



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board**  
*July 16<sup>th</sup>, 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. SGT Delbert L. Seaton
  - B. Senior Citizens Services Committee Interviews
- V. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Highway Commissioner’s Report
  - D. Assessor’s Report
  - E. Treasurer’s Report
  - F. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Regular Meeting Minutes of July 2, 2013
  - B. Executive Session Minutes of July 2, 2013
  - C. Senior Citizens Services Committee Appointments
  - D. Approval of Hiring Maintenance Specialist
  - E. Appointment of Director of Community Relations
  - F. Resolution Awarding the Bid for Emergency Services Rescue Truck and Equipment
- IX. Executive Session
- X. Other Business
- XI. 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.**

3/5

yes TWP

HANOVER TOWNSHIP

VETERANS HONOR ROLL

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

NAME DELBERT L. SEATON

ADDRESS 819 S. BARTLETT RD.

CITY OR VILLAGE STREMWOOD ILL.

PHONE # 630-308-7174 (cell)

DATE OF BIRTH 8-12-54

BRANCH OF SERVICE US MARINE CORPS

HIGHEST RANK ATTAINED Sgt (E5)

LENGTH OF SERVICE 7 YR 7 mo 7 DAYS

ANY MEDALS AWARDED OR OTHER CITATIONS GOOD CONDUCT

HUMANITARIAN SERVICE

INJURIES None SEA SERVICE DEPLOYMENT RIBBON

*need 1974-1982?*

COMMENTS (ANY INTERESTING STORIES, EVENTS, YOUR MEMORIES OF TIME IN SERVICE). USE EXTRA SHEET IF NECESSARY

*Operations Eagle Pull South West Nam Refugees to Camp Pendleton CA meet First Lady Betty Ford and actor JEFF BRIDGES*

ATTACH DISCHARGE PAPERS, DD-214. OR ANY OTHER SIGNIFICANT RECORDS REGARDING YOUR TIME IN SERVICE. (WE WILL MAKE COPIES, AND RETURN THE ORIGINALS TO YOU)

WE WILL MAKE A HISTORICAL FILE REGARDING YOUR TIME SERVING YOUR COUNTRY, WHICH WILL BE AVAILABLE FOR FUTURE GENERATIONS. THANK YOU.

BRIAN MCGUIRE  
HANOVER TOWNSHIP CLERK

MAIL TO  
HANOVER TOWNSHIP  
ATTN: Clerk's Office  
250 S. Rt. 59



Hanover Township  
Senior Citizens' Services Committee Application

Name: Rich Aubert  
Address: 52 Whispering Dr.  
Email: [richaubert@gmail.com](mailto:richaubert@gmail.com)  
Phone: 630-254-8489

Date: May 8, 2013  
City: Streamwood

Tell us about yourself

**Career Experiences:**

My work experience started with the U.S. Army, where I was trained in Microwave Repair and ended when I retired as an IT manager at CIT, Inc. Along the way I worked in the Curriculum Development Department developed equipment for DeVry Institute of Technology. At Energy Concepts I managed the development of equipment and manuals for high school technical programs. I spent three years selling computers at Elek-Tek, and then I moved on to the support of the computer systems at McDonald's Corporate World Headquarters. In later years I was a Systems Administrator / Assistant Vice President in charge of all computer equipment at Citi Bank in Chicago. Then I moved to Scottsdale, Arizona, where I retired from CIT Group after working as an IT Manager / System Administrator / Facilities Manager.

**Why do you want to serve on this Committee?**

One area I feel lacking in the programs offered at the Senior Center is programs that are interesting to senior males. If it wasn't for card games there would not be men at the Center. This may be an overly strong statement, but look at the programs offered. The greatest male attendance is at the card games, fishing, and the Auto Show. I happen to enjoy many of the programs offered, but I feel like a minority when I attend these programs attended mostly, if not all, by women.

**What contributions do you feel you can make?**

I can identify programs that will encourage more male participation. I think a survey should be created and sent to the senior men in the Township to see what they would enjoy doing at the center. I would like to see a program for male issues on aging, and it should be presented by a male. Also, the staff at the Center needs a bit of male integration.

**Special interests:**

I enjoy bike riding, hiking, camping with our senior group, conversations with friends, working on antique automobiles, woodworking, reading or listening to Western novels, and other activities that involve interaction with other people to get me out of the house.

**Volunteer experience:**

I was involved in the Meals on Wheels program for about a year and I won an award for this work; I also worked in the library at the Senior Center and am currently helping out as a program aide.





HANOVER TOWNSHIP  
SENIOR CITIZENS' SERVICES COMMITTEE APPLICATION

Date: July 10, 2013

NAME: Leona Sedlack a/k/a Lee

ADDRESS: 812 Wicker Ave.

CITY: Streamwood ZIP: 60107 PHONE: 630-837-2082

Career Experiences:

Over 30 years in Banking, starting at age 17, for the Federal Reserve Bank in Chicago. I was a teacher in the infant/toddler room for Alexian Brothers Childcare center. I enjoy talking to people and being of service.

Why do you want to serve on this committee?

I have been an active member of Hanover Township since 2001 when my husband passed away. It has given me a place to enjoy my life and not be alone. I have lived in Streamwood since 1969.

The contributions I can bring to the board are that I am an active member and know many of the seniors. I have been involved in all the variety shows, and Streamwood parades. I served on the Program committee for over 2 years. I am a regular server at the Supper clubs. I make all the movie posters. I have been an escort for some of the senior trips. I am involved with the Positive Action Group. In the past I have taken art classes, computer classes and exercise classes. I attend many of the senior trips. I feel I have knowledge of what goes on at the center. I especially enjoy the trips that are offered.

Life experiences: I enjoy being part of a group of active seniors, it gives me purpose to wake up every day and know I have a place to come to.

Special Interests:

I enjoy fixing things, helping people and being active in the community. Traveling, Eating out and the Theatre.

Organizations/Volunteer Organizations:

I have volunteered at Streamwood's Summer Celebration, Support our Troops, Positive Action, Alexian Brothers Medical Center in the Gift Shop, TOPS, as well as many volunteer activities in the Senior Center.



Hanover Township  
Senior Citizens' Services Committee Application

Name JEAN E. STONE Date 7/10/2013  
Address 2151 Seaver Lane City Hoffman Estates  
Email [jstone60194@yahoo.com](mailto:jstone60194@yahoo.com)  
Phone 847-884-8531

**Tell us about yourself**

**Career Experiences:**

Over 25 years of progressive leadership positions in corporate marketing, communications, management and training. Additional experiences in not for profit and small business.

**Why do you want to serve on this committee?**

This is a great opportunity to make a difference for seniors and to collaborate with a diverse group on needs seniors have. I would also hope to help shape recommendations that would serve to set new directions for services and products for seniors.

**What contributions do you feel you can make?**

I'd like to share my marketing and creative problem solving skills to help grow the awareness and value of the programs offered. I can be a "sounding board" for the Director as marketing plans and programs are being developed. Also, I have experience in training while with Motorola University and I can assist in sharing best practices.

**Special Interests:**

1- Child and elderly hunger in our community, 2- gardening, 3- animal care and adoptions, 4- volunteerism.

