby certify that I am the Ex-Officio Treasurer of the Hanover Township Road District, and that the following is an estimate of revenues, by source, expected to be received by the Hanover Township Road District, Cook County, Illinois for the fiscal year April 1, 2013 through March 31, 2014.

Property Taxes	792,375
Replacement Taxes	16,000
Interest	15,000
Fees	2,350
	<hr/>
<b>TOTAL REVENUE</b>	<b><u><u>\$825,725</u></u></b>

The above is certified this 21<sup>st</sup> day of March, 2013.

---

  
Brian P. McGuire  
Ex-Officio Treasurer of the Hanover Township Road District

---

  
Attest: Kathleen Dolan Baumer  
Ex-Officio Clerk of the Hanover Township Road District

**FIRETEC** RIGHT TRUCK. REAL RESULTS.

USED APPARATUS SALES

[www.usedfiretrucks.com](http://www.usedfiretrucks.com)  
1-800-FIRETEC (347-3832)  
FAX: 802-728-9206  
PO BOX 177, RANDOLPH, VT 05060



**Barbara W. Baumann**  
PRINCIPAL  
[bbaumann@firetec.com](mailto:bbaumann@firetec.com)

DATE: 3/14/13

MESSAGE:

Please see spec sheet attached for a 2002 Chevrolet Rescue we are bidding on behalf of our client, Hermantown VFD in Hermantown, MN.

More photos may be seen at: <http://www.firetec.com/detail/RS-10358.html>

We did not receive official bid documents as requested, so have sent overnight UPS in order to meet the deadline. Please don't hesitate to contact us if there is additional information needed which is not provided on the attached. 800-347-3832

Unit is FOB Hermantown, MN.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to read 'Barbara W. Baumann', with a long horizontal flourish extending to the right.

# FIRETEC

Used Apparatus Sales

PO Box 177, Randolph, VT 05060  
Phone (802) 728-9226 Fax (802) 728-9206  
Toll Free (800) 347-3832  
All Current Listings: [www.firetec.com](http://www.firetec.com)  
E-Mail Address: [firetec@firetec.com](mailto:firetec@firetec.com)

Vehicle specifications are provided to us by the seller. Firetec makes no claim as to their accuracy and all specifications are subject to inspection and verification.

Date: March 14, 2013  
List Number: **10358** *RS-10358-131*  
Model Year: **2002** Refurb Yr: Category: **Rescue**  
Chassis: **Chevrolet** Make:  
Model: **3500 4x4** Lad.Type:  
Mileage: **33,306** FOB: **MN**  
Height: Width: Length:  
GVW: Wheel Base: Box Size:  
Cab Type: **4-door Commercial** Overall Condition: **Good**  
Color: **Red** Brakes:  
Rust:  
**Tire Size**  
Front: **215/85/16** Rear: **215/85/16** Tire Condition: **R: New F: 1 Yr**  
Engine Type: **Gas** HP: CI:  
Engine Make: Model: Hours:  
Trans: Speed: Make: Model:  
Pump Make: **Waterous 18hp** GPM: Stages: Location:  
Tank Size: **250** Material: Condition:  
Ladder Make: Size: Mount:  
Other Equipment: **Skid Unit With Foampro System, Air Conditioning, Led Warning Lights, Lightbar.**

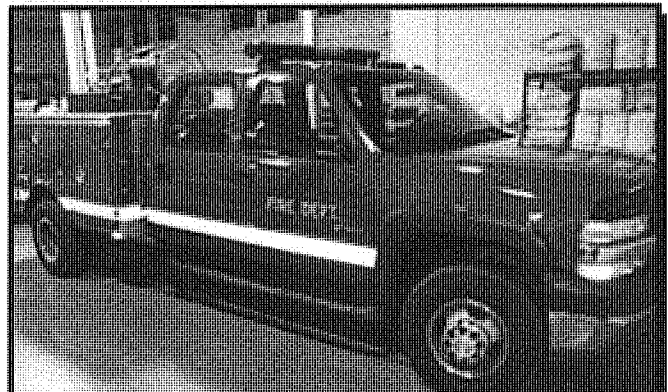


Other Information:

**Repairs -**  
Performed:  
Needed:

Available  
Photo Calc: **Yes**  
Price: **\$45,000**  
List Number: **RS-10358-131**

Photo:



10358

**NOTICE TO BIDDERS**

Hanover Township (the "Township") is accepting sealed bids for supplying the Township with a used light duty rescue vehicle, 4 x 4, crew cab with seating for at least five (5) adults, 1996 or newer, with less than 50,000 miles, automatic transmission with a diesel engine, and all options, features, and equipment set forth in the Township's General Conditions and Instructions to Bidders, including but not limited to the Specifications attached thereto (the "Bid Documents") for use by the Township's Emergency Services department. Copies of the Bid Documents may be obtained from the Township Clerk, Katy Dolan Baumer, at 250 South Route 59, Bartlett, Illinois, 60103; phone (630) 837-0301. The Bid Documents will be available to interested parties after 9:00 a.m. on February 26, 2013.

Sealed bids on forms furnished by the Township will be accepted at the above stated Clerk's Office, 250 South Route 59, Bartlett, Illinois, 60103, Attention Katy Dolan Baumer, Township Clerk, until 4:00 p.m. on March 15, 2013 at which time said bids will be publicly opened and read aloud.

The vehicle and all equipment (see Specifications) must be in good working order and operating condition and free from any defects and/or required repairs. The Township's acceptance of any bid will be expressly contingent upon inspection and testing of the vehicle and equipment by the Township's mechanic and Emergency Services department staff at the vendor's business premises.

The Township reserves the right to reject any and all bids, accept all or part of a bid, and to waive minor irregularities and nonconformities in any bid when it is in the best interests of the Township.

/s/ Katy Dolan Baumer  
Hanover Township Clerk

# **BRINDLEE MOUNTAIN**

FIRE APPARATUS, LLC

## **Hanover Township Fire Department**

Bid

Friday, March 15, 2013



**15410 US Highway 231, Union Grove, AL 35175**  
**Phone: 866-285-9305 [www.FireTruckMall.com](http://www.FireTruckMall.com)**



# BRINDLEE MOUNTAIN

F I R E A P P A R A T U S , L L C

15410 HWY 231 UNION GROVE, AL 35175 866.285.9305

[WWW.FIRETRUCKMALL.COM](http://WWW.FIRETRUCKMALL.COM)

Monday, March 11, 2013

Brindlee Mountain Fire Apparatus, LLC  
15410 US Highway 231  
Union Grove, AL 35175

Hanover Township  
250 South Route 59  
Bartlett, IL 60103

RE: "Hanover Township Light Duty Rescue Vehicle" Bid

Attention: Katy Dolan Baumer, Township Clerk

Thank you for inviting us to participate in the bid submission process. I greatly appreciate the opportunity to work with your township. Please feel free to contact me anytime I can be of service. You are always welcome to contact me at the office (256-498-0188), by email ([chris@firetruckmall.com](mailto:chris@firetruckmall.com)), or on my cell (205-886-6054) after business hours.

Brindlee Mountain Fire Apparatus has been in business for nearly 12 years and is now the nation's largest buyer and seller of used fire trucks. Our primary business involves our company's purchase of used trucks and processing those trucks through our refurbishment facility in North Alabama. The truck included in this bid, however, is one that we are brokering for another department. In this case, our company is simply an advertiser whose responsibility lies in finding a buyer for the truck. Our company submits this bid as an agent on their behalf. The owner of the apparatus has full authority to negotiate pricing; answer questions regarding its history, condition, and maintenance records; and schedule inspection visits.

**Please note this bid is submitted subject to prior sale.**

Thank you again for the opportunity to work with you.

May God bless you.