**Volunteer experience:**

Hands On Suburban Chicago mentor program at School District 21 for at risk middle school children, Barrington Council on Aging Adopt a Senior at Christmas, various United Way initiatives, Stray Half Way House volunteer, Board Member and past officer on Hands On Suburban Chicago

**Jean E. Stone**  
847.884.8531  
jstone60194@yahoo.com

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## **Objective**

A senior leadership position in **Non-Profit Management** with an aggressive organization that has a compelling mission and is a leader in the community.

## **Overview**

Extensive experience interfacing with the business community, organizations and individual accounts to promote opportunities and services. Proven strength and successes in overseeing programs driven by volunteer leaders and employees in for-profit and non profit settings. Strong background in marketing and planning major initiatives to achieve long-term growth, mind-share, retention and value. A creative change agent - especially skillful at identifying new opportunities, creating plans to capitalize on them, marshaling internal and external resources, and managing through to completion. Significant corporate experiences in marketing, sales and new business growth.

Expect A Miracle Foundation (EAM) - Managed sponsorship fund raising, marketing and event management. Achieved over \$20K in small donor support, drove an extensive Public Relations and Marketing campaign and managed timelines successfully. The three-day, 200 person event was an outstanding success.

Hands On Suburban Chicago (HOSC) - Current Board Member and past Secretary of Hands On Suburban Chicago (formerly The Volunteer Center of Northwest Suburban Chicago). 2006 to present. Led the Marketing Committee and current member of Fund Raising Committee.

Additional not-for-profit experience gained from working at The American Marketing Association and Underwriters Labs.

### Extensive professional skills & experience:

- Training & Education - Adults Learning
- Maximizing Customer Satisfaction & Retention
- Marketing Programs
- Volunteer Mgt. - HOSC / The Volunteer Center
- Participative Leadership Style
- Fund Development
- Hiring, Training, Coaching, Team-Building
- Implementing "Best Practices"
- Collaborating Across Organizations
- Excellent Interpersonal Skills

## **Career Highlights**

- Recognized by Hands On Suburban Chicago for participation in key community initiatives. Most recent, a pilot program in collaboration with School District 21 London Middle School in Wheeling for leadership in a mentor/tutor after school program for lower income and at risk children. The key objectives were to improve academic achievement, increase attendance rates and increase self esteem. The success of the pilot led to a formal program supporting hundreds of children.
- Led a global employee brand marketing program to drive action to reach a corporate goal of achieving 100% employee five days of training. Contributed to annual goal achievement of 93% average and 100% in a single year, the highest achievement in the Corporation.
- Planned and managed a series of business strategy meetings using multiple technologies. Achieved an 87% score for increased understanding of the company direction and individual responsibilities.
- Researched and created a profitable implementation plan for the first Virtual Event for business marketing professionals yielding a significant expense savings for members.

- Designed and implemented structural processes and accountabilities to improve quality and efficiency of event reviews, speaker standards and project communications.
- Created business strategy documents for IT investment in on-line education and training offerings.
- Led web site technology re-designs resulting in dramatically improved satisfaction (85%) regarding content and navigation.
- Organized a major project for the manufacturing market. Uncovered \$200 Million incremental sales opportunity. Developed and implemented the marketing and communications plans. Created the sales business case tool to access the value of implementing wireless communications systems in manufacturing facilities, which was a first for the Corporation. Achieved \$40M in first year of program.
- Managed client relationships, created press releases, developed operating processes and conducted training. Accomplished profit increase of over 50% in first year in the small business sector.
- Established a significant new revenue stream by offering social media content targeted to the B2B market segment.

### Professional Chronology

<b>Expect A Miracle Foundation</b> <i>(not-for-profit)</i>	Lake Zurich, IL	2011 - 2012
-- <i>Event Marketing Director (contract)</i>		
<b>American Marketing Association</b> <i>(not-for-profit)</i>	Chicago, IL	2008 - 2009
-- <i>Professional Development Director</i>		
<b>TT Patton</b> <i>(start-up business)</i>	Barrington, IL	2005 - 2008
-- <i>Operations Manager</i>		
<b>Underwriters Laboratories</b> <i>(not-for-profit)</i>	Northbrook, IL	2001 - 2003
-- <i>Strategic Marketing Director</i>		
<b>Motorola, Inc.</b> <i>(for-profit)</i>	Schaumburg, IL	1989 - 2001
-- <i>Marketing Communications / Director of Marketing (1998 - 2001)</i>		
-- <i>Worldwide Business Development Manager / Manager, Marketing (1994 - 1998)</i>		
-- <i>Industrial Market Manager / Manager, Customer Marketing &amp; Market Planning (1989 - 1994)</i>		

### Education & Training

M. B. A. - Marketing, Atlanta University, Atlanta, Georgia  
 B. A. - Economics, University of Pittsburgh, Pittsburgh, Pennsylvania  
 Certificate - Human Resources Practices, Elgin Community College, Elgin, IL



Hanover Township  
Senior Citizens' Services Committee Application

Name RAJA SUBHASH  
Address 176 Primrose Lane  
Email stambaja@yahoo.com  
Phone 708-351-8593

Date 04-29-2013  
City Bartlett

Tell us about yourself

Career Experiences:

Retired banker of 30 yrs.  
Teaching experience of 5 years.

Why do you want to serve on this committee?

To get more experience.  
to earn bread & butter

What contributions do you feel you can make?

I can do any type of job-service  
entrusted to me.

Special Interests:

literature - music.

Volunteer experience:

(1) I worked as joint secretary in the  
consumer store of state Bank of India  
and (2) did honorary service in society's organisation.





Hanover Township  
Senior Citizens' Services Committee Application

Name ROBERT VACA  
Address 1187 BUTTERCUP LN  
Email \_\_\_\_\_  
Phone 630 372 6602

Date 6-12-2013  
City BARTLETT

Tell us about yourself

Career Experiences:

U.S. NAVY VET. MEMBER AMERICAN LEGION  
MACHINIST FOR 42 YRS  
CHAIRMAN OF LUTHERAN CHURCH

Why do you want to serve on this committee?

THINK I MAY BE OF SOME HELP  
SHOET TERM COMMITMENT.

What contributions do you feel you can make?

HELPFUL, CARING,

Special Interests:

SPORTS, FOOD RAISING  
TRAVEL

Volunteer experience:

MEALS ON WHEELS  
AMERICAN LEGION  
FOOD RAISER FOR FOOD PANTRY (CHURCH)

July 5, 2013

To Whom It May Concern:

My name is Robert Vaca, I was born on October 21, 1945, and am married 42 years and have 2 grown children and 5 grandchildren.

I served in the United States Navy from November 1965 to 1969 at which time I received my honorable discharge.

Currently, I am serving as Service Officer for Post 1212 of the Bartlett American Legion and speak fluent Spanish.

As a Lutheran, I have served in many positions in the Lutheran Church-Missouri Synod in the past 30 years and volunteered at the Northern Ill. Food Bank, St. Charles. I have also been on committees for fund raising.

Since Bartlett Park District Fitness Center is so close, I find myself working out 4 days a week.

Sincerely,

Robert Vaca  
1187 Buttercup Lane  
Bartlett, Il 60103

630-372-6602



HANOVER TOWNSHIP  
SENIOR CITIZENS' SERVICES COMMITTEE APPLICATION

Date: 6-26-13

NAME: PATRICIA Whitney

ADDRESS: 1367 Spaulding Rd.

CITY: Bartlett, IL ZIP: 60103 PHONE: 630-337-6502

Career Experiences: ALEXIA Bros Hospice - Bereavement Coordinator  
Concordia University - Adjunct Associate Professor  
Wilber Wright College - Adjunct Instructor

Why do you want to serve on this committee? To further Advance the  
PROGRAMS FOR OUR SENIORS.

What contributions do you feel you can make? Commitment to H.P. Seniors  
MARKET our Senior Center through my contacts  
Continue the fight against "Ageism."

Life experiences which you feel would be helpful: Teach Aging Classes  
MANAGED Senior Independent Living Facility  
WORK with Elderly Bereaved

Special Interests: GRIEF Support Groups  
TRAVEL, JOURNALING, Adult Education  
MEMOIR Writing

Organizations/Volunteer Organizations: Member of H.T Accreditation Committee  
Instructor for Hanover Township S.C. - 3 Courses in Memoir Writing  
6 MONTH TRAINING FOR Ray Graham Assoc. Managers

# DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for June, 2013

SERVICE PROVIDED	JUNE 2013	JUNE 2012	FYTD 2014	FYTD 2013
<i>Passports</i>	202	166	650	591
Photo fees	\$705	\$685	\$1,705	\$2,110
Fee deposits	\$5,755	\$4,250	\$16,092	\$14,760
<i>Fishing/Hunting licenses</i>	20	21	63	57
<i>Handicap Placards</i>	16	20	38	66
<i>Cook County vehicle stickers</i>	153	155	197	185
<i>Voter Registration</i>	0	3	2	169
<i>Human Resources Requests</i>	149	154	475	417
<i>New Employee Orientations</i>	1	2	4	3
<i>Technology work orders</i>	19	21	69	70
<i>Resident Contacts</i>	1,422	1,453	4,824	5,364
<i>Percent of Budget Expended (25% of year)</i>	6.1%	3.8%	17.6%	15.4%
<i>Grant application submissions</i>	1	0	2	2

## Department Highlights

- The Township hosted Relay For Life on June 14.
- The dedication for Runzel Reserve was held on June 18.
- The Township's FY14 budget was submitted for the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. The GFOA will notify the Township if awarded within the next couple of months.
- In conjunction with Senior Services and Emergency Services, started researching possible two-way radios for the Township.
- Environmental Sustainability Workgroup update: The workgroup welcomed Clerk Dolan Baumer as the new board liaison. The ESW is working to expand the Terracycle recycling initiative for used inkjet printer cartridges. The workgroup completed a successful trial run of the program and received approximately \$15 in credit that can be donated to the Township Foundation. The expansion will consist of an integrated effort to collect cartridges from all departments, as well as the ESW having a table at the Recycling Extravaganza event on August 3rd.

### *Hanover Township Mission Statement:*

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# OFFICE OF THE ASSESSOR

Report for June, 2013

SERVICE PROVIDED	JUNE 2013	JUNE 2012	FYTD 2014	FYTD 2013
<i>Administration</i>				
Office visits	82	125	412	674
Building permits processed	492	451	1105	1109
Sales recording	112	113	374	294
Change of Name*	2	4	11	16
Property tax appeals	-	-	-	-
Certificate of Errors	39	39	104	127
Property location updates	-	1	-	1
New owner mailings	99	110	293	179
Long time occupants*	1	5	2	9
<i>Exemptions</i>				
Homeowner exemptions	-	-	15	13
Senior home owner exemptions	-	-	21	120
Senior freeze exemptions*	2	3	37	171
Miscellaneous exemptions	2	6	24	36
<i>Foreclosures</i>	49	55	159	74

\* Denotes notary requirement

## Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. – May had a total of 0 visitors after 4:30pm.
- For Thursday's at the Community Relations Office - May we had a total of 5 visitors.

*Office of the Assessor Mission Statement:*

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



# OFFICE OF COMMUNITY HEALTH

Report for June, 2013

SERVICE PROVIDED	JUNE 2013	JUNE 2012	FYTD 2014	FYTD 2013
<i>Appointments</i>				
ProTimes	23	21	80	72
TB skin test	6	3	26	27
Cholesterol	5	9	33	103
Pharmaceutical Assistance Programs	5	7	13	16
Miscellaneous labs	10	13	30	28
Other	60	68	201	144
<i>Clinic Clients</i>				
Senior Center/home visits	81	N/C	298	N/C
Astor Avenue	14	16	46	63
Community Relations Office	4	9	17	17
Offsite clinics	9	38	32	102
Total clients (unduplicated)	49	N/C	210	N/C
<i>Public Education &amp; Health Promotion</i>				
Media coverage	6	5	12	9
Informational seminars & programs	6	8	20	8
Program Participants	60	Nc	224	Nc
<i>Primary Care Provider Support</i>				
Phone Triage	12	14	32	65
<i>Embracelet Program</i>				
	263	926	921	2016
	1	13	3	25

## Department Highlights

- On June 6 Kristen attended the Kane County At Risk Seniors and Persons with Disabilities Task Force
- On June 14 Kristen and Pam attended Relay for Life, held at Hanover Township
- On June 17 OCH hosted a successful back to school physical, immunization and dental clinic at Astor Ave with KidCare Medical and Advanced Family Dental Care
- On June 19 Midwest Hearing Consultants provided free hearing screenings for 15 adults
- On June 20 OCH launched a new program for employees, Work Break Work Outs, encouraging employees to engage in exercises to promote health and fitness
- On June 27 Kristen and Stacy attended the Alliance for Healthy and Active Communities quarterly meeting
- On June 28 Kristen and Stacy met with Hanover Dental to discuss dental referrals and resources for residents

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

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

# OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for June, 2013

SERVICE PROVIDED	JUNE 2013	JUNE 2012	FYTD 2014	FYTD 2013
<i>Website Visits</i>	7,145	6,423	21,902	15,698
<i>Facebook Likes</i>	8	9	607	567
<i>Media Releases</i>	8	8	16	23
<i>Veteran Contacts</i>	8	5	17	8
<i>Total Veterans served</i>	5	2	13	6
<i>Total Resident Contacts (Elgin office)</i>	170	172	575	556