Sincerely,



# BRINDLEE MOUNTAIN

FIRE APPARATUS, LLC



## 2004 H&W / Ford F-550 4x4 Light Rescue

- 2004 H&W / Ford F-550 4x4 Light Rescue
- Ford Super Duty XL 4-Door Crew Cab
- Seating for 5
- Ford Power Stroke 6.0L 325 HP Turbo Diesel
- Ford Torque-Shift 5-Speed Automatic Transmission
- Auragen 8500 Watt PTO Generator
- Will-Burt 3600W Light Tower
- 2 - Tripod Scene Lights
- Whelen Light Bar and Scene Lights
- Kussmaul Auto Charging System
- Insta-Chain Automatic Tire Chains
- Warn 12,000# Winch on Front Bumper
- ROM Roll Up Doors
- 2 - Hanney Electric Rewind Hydraulic Hose Reels
- 1 - Hanney Electric Cord Reel

- Mileage: 23,697
- GVWR: 17,500 #

Additional equipment not included.

**\$95,000**

This is a brokered truck located in North Whidbey, WA. The contact there is Chief Marvin Koorn, who can be reached at (360) 675-1131 or email [Chief@nwfr.org](mailto:Chief@nwfr.org).

## Contact Us

Office: 866-285-9305

Email: [sales@firetruckmall.com](mailto:sales@firetruckmall.com)

Website: [www.FireTruckMall.com](http://www.FireTruckMall.com)