## Department Highlights

- Attended and spoke at Troop 10 Scout Dinner at IWCR regarding property transfer and Hanover Township programs and services
- Attended and spoke at Izaak Walton League of Elgin Chapter meeting regarding renovations of the lodge and future Township uses of the property.
- Attended Relay for Life planning meeting on June 10
- Conducted interviews for new evening receptionist on June 11 and 12.
- Attended and participated in Relay for Life event on June 14.
- Joined the Administrator in meeting with Bartlett Park District Staff at Villa Olivia to discuss Heritage Marker install location on June 17
- Joined OCH staff in meeting with property manager of Blackhawk Apartments to discuss a back to school health and resource fair for July on June 17
- CVA staff coordinated and attended Runzel Reserve opening ceremony on June 18.
- Presented on the Township and its programs and services at Senior Services TRIAD event on June 21.
- CVA staff attended the Blackhawk Apartments resident picnic on June 22
- Attended the annual Bartlett Chamber of Commerce Breakfast with the Village of Bartlett on June 26 at Bartlett Hills
- Met with staff from Cabella's regarding partnership opportunities at the IWCR on June 27 with Director Parquette
- Attended CAG meeting of US 20 & IL Route 59 on June 27
- Veterans Advocate attended 2 VFW meeting in June at the Bartlett Fire Barn

### *Hanover Township Mission Statement:*

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# DEPARTMENT OF EMERGENCY SERVICES

Report for June, 2013

SERVICE PROVIDED	JUNE 2013	JUNE 2012	FYTD 2014	FYTD 2013
<i>Volunteers</i>				
Total volunteers	29	26	29	26
New volunteers	0	1	1	1
Volunteer hours	0	329.5	0	836
<i>Training</i>				
Total hours	104	72	533.75	427
<i>Details</i>				
Township events	2	7	4	11
Municipal Event Assistance	2	3	6	9
Emergency call outs	6	3	15	14
Safety Patrols	6	4	16	10
Miscellaneous	5	0	9	1

## Department Highlights

- June and July have become the busiest months for emergency services volunteers.
  - Township sponsored events included a mobile food pantry and the relay for life event
  - Emergency call outs included a gas leak call out in Streamwood, a McHenry County search, a Streamwood Roadside Safety Check and a Hoffman Estates traffic control detail.
  - Miscellaneous activities included security for such groups as Arts in Bartlett (overnight) and Firebarn security.
- Weather spotting occurred on four days in June.
- Four safety patrols of unincorporated areas were completed.

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# DEPARTMENT OF FACILITIES & MAINTENANCE

Report for June, 2013

SERVICE PROVIDED	JUNE 2013	JUNE 2012	FYTD 2014	FYTD 2013
<i>Administration</i>				
Vehicle service calls	29	37	87	112
Work orders	48	64	148	278
Event set-ups/tear downs	150	154	383	502
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	2,728	2,598	5,373	9,956
Town Hall	9,120	8,280	16,620	22,680
Senior Center	45,762	45,936	77,564	116,361
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	42.67	8.08	569.50	487.27
Town Hall	97.53	58.63	994.79	475.16
Senior Center	1,476.06	1,387.19	5,275.22	5,127.17

## Department Highlights

- Continued working on renovations of the Youth and Family Services department. Men's restroom has new top and sink bowls installed .
- Continue working around the Izaak Walton Center. Maintenance staff is taking care of the housekeeping for now. We are cutting grass and completing some clean up to the outside of the property.
- On June 18<sup>th</sup> had the dedication for the Runzel Reserve. The maintenance staff has taken over the responsibilities of planting the remainder of the trees and bushes, with some planting scheduled for the fall. We have been watering the grounds daily.
- Completed the installation of landscaping mulch around all the township buildings.
- Completed working on removing all the old lettering of the vehicle fleet and installing one clear message on all the vehicles.
- Repaired discharge drain on the HVAC unit in YFS.
- In conjunction with the Highway Department, sent a crew of five staff to assist with the set up and tear down of the Northwest Fourth Fest.

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# HIGHWAY DEPARTMENT

Report for June, 2013

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

## Department Highlights

- Continue monthly brush pick up service along with grass cutting.
- Mulch throughout Township complete
- Preconstruction meeting with Schroeder paving, work to start the week of 7/15
- Dirt/seed to begin shortly

*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 June, 2013

SERVICE PROVIDED	MAY 2013	MAY 2012	FYTD 2014	FYTD 2013
<i>Grant Funding</i>				
New clients	359	139	1,178	1,306
Ongoing Clients*	273	307	NC	NC
Closed Cases	171	112	351	114
Prevention Programming Presentations	37	19	83	53
Number in audience	446	1,326	1,912	2,423
<i>TIDE</i>				
Participants	6	7	6	7
Rides	69	127	225	249
<i>Resource Center</i>				
Organizations providing services	5	5	5	5
Clients served	30	22	68	60

## Department Highlights

- Began working on the planning of the Human Services Coordinating Council. The MHB Planning Committee will be meeting to discuss mission, goals, and participants in the upcoming month with hopes of notifying agencies of the group relatively soon.
- The Fiscal Year 2015 Annual Mental Health Grant application materials were uploaded to the website and all agencies were notified. The Annual Mental Health Grant applications will be due September 20<sup>th</sup>. A press release will be issued to inform area agencies who might be eligible for funding.
- Worked with Larkin Center and Renz Addiction Counseling Center on reporting HT residents. Trained Larkin Center staff on monthly reporting requirements and how to establish residency of clients.
- Ongoing discussions with Little City Foundation and CEDA on applicable grant funding. Both agencies received funding for programs several years ago and are interested in applying for new programs that serve residents.
- Attended the Association of Community Mental Health Authorities of Illinois summer meeting in Oak Park. The MHB is currently on a trial membership with ACMHAI. The two day meeting was an opportunity to network with other 708 boards and discuss various programming/grants occurring within their organizations.
- The new MHB brochure was finalized and is currently being printed. The new brochure provides information that benefits both residents as well as agencies who may be interested in grant funding.
- The Community Resource Center sign was finalized and due to be installed at the center on July 16.
- The Mental Health Board is in the beginning stages of developing the Resource Guide which will be distributed to all Township households and provide information on services available in the area. The planning committee will be determining the next steps and agencies will be contacted to finalize information for the guide.

### *Mental Health Board Mission Statement:*

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

# DEPARTMENT OF SENIOR SERVICES

Report for June, 2013

SERVICE PROVIDED	JUNE 2013	JUNE 2012	FYTD 2014	FYTD 2013
<i>Programming Division</i>				
Planned programs	191	176	585	522
Participants	1682	1997	5130	5876
Participants (unduplicated)	895	566	958	724
Wait listed (unduplicated)	116	53	332	190
Art & Computer classes	43	38	148	140
Art & Computer class participants	316	406	1040	1272
New volunteers	3	12	21	25
Total volunteers (unduplicated)	119	140	167	173
Volunteer hours reported	1228	1730	4802	5108
Meals delivered by volunteers	816	952	2655	3088
<i>Social Services Division</i>				
Clients served (unduplicated)	201	283	472	537
Clients served (duplicated)	540	N/C	1725	N/C
Energy Assistance	31	21	108	55
Prescription drugs & health insurance assistance	53	187	218	533
Social Service programs	10	11	33	31
Social Service program participants	92	100	258	291
Lending Closet transactions	84	46	240	167
<i>Transportation Division</i>				
One way rides given	1758	1826	5212	5203
Individuals served (unduplicated)	252	247	404	374
New riders	22	13	58	47
Unmet requests for rides	41	28	99	87

## Department Highlights

- Senior Services was awarded \$30,219 grant from AgeOptions for Title IIIB Supportive Services: Transportation \$16,348 & Senior Center \$13,871.
- Catholic Charities has informed Hanover Township that funding from AgeOptions for FY14 is dependent upon increasing the number of people served congregate meals.
- The nutrition feasibility study outreach visits continue with the last scheduled in July.
- Data collection process is now underway in the dispatch software implementation.
- Outdoor furniture for Runzel Reserve has been purchased.
- A volunteer videographer from Fellowes, Inc. is helping film the YouTube senior video.
- Programming: Chicago Shakespeare Theatre, Fabulous Fifties Divas, Ho Chunk Casino, Marriott Theatre and Stone Eagle Tavern, Museum of Contemporary Art, Medicare Changes, Bingo, 9-Ball Tournament, Cooking class, Chair Massage, Triad, Neuroscience research, Supper Club 59, Silver Screen with the Supervisor, and book club., Fused Glass Bowl, Paper bead jewelry, Files and Folders, iPad, Facebook, Ebay and Pinterest.
- Staff attended the Kane County Coalition for In-Need Seniors monthly meeting to discuss hoarding. Social Services Manager attended an Illinois Stakeholders meeting regarding improving Benefits Access for seniors in Cook County on June 13.
- Advanced Family Dental presented at the monthly Latino Outreach program.

*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 June, 2013

SERVICE PROVIDED	JUNE 2013	JUNE 2012	FYTD 2014	FYTD 2013
<i>General Assistance</i>				
General Assistance clients	24	20	69	63
General Assistance appointments	58	52	173	169
Emergency Assistance appointments	25	32	52	71
Emergency Assistance approved	10	7	21	17
Crisis intake clients	203	190	664	736
Access to Care	5	12	43	31
<i>LIHEAP Applications/PIPP Recertifications</i>				
Office	Closed	40	101	134
Circuit Breaker	4	0	9	2
<i>Social Services</i>				
ComEd Hardships	10	13	31	24
Weatherization	Waitlist	0	Waitlist	3
<i>Food Pantry</i>				
Served (Households)	830	843	2528	2351
New applications	84	108	259	278
Food Donations	45	48	176	158
<i>Community Center Walk-Ins</i>	354	335	1019	1054

## Department Highlights

- Employment Services is developing quickly. Manager Sean Grimes has placed thirteen clients into positions through the month of June. Attendance to the bi-weekly job clubs has been strong.
- Employment Services upgraded LinkedIn to a business status and currently has 434 followers.
- Employment Services continues to receive job submissions to be posted to the job board from local employers.
- The search to fill three positions at Welfare Services began. Open positions include a half time receptionist, employment specialist and intake specialist. Many strong candidates have applied and will be invited to second round interviews with Administrator Barr.
- Hosted Mobile Food Pantry at St. Ansgar with strong attendance. Bartlett Lions Club and Emergency Services helped with crowd control.
- In cooperation with the Office of Community Health a Kid Care Immunization Clinic was held at Astor Avenue with good attendance.
- Planning continues for the Classic Car Show co-sponsored with BVFA. There are currently 10 cars registered.
- CEDA Headstart accepted registrations on June 10<sup>th</sup> for qualifying families at Astor Avenue.
- CEDA continues to come weekly to provide Emergency Relief Programs to our residents.
- Collection of school supplies has begun. Communities That Care and Backpack Buddies have confirmed they will be supporting this effort again this year.
- Summer Lunch Program is going well. On average 30 children receive free lunch daily.
- Mobile Pantry is scheduled for July 30<sup>th</sup> at Squire Village Apartments in Elgin.
- Planning continues for the Foundation Fundraiser scheduled for July 18<sup>th</sup>.
- Planning continues for the Manufacturing Job Fair to be held on August 1<sup>st</sup> at the Hanover Township Senior Center. This is the first industry specific job fair for Employment Services.

### *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 June, 2013

SERVICE PROVIDED	JUNE 2013	JUNE 2012	FYTD 2014	FYTD 2013
<i>Outreach &amp; Prevention</i>				
Open Gym participants	800	973	3814	2714
Open Gym participants (unduplicated)	284	398	729	585
Alternative to Suspension referrals	0	2	3	17
Alternative to Suspension participants	80	39	400	380
Alternative to Suspension participants (unduplicated)	30	22	64	63
<i>Clinical</i>				
Therapy clients	194	435	864	1157
Therapy clients (unduplicated)	114	173	306	238
New clients (unduplicated)	8	9	23	31
Clinical hours	199	245	876	920
Group session participants	0	42	1927	1848
<i>Tutoring Participants</i>				
Total	34	37	413	461
Unduplicated	21	21	108	100

## Department Highlights

- Alternative to Suspension summer programming, “Summer Alternatives” has been conducting several fundraisers to raise money for their end of summer celebration.
- Recruitment of new adult and youth members for the Hanover Township Committee on Youth has begun.
- Substance Abuse Prevention Programming planning is occurring at Nature Ridge Elementary School. Program to launch in September.
- Youth and Family Services is applying for a grant. If awarded, the grant will fund the purchase of iPads to be used for outdoor educational programming at the Izaak Walton Center and Reserve.
- Interviews are occurring for a bilingual family therapist. Anticipated start date is early August.
- Youth and Family Services and Cabela’s have established a partnership to promote and support outdoor education and recreation for the Izaak Walton Center and Reserve. Cabela’s will be offering a fishing clinic on August 2, 2013 for the Open Gym Program participants.
- Planning for a Township Officials of Illinois Divisions Social has begun.

### *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 7/3/13 to 7/16/13

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	17,905.53	586.43	18,491.96
Total Senior Center	6,295.91	177.00	6,472.91
Total Welfare Services	4,209.12		4,209.12
Total Road and Bridge	6,381.44		6,381.44
Total Mental Health Board	42,610.02	10,685.00	53,295.02
Total Retirement	0.00		
Total Vehicle	100.00		100.00
Total Capital	436.74		436.74
Total All Funds	<u>77,938.76</u>	<u>11,448.43</u>	<u>89,387.19</u>

The above "Subtotal" column has been approved for payment this 16th day of July 2013.

The above "Total" column has been approved for payment this 16th day of July 2013.