15410 US HIGHWAY 231

UNION GROVE, AL 35175

STK# 03709

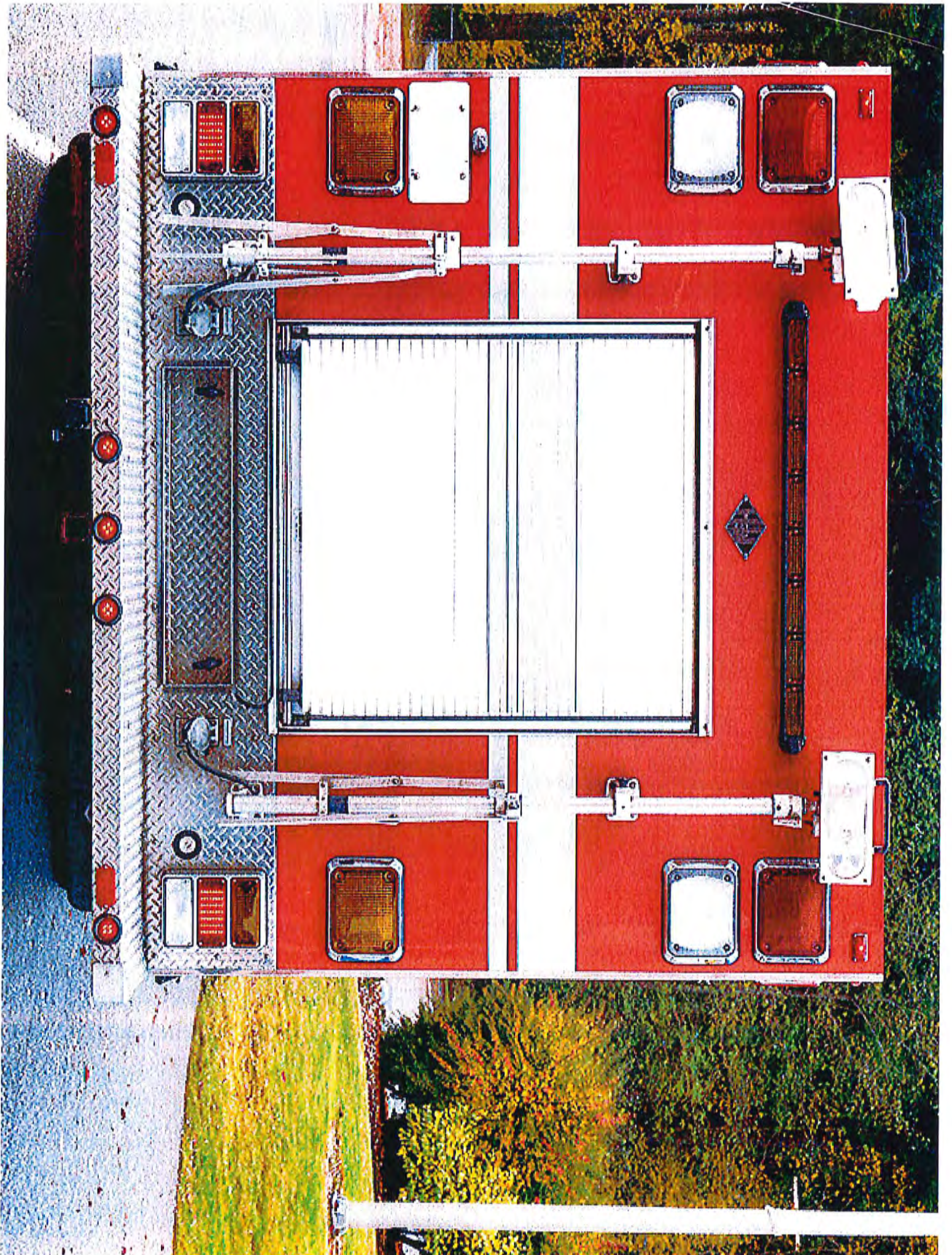


**ABOUT BRINDLEE MOUNTAIN FIRE APPARATUS** Brindlee Mountain Fire Apparatus is one of the world's largest used fire truck sales and service companies. Based just outside Huntsville, Alabama, the company has thirty-one full-time personnel occupying over 12,000 square feet which includes office space and fourteen apparatus service bays. Our campus also includes two on-site pump testing facilities. BMFA's mechanics, all of whom are EVT certified, perform pump tests, general repairs, preventative maintenance, and body, collision, and paint work on over 500 fire trucks each year. Visit us online at [www.FireTruckMall.com](http://www.FireTruckMall.com).









**BID PROPOSAL FORM**

After having carefully examined the Hanover Township Bid Documents dated February 26, 2013 for the Supply of a Used Light Duty Rescue Vehicle and Equipment, including but not limited to the Specifications, General Conditions and Instructions to Bidders and all addenda issued prior to the bid date, and being in strict and full compliance with said Bid Documents, I/we offer the following bid for the vehicle and equipment described below and as attached hereto (collectively, the "Vehicle and Equipment"):

BID PRICE: \$ 95,000.00

The undersigned Bidder hereby states that the price quoted above constitutes the net total cost to Hanover Township for the supply of the Vehicle and Equipment, that the Vehicle and Equipment complies with the Township's Specifications and other Bid Documents, that to the best of the bidder/vendor's knowledge, the Vehicle and Equipment are in good working order and operating condition and that bidder/vendor has no knowledge of any required repairs relative to the Vehicle and/or Equipment and hereby certifies that he/she is authorized to bind the Bidder to the price stated above:

Date: 3/11/13

Name of Bidder:  
Brindlee Mountain Fire Apparatus, LLC

By: Chris Crutchfield   
Title: Apparatus Sales

Address: 15410 US Highway 231

Union Grove, AL 35175

Telephone: (256) 498-0188

Fax: (256) 498-0924

E-Mail: chris@firetruckmall.com

Describe the Vehicle and Equipment for which bidder/vendor is submitting its bid:  
The 2004 H&W / Ford F-550 4x4 Light Rescue has seating for 5, and 8500 watt PTO generator, a 3600 watt light tower, automatic tire chains, a winch, and low miles!  
The truck is owned and located in North Whidbey, WA. Contact information can be found on the included information sheet. Delivery is not included in this bid.

[Attach any additional documents necessary to describe the Vehicle and Equipment]

The undersigned understands and agrees that the above stated Bid Price shall remain in force and effect for not less than thirty (30) days following the Township's bid opening, and in the event bidder/vendor receives notice that it is the lowest bidder meeting Specifications, that the Township's acceptance will be expressly contingent upon inspection and testing of the Vehicle and Equipment by the Township's mechanic

and Emergency Services staff, and that the Township will determine in its sole and absolute discretion whether the Vehicle and Equipment are acceptable to the Township.

STATE OF <sup>Alabama</sup>~~ILLINOIS~~ )  
 ) SS.  
COUNTY OF Madison )

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that Chris Crutchfield appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Brindlee Mountain Fire App. (Company), and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Brindlee Mountain Fire App. (Company).