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Supervisor

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Town Clerk

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Supervisor

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Town Clerk

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Trustee

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Accrual Basis

## Hanover Township Board Audit Report July 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014410 - Equipment Purchases</b>					
Check	07/12/2013	100220	Staples	Inv# 3203253381 Office Chair	107.59
Total 1014410 - Equipment Purchases					107.59
<b>1014430 - Computer Equipment &amp; Software</b>					
Check	07/09/2013	100062	Current Technologies Corporation	Inv# 710146 Network Labor	1,401.25
Check	07/09/2013	100062	Current Technologies Corporation	Inv# 3731 Recovery Server Renewal	292.56
Check	07/12/2013	100213	Dell Marketing L.P.	Inv# xj616fmr9 Computer Purchase A. Seul	821.70
Total 1014430 - Computer Equipment & Software					2,515.51
Total 101CAP - Capital Expenditures					2,623.10
<b>101CHN - Community Health</b>					
<b>1014452 - Office Supplies</b>					
Check	07/12/2013	100220	Staples	Inv# 3202791622 Labels	28.99
Total 1014452 - Office Supplies					28.99
<b>1014453 - Printing</b>					
Check	07/09/2013	100072	Interact Business Products, LLC	Inv# 84804 Copy Charges	38.49
Check	07/12/2013	100220	Staples	Inv# 3202791622 Copy Paper	75.98
Total 1014453 - Printing					114.47
<b>1014457 - Equipment Maintenance &amp; Rental</b>					
Check	07/09/2013	100096	Water Logic	Inv#775-0020005 LL Water Cooler Rental	60.00
Total 1014457 - Equipment Maintenance & Rental					60.00
<b>1014459 - Professional Services</b>					
Check	07/09/2013	100053	Alexian Brothers Health System	Patient# G.9319 Lab Work	61.43
Total 1014459 - Professional Services					61.43
<b>1014466 - Communications</b>					
Check	07/12/2013	100219	Sprint	Acct# 897162515 Monthly Charges	59.16
Total 1014466 - Communications					59.16
Total 101CHN - Community Health					324.05
<b>101COM - Food Pantry -</b>					
<b>1014361 - Utilities</b>					
Check	07/09/2013	100094	Village of Hanover Park	Acct# 22510-39440 Water/Sewer	88.14
Total 1014361 - Utilities					88.14
Total 101COM - Food Pantry -					88.14
<b>101CVA - Community &amp; Veteran Affairs</b>					
<b>101CMA - Community Relations</b>					
<b>1014617 - Equipment &amp; Furniture</b>					

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Accrual Basis

**Hanover Township  
Board Audit Report  
July 3 - 16, 2013**

Type	Date	Num	Name	Memo	Amount
Check	07/12/2013	100223	Wells Fargo Financial Leasing	Acct# 001-0090075-002 Copier Machine Rental	125.00
Total 1014617 · Equipment & Furniture					125.00
<b>1014620 · Satellite Office Programs</b>					
Check	07/09/2013	100050	Ace Coffee Bar	Inv# 299750 Coffee Supplies	77.90
Total 1014620 · Satellite Office Programs					77.90
<b>1014621 · Satellite Office Utilities</b>					
Check	07/09/2013	100054	Allied Waste Services	Acct# 3-0551-0097167 Monthly Charges	20.94
Check	07/09/2013	100059	City of Elgin	Acct# 413720-6423 Water/Sewer	13.64
Check	07/09/2013	100080	NICOR (79)	Acct# 79-29-75-3728 8 Monthly Charges	40.08
Total 1014621 · Satellite Office Utilities					74.66
<b>1014623 · Satellite Office Phone &amp; Intrnt</b>					
Check	07/09/2013	100056	AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	47.33
Check	07/09/2013	100064	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges	89.85
Total 1014623 · Satellite Office Phone & Intrnt					137.18
<b>1014624 · Travel</b>					
Check	07/12/2013	100206	Kuttenberg, Thomas W	Mileage Reimbursement April-June	223.80
Total 1014624 · Travel					223.80
<b>1014630 · Veteran Honor Roll</b>					
Check	07/09/2013	100051	A1 Trophies & Awards, Inc	Inv# 14134 Veterans Plates	12.00
Check	07/09/2013	100051	A1 Trophies & Awards, Inc	Inv# 14070 Veterans Plate	8.00
Total 1014630 · Veteran Honor Roll					20.00
Total 101CMA · Community Relations					658.54
Total 101CVA · Community & Veteran Affairs					658.54
<b>101ES · ES - Expenditures</b>					
<b>1014802 · Equipment</b>					
Check	07/09/2013	100093	The Home Depot	Portable Lights Power Cords/Tiedown Straps	389.83
Check	07/12/2013	100207	Mick Rogala	Hose Adapters/Towels/Station Parts/Sand Bags	324.73
Total 1014802 · Equipment					714.56
<b>1014806 · Office Supplies</b>					
Check	07/12/2013	100207	Mick Rogala	Copy Paper/Ink	52.01
Check	07/12/2013	100220	Staples	Inv# 3202791620 Mailing Supplies	17.49
Total 1014806 · Office Supplies					69.50
<b>1014807 · Miscellaneous</b>					
Check	07/12/2013	100215	Illinois Emergency Management Agency	IEMA Conference Ad	400.00
Total 1014807 · Miscellaneous					400.00
<b>1014813 · Vehicle Fuel &amp; Maintenance</b>					
Check	07/12/2013	100207	Mick Rogala	Mirror for Vehicle 126/Car Wash/Pressure Valves	120.54

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Accrual Basis

## Hanover Township Board Audit Report July 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
Total 1014813 · Vehicle Fuel & Maintenance					120.54
<b>1014814 · Communications</b>					
Check	07/09/2013	100041	Palmer, Daniel D	Monthly Cell Phone Stipend	100.00
Check	07/12/2013	100207	Mick Rogala	Phone Charges	50.00
Check	07/12/2013	100219	Sprint	Acct# 897162515 Monthly Charges	35.14
Total 1014814 · Communications					185.14
Total 101ES · ES - Expenditures					1,489.74
<b>101ISE · Insurance &amp; Employee Benefits</b>					
<b>1014411 · Employee Assistance Program</b>					
Check	07/09/2013	100085	Renz Addiction Counseling Center	Inv# 195 Employee Assistance Program July-September	362.81
Total 1014411 · Employee Assistance Program					362.81
Total 101ISE · Insurance & Employee Benefits					362.81
<b>101LEA · Legal &amp; Auditing</b>					
<b>1014502 · Legal Services</b>					
Check	07/09/2013	100081	Paddock Publications, Inc	Inv# 4343447 Public Notice	77.05
Total 1014502 · Legal Services					77.05
Total 101LEA · Legal & Auditing					77.05
<b>101MAIN · Facilities Maintenance</b>					
<b>1014206 · Janitorial Supplies - Senior</b>					
Check	07/09/2013	100057	Bade Paper Products, Inc	Inv# 189762 Towels/Can Liners/Sponges/Filters	516.52
Total 1014206 · Janitorial Supplies - Senior					516.52
<b>1014209 · Building Contracts</b>					
Check	07/09/2013	100076	Orkin Pest Control (Astor)	Inv# 84838646 Pest Control	50.00
Check	07/09/2013	100077	Orkin Pest Control (Town)	Inv# 84838641 Pest Control	60.00
Check	07/09/2013	100078	Orkin Pest Control (Senior)	Inv# 84838644 Pest Control	65.00
Check	07/12/2013	100211	Cummins NPower, LLC	Inv# 711-57223 Town Hall Generator Maintenance/Inspection	755.00
Check	07/12/2013	100216	Steiner Electric Company	Inv# S004383582.002 Generator Monitoring Fee	365.00
Total 1014209 · Building Contracts					1,295.00
<b>1014210 · Building Maintenance - Town</b>					
Check	07/09/2013	100093	The Home Depot	Sheathing/Watershield	311.18
Total 1014210 · Building Maintenance - Town					311.18
<b>1014213 · Equipment Maintenance - Town</b>					
Check	07/09/2013	100070	Grainger	Inv# 9171930903 Toilet Parts	70.04
Check	07/09/2013	100070	Grainger	Inv# 9172892813 Urinal Parts	22.64
Check	07/09/2013	100072	Interact Business Products, LLC	Inv# 84785 Copy Charges	76.10
Total 1014213 · Equipment Maintenance - Town					168.78
<b>1014218 · Vehicle Maintenance - Town</b>					