Dated: 3/11/13, 2013

  
Notary Public





CERTIFICATION OF VENDOR/BIDDER

The undersigned duly sworn and under oath, hereby certifies as follows:

- 1. Brindlee Mountain Fire Apparatus, LLC (Name of Company) is not barred from bidding on or on this or any other contract due to violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, as amended. This certification is required by 720 ILCS 5/33E-11. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery; and
- 2. Brindlee Mountain Fire Apparatus, LLC (Name of Company) is not delinquent in payment of any taxes to the Illinois Department of Revenue and/or the Internal Revenue Service.

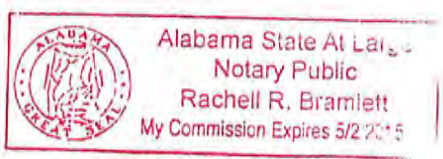
Dated: March 11, \_\_\_\_\_, 2013

Brindlee Mountain Fire Apparatus, LLC  
 (Print Name of Bidder/Company)  
  
 (Signature of Authorized Officer)  
Chris Crutchfield  
 (Printed Name of Signatory)  
Apparatus Sales  
 (Title of Signatory)

Alabama  
 STATE OF ~~ILLINOIS~~ )  
 )  
 COUNTY OF Madison )      SS.

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that Chris Crutchfield appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Brindlee Mountain Fire App (Company), and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Brindlee Mountain Fire App (Company).

Dated: March 11, \_\_\_\_\_, 2013  
  
 Notary Public



**HANOVER TOWNSHIP**

**SUPPLY OF A USED LIGHT DUTY RESCUE VEHICLE AND EQUIPMENT  
TO COMPLY WITH THE HANOVER TOWNSHIP  
SPECIFICATIONS AND REQUIREMENTS**

**FEBRUARY 26, 2013**

---

**HANOVER TOWNSHIP  
250 South Route 59  
Bartlett, Illinois, 60103  
(630) - 837-0301**

## **INDEX OF DOCUMENTS**

**NOTICE TO BIDDERS**

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

**VEHICLE AND EQUIPMENT SPECIFICATIONS**

**BID PROPOSAL FORM**

**CERTIFICATION OF VENDOR/BIDDER**

## NOTICE TO BIDDERS

Hanover Township (the "Township") is accepting sealed bids for supplying the Township with a used light duty rescue vehicle, 4 x 4, crew cab with seating for at least five (5) adults, 1996 or newer, with less than 50,000 miles, automatic transmission with a diesel engine, and all options, features, and equipment set forth in the Township's General Conditions and Instructions to Bidders, including but not limited to the Specifications attached thereto (the "Bid Documents") for use by the Township's Emergency Services department. Copies of the Bid Documents may be obtained from the Township Clerk, Katy Dolan Baumer, at 250 South Route 59, Bartlett, Illinois, 60103; phone (630) 837-0301. The Bid Documents will be available to interested parties after 9:00 a.m. on February 26, 2013.

Sealed bids on forms furnished by the Township will be accepted at the above stated Clerk's Office, 250 South Route 59, Bartlett, Illinois, 60103, Attention Katy Dolan Baumer, Township Clerk, until 4:00 p.m. on March 15, 2013 at which time said bids will be publicly opened and read aloud.

The vehicle and all equipment (see Specifications) must be in good working order and operating condition and free from any defects and/or required repairs. The Township's acceptance of any bid will be expressly contingent upon inspection and testing of the vehicle and equipment by the Township's mechanic and Emergency Services department staff at the vendor's business premises.

The Township reserves the right to reject any and all bids, accept all or part of a bid, and to waive minor irregularities and nonconformities in any bid when it is in the best interests of the Township.

/s/ Katy Dolan Baumer  
Hanover Township Clerk

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

### I GENERAL CONDITIONS.

#### 1. Definitions

The following words and phrases, used herein, shall have the meaning ascribed to them as follows:

- A. "Township" or "Owner" shall mean Hanover Township, 250 South Route 59, Bartlett, Illinois, 60103 (the "Township Office").
- B. "Bidder" means each vendor/dealer bidding on supplying the Township with a used light duty rescue vehicle, 4 x 4, crew cab with seating for at least five (5) adults, 1996 or newer, with less than 50,000 miles, automatic transmission with a diesel engine, and all options, features, and equipment set forth in these General Conditions and Instructions to Bidders, including but not limited to the Specifications attached hereto.
- C. "Successful Bidder" means the Bidder that receives the award for the contract for the supply and delivery of the Vehicle.
- D. "Bid Documents" means and includes: (i) these General Conditions and Instructions to Bidders; (ii) the Specifications; (iii) the Certification of Contractor/Bidder; and (iv) the attached Bid Proposal Form.
- E. Whenever the term "addenda" appears in any of the Bid Documents, it shall be understood to refer to any written or graphic instruments issued prior to the bid opening which modify or interpret the Bid Documents, by additions, deletions, clarifications, or corrections.

Changes or corrections may be made by the Township to the Contract Documents after they have been issued and before the Bid Opening. In such case, a written addendum describing the change or correction will be issued by the Township to all bidders on record. Such addendum or addenda shall take precedence over that portion of the documents concerned, and shall become part of the Bid Documents

#### 2. Preparation and Submission of Bid

- A. The Bidder must submit his, her, or its bid on the forms furnished by the Township. All blank spaces on the bid form must be filled in if applicable. The bid proposal must be signed by a person who has the authority to bind the vendor/bidder to the terms of the bid submittal. All signatures and spaces to be completed in in or typewritten, when applicable. Prices/Costs shall be in United States dollars. Incorrect completion, execution or submission of bids shall be sufficient grounds for rejection of a bid.

- B. Bidder shall attach a copy of any warranties.
- C. All bids shall be submitted in a sealed envelope stating the following information on the face of the envelope:  
Bidder's Name, Address, and "Hanover Township Light Duty Rescue Vehicle".
- D. Bids must be received by the Township Clerk no later than 4:00 p.m. on March 15, 2013 at 250 South Route 59, Bartlett, Illinois, 60103. Bidders shall be responsible for the actual delivery of bids during business hours to the address indicated. It shall not be sufficient to show that the bid was mailed in time to be received before scheduled closing time for bids. Late bids will be rejected and not opened.
- E. Conditional Bids. Qualified bids are subject to rejection in whole or in part.
- F. Authority to Act as Agent. Upon request, the Bidder will provide proof to the Township that the signature on the bid form has the authority to bind the Bidder to the price(s) quoted.
- G. Errors in Bids. When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid will not relieve bidder. Erasures or changes in bids must be initialed.
- H. Withdrawal of Bid. Any Bidder may withdraw or modify his or her bid at any time prior to the scheduled closing time for receipt of bids. However, only telegrams, letters or other written requests for modifications or corrections of a previously submitted bid which are addressed in the same manner as the bid, and are received by the Township prior to the scheduled closing time for receipt of bids, will be accepted. The bid, when opened, will then be corrected in accordance with such written request, provided that the written request is contained in a sealed envelope which is plainly marked "Modification of Bid on the Hanover Township Light Duty Rescue Vehicle".
- I. The Bidder shall provide a name, address, and phone number of one contact person who will be responsible for implementation of the total package bid and coordinating inspection of the vehicle and equipment by the Township mechanic and Emergency Services department staff.

3. Examination by Bidder

The Bidder shall, before submitting a bid, carefully examine the Bid Documents if the bid is accepted, the Bidder will be responsible for all errors in its bid resulting from its failure or neglect to strictly comply with these instructions. The Township

will not, in any case, be responsible for any change in anticipated profits or any unanticipated losses resulting from such failure or neglect.