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Accrual Basis

## Hanover Township Board Audit Report July 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
Check	07/09/2013	100065	Carquest Auto Parts Stores	Fuel Pump Assembly	287.85
Total 1014218 · Vehicle Maintenance - Town					287.85
<b>1014221 · Cell Phone/Communications</b>					
Check	07/12/2013	100219	Sprint	Acct# 897162515 Monthly Charges	95.95
Total 1014221 · Cell Phone/Communications					95.95
<b>1014222 · Trash Removal - Town</b>					
Check	07/09/2013	100054	Allied Waste Services	Acct# 3-0551-6013270 Monthly Charges	308.84
Total 1014222 · Trash Removal - Town					308.84
<b>1014223 · Trash Removal - Senior</b>					
Check	07/09/2013	100054	Allied Waste Services	Acct# 3-0551-6000579 Monthly Charges	149.92
Total 1014223 · Trash Removal - Senior					149.92
<b>1014224 · Trash Removal - Astor</b>					
Check	07/09/2013	100054	Allied Waste Services	Acct# 3-0551-6013274 Monthly Charges	152.39
Total 1014224 · Trash Removal - Astor					152.39
<b>1014225 · Grounds Maintenance</b>					
Check	07/09/2013	100074	Midwest Trading	Inv# 1373968 Hardwood Bark Mulch 8 Bags	273.20
Check	07/09/2013	100074	Midwest Trading	Inv# 1372674 Hardwood Bark Mulch 8 Bags	273.20
Check	07/09/2013	100074	Midwest Trading	Inv# 1373125 Hardwood Bark Mulch 8 Bags	273.20
Total 1014225 · Grounds Maintenance					819.60
Total 101MAIN · Facilities Maintenance					4,106.03
<b>101THE · Town Hall Expense</b>					
<b>1014402 · Telephone - Town</b>					
Check	07/09/2013	100045	Barr, James C	Cell Phone Reimbursement 2nd Quarter	150.00
Total 1014402 · Telephone - Town					150.00
<b>1014403 · Utilities - Town</b>					
Check	07/09/2013	100095	Village of Bartlett	Acct# 51470 Water/Sewer	69.29
Total 1014403 · Utilities - Town					69.29
Total 101THE · Town Hall Expense					219.29
<b>101TOE · Town Office Expense</b>					
<b>1014404 · Office Supplies</b>					
Check	07/12/2013	100220	Staples	Inv# 3202791620 Folders/Glue Stick	4.07
Check	07/12/2013	100220	Staples	Inv# 3202791621 Printer Part	7.99
Total 1014404 · Office Supplies					12.06
<b>1014414 · Memberships, Subs &amp; Publication</b>					
Check	07/09/2013	100040	Township Officials of Illinois	TOI 2013-2014 Dues	1,232.06
Check	07/09/2013	100091	Township Officials of Illinois	Associate Member Dues - J. Barr	50.00
Check	07/09/2013	100092	Township Supervisors of Illinois	Annual Member Dues - B. McGuire	25.00

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Accrual Basis

## Hanover Township Board Audit Report July 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
Check	07/12/2013	100222	Township Clerks of Illinois	Membership Fee	30.00
Total 1014414 · Memberships, Subs & Publication					1,337.06
<b>1014429 · Miscellaneous</b>					
Check	07/12/2013	100218	Sam's Club (Old Acct)	Account Charges	8.73
Total 1014429 · Miscellaneous					8.73
<b>1014530 · Financial Administration</b>					
Check	07/09/2013	100069	Governmental Accounting, Inc	Inv# 5533 Monthly Contract Billing	4,930.00
Total 1014530 · Financial Administration					4,930.00
<b>1014531 · Community Affairs</b>					
Check	07/09/2013	100051	A1 Trophies & Awards, Inc	Inv# 14126 MHB Recognition Award M. Kramer	34.95
Check	07/09/2013	100051	A1 Trophies & Awards, Inc	Inv# 14124 COY Appreciation Award D. Watson	34.95
Check	07/09/2013	100079	NovoPrint USA	Inv# 502377 Bartlet Chamber of Commerce Ad	797.50
Total 1014531 · Community Affairs					867.40
Total 101TOE · Town Office Expense					7,155.25
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094614 · Printing</b>					
Check	07/09/2013	100051	A1 Trophies & Awards, Inc	Inv# 14104 Name Badge	7.95
Total 1094614 · Printing					7.95
<b>1094618 · Psychiatric Backup</b>					
Check	07/12/2013	100208	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	525.00
Total 1094618 · Psychiatric Backup					525.00
<b>1094623 · Travel</b>					
Check	07/09/2013	100046	Low, Karen	Mileage Reimbursement	39.55
Check	07/09/2013	100047	Spunt, Sarah B	Mileage Reimbursement	29.40
Check	07/09/2013	100048	Bailey, Lisa E	Mileage Reimbursement	15.82
Total 1094623 · Travel					84.77
<b>1094629 · Dues &amp; Subscriptions</b>					
Check	07/12/2013	100221	Township Officials of Illinois	Associate Member Dues - J. Parquette	50.00
Total 1094629 · Dues & Subscriptions					50.00
Total 109ADM · Administration & Clinical					667.72
<b>109OUT · Outreach &amp; Prevention</b>					
<b>1094627 · Open Gym Program.</b>					
Check	07/09/2013	100088	Sam's Club (YFS 0748 1)	Open Gym Snacks	450.40
Total 1094627 · Open Gym Program.					450.40
<b>1094644 · Travel</b>					
Check	07/12/2013	100205	Chacon, Alejandra E	Mileage Reimbursement	138.43