4. Basis of Award

- A. Award, Rejection or Negotiation of Bids. The bid will be awarded to the lowest responsible and responsive Bidder complying with all the provisions of the Bid Documents, provided the bid price is reasonable and it is in the interest of the Township to accept it expressly subject to the inspection and approval contingency by the Township provided below and in the Bid Notice. The Township reserves the right to reject any or all bids received whenever such rejection is in the best interest of the Township. The Township also reserves the right to reject the bid of a Bidder who (a) has previously failed to perform properly or complete on time contracts of a similar nature, (b) when investigation shows that the Bidder is not in a position to perform the contract, (c) is delinquent on any state or federal taxes, and/or (d) is barred from bidding on this contract or any other contract pursuant to 720 ILCS 5/33E-3 and 720 ILCS 5/33E-4 , or any of them.
- B. The Township reserves the right to reject any or all bids and to waive or not to waive any irregularities, informalities or variances therein, or to accept any bid considered by the Township to be in the best interest of the Township.

5. Acceptance of Bid

The Township reserves the right to review all bids submitted for a period of thirty (30) days after the bid due date, and by submitting a bid, the Bidder agrees that the amount specified in its bid shall remain in full force and effect for such thirty (30) day period. No Bidder shall modify, withdraw, or cancel its bid, or any part thereof, for thirty (30) days after said bid due to date, and no attempted modification, withdrawal, or cancellation shall be valid.

6. Collusive Bidding

The Bidder shall certify that his, her, or its bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same project; without prior knowledge of competitive prices; and in all respects fair, without outside control, collusion, fraud or otherwise illegal action (complete the attached Certification of Contractor/Bidder form).

7. Material Inspection and Responsibility

Materials, the style, make or quality of which is specifically designated, shall be as specified. Should any substitution of material or item of equipment or apparatus be made, the Township's written approval must be obtained prior to

the Township's acceptance of the vehicle and equipment, which the Township may withhold in its sole and absolute discretion.

8. Delivery Date:

The vehicle and equipment must be available for inspection by the Township within five (5) days of the vendor/bidder being notified that it submitted the lowest conforming bid meeting Specifications, and the bidder/vendor must convey good title to the vehicle and equipment free of any liens upon the Township's acceptance and payment for the vehicle and equipment.

9. Acceptance:

The Township will accept the vehicle and equipment and tender payment after the Township determines that the vehicle and equipment are in exact compliance with the Specifications and requirements set forth herein, are free from any defects, are in good working order and operating condition following inspection and testing of the Vehicle and equipment by the Township mechanic and Emergency Services department staff, which the Township will determine in its sole and absolute discretion. The Township's acceptance is expressly contingent upon said satisfactory inspection and testing. Acceptance of the vehicle and equipment shall not be considered a waiver by the Township of any of the terms and provisions herein required of the Successful Bidder.

10. Non-Discrimination

No Contractor who is the recipient of Township funds, or who proposes to perform any work or furnish any goods provided for herein shall discriminate against any worker, employee or applicant for employment or any member of the public because of religion, race, sex, sexual orientation, color, or national origin, marital status, or ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice.

11. Taxes

The Township is not subject to sales use, consumer, or other similar taxes required by law, and such taxes shall not be included in the bid proposal. The Township will furnish the successful bidder with its tax exempt number.

12. Bid Amount

The Bid Amount submitted by Bidder shall include all applicable prices, costs, and all other fees, expenses, costs, profits and overhead of Bidder for the vehicle and equipment in strict compliance with the Bid Documents.



13. Questions and clarifications

Questions regarding the Bid Documents should be addressed to Dan Palmer, Director of Emergency Services at (630) 837-0301.

Answers to questions and/or clarifications to Bid Documents will be issued in the form of an addendum to the Bid Documents and sent to all vendors of record. The last day to request clarifications to the Bid Documents and/or ask questions regarding the Bid Documents is March 8, 2013, in order to allow the Township sufficient time to issue addenda to all vendors of record.

**II. Vehicle and Equipment Specifications:**

Truck: Light duty rescue vehicle, 4 by 4

Not older than 1996

Mileage less than 50,000 miles

Crew cab with seating for at least 5 adults

Diesel engine

Less than 26,000 pounds

Automatic transmission

On Board generator with at least 6,000 watts of power

Winch of at least 12,000 pound capacity

Dual batteries

Light tower