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Accrual Basis

## Hanover Township Board Audit Report July 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
Total 1094644 · Travel					138.43
<b>1094651 · Cellphones</b>					
Check	07/12/2013	100219	Sprint	Acct# 897162515 Monthly Charges	131.41
Total 1094651 · Cellphones					131.41
Total 109OUT · Outreach & Prevention					720.24
Total 109YFS · Youth & Family Services					1,387.96
Total 1014 · Town Fund - Expenditures					18,491.96
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104522 · Contingency</b>					
Check	07/09/2013	100097	Xavus Solutions LLC	Inv# 4996 Annual Upgrades/ Maintenance & Support	1,800.00
Total 1104522 · Contingency					1,800.00
<b>1104524 · Utilities</b>					
Check	07/09/2013	100095	Village of Bartlett	Acct# 63818 Water/Sewer	313.55
Check	07/09/2013	100095	Village of Bartlett	Acct# 62447 Water/Sewer	347.32
Total 1104524 · Utilities					660.87
<b>1104525 · Telephone &amp; High Speed Internet</b>					
Check	07/12/2013	100219	Sprint	Acct# 897162515 Monthly Charges	464.28
Total 1104525 · Telephone & High Speed Internet					464.28
<b>1104527 · Equipment</b>					
Check	07/09/2013	100093	The Home Depot	Carpet/Tray Set	214.69
Check	07/09/2013	100096	Water Logic	Inv#775-0020005 LL Water Cooler Rental	60.00
Total 1104527 · Equipment					274.69
<b>1104528 · Office Supplies</b>					
Check	07/09/2013	100088	Sam's Club (YFS 0748 1)	Coffee Supplies	397.83
Check	07/12/2013	100220	Staples	Inv# 3202791623 Scissors/Toner/Card Stock	111.84
Total 1104528 · Office Supplies					509.67
<b>1104533 · Printing</b>					
Check	07/09/2013	100072	Interact Business Products, LLC	Inv# 84804 Copy Charges	248.18
Total 1104533 · Printing					248.18
Total 1104ADM · Administration					3,957.69
<b>1104SOC · Social Services</b>					
<b>1104515 · Programming</b>					
Check	07/09/2013	100082	Betsy Peska	Exercise Class June 2013	140.00
Check	07/09/2013	100089	Streamwood Park District	Exercise Class Instructor May 2013	575.00
Check	07/12/2013	100217	Schweppe	Inv# 304436 Popcorn Supplies	133.60

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Accrual Basis

## Hanover Township Board Audit Report July 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
Total 1104515 · Programming					848.60
<b>1104520 · Volunteer Services</b>					
Check	07/09/2013	100052	Gerardo Amargos	Home Delivered Meals Mileage Reimbursement	43.51
Check	07/09/2013	100058	Richard Bayer	Home Delivered Meals Mileage Reimbursement	59.89
Check	07/09/2013	100063	Beth Cooper	Home Delivered Meals Mileage Reimbursement	33.90
Check	07/09/2013	100073	Jerome Krzywdzinski	Home Delivered Meals Mileage Reimbursement	31.64
Check	07/09/2013	100083	Phil Roth	Home Delivered Meals Mileage Reimbursement	35.60
Check	07/09/2013	100084	Bill Riccio	Home Delivered Meals Mileage Reimbursement	43.05
Check	07/09/2013	100087	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	24.30
Total 1104520 · Volunteer Services					271.89
<b>1104532 · Visual Arts</b>					
Check	07/09/2013	100043	Susan Kazenas	Craft Supplies	47.68
Check	07/09/2013	100071	Hobby Lobby	Program Supplies	65.33
Check	07/09/2013	100075	Midwest Ceramic Art Supply	Ceramic Supplies	154.99
Check	07/12/2013	100210	Blick Art Materials	Inv# 1868237 Art Supplies	282.91
Check	07/12/2013	100210	Blick Art Materials	Tax Exempt Credit	-22.18
Total 1104532 · Visual Arts					528.73
Total 1104SOC · Social Services					1,649.22
<b>1104TRN · Transportation</b>					
<b>1104518 · Vehicle Maintenance</b>					
Check	07/09/2013	100065	Carquest Auto Parts Stores	Gloves/Oil Filters/Brake Pads/Adhesive Remover	382.78
Check	07/09/2013	100090	Safety Lane Inspections	Inv# 10345 Safety Inspection	33.48
Total 1104518 · Vehicle Maintenance					416.26
<b>1104549 · Recruitment</b>					
Check	07/12/2013	100209	Alexian Bros Corporate Health Services	Inv# 487061 Pre Employment Physical	177.00
Total 1104549 · Recruitment					177.00
<b>1104550 · Telephone</b>					
Check	07/12/2013	100219	Sprint	Acct# 897162515 Monthly Charges	272.74
Total 1104550 · Telephone					272.74
Total 1104TRN · Transportation					866.00
Total 1104 · Senior Center - Expenditures					6,472.91
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024202 · Office Supplies</b>					
Check	07/12/2013	100220	Staples	Inv# 3202354064 Highlighters/Plastic Bags	53.77
Total 2024202 · Office Supplies					53.77
<b>2024204 · Equipment</b>					
Check	07/09/2013	100050	Ace Coffee Bar	Inv# 102858 Machine Rental	29.95

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Accrual Basis

## Hanover Township Board Audit Report July 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
Check	07/09/2013	100066	Cintas	Inv# 22579704 Township Fleece (3)	188.44
Check	07/09/2013	100067	Comcast (WS)	Acct# 8771 10 085 0097898 Monthly Charges	95.91
Check	07/12/2013	100212	Cintas	Inv# 22592362 Township Fleece (6)	198.10
Check	07/12/2013	100212	Cintas	Inv# 22592363 Township Fleece (20)	607.39
Check	07/12/2013	100219	Sprint	Acct# 897162515 Monthly Charges	60.81
Total 2024204 · Equipment					1,180.60
<b>2024205 · Travel &amp; Training</b>					
Check	07/09/2013	100049	Imperato, Mary Jo	Mileage Reimbursement	34.44
Total 2024205 · Travel & Training					34.44
<b>2024213 · Community Affairs / Misc</b>					
Check	07/09/2013	100049	Imperato, Mary Jo	Job Club Meeting Supplies	16.98
Total 2024213 · Community Affairs / Misc					16.98
<b>2024507 · Professional Services</b>					
Check	07/09/2013	100042	Illinois State Police	Fingerprint for Background Check	20.00
Total 2024507 · Professional Services					20.00
Total 2024ADM · Administration					1,305.79
<b>2024HOM · Home Relief</b>					
<b>2024102 · Rent</b>					
Check	07/09/2013	2356	Brookside Condominium Association	July 2013 Rent	325.00
Total 2024102 · Rent					325.00
<b>2024119 · Emergency Assistance</b>					
Check	07/09/2013	2351	Village of Hanover Park	Utilities Assistance	237.76
Check	07/09/2013	2352	Village of Streamwood	Utilities Assistance Acct#285-0054-00-09	244.57
Check	07/09/2013	2353	Hemang Shah	Eviction Notice	846.00
Check	07/09/2013	2354	Magdalena Radzka	Eviction Notice	750.00
Check	07/09/2013	2355	Squire Village	Eviction Notice	500.00
Total 2024119 · Emergency Assistance					2,578.33
Total 2024HOM · Home Relief					2,903.33
Total 2024 · Welfare Services - Expenditures					4,209.12
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034704 · Telephone</b>					
Check	07/09/2013	100086	Sprint (HWY)	Acct# 162978503 Monthly Charges	277.55
Total 3034704 · Telephone					277.55
<b>3034710 · Community Affairs</b>					
Check	07/09/2013	100079	NovoPrint USA	Inv# 502377 Bartlet Chamber of Commerce Ad	797.50
Total 3034710 · Community Affairs					797.50

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## Hanover Township Board Audit Report July 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
Total 3034ADM · Administration					1,075.05
<b>3034ROD · Road Maintenance</b>					
<b>3034602 · Operating Supplies &amp; Materials</b>					
Check	07/09/2013	100090	Safety Lane Inspections	Inv# 10345 Safety Inspection	33.48
Check	07/09/2013	100093	The Home Depot	Gloves/Blacktop Patch/Stakes/Shovel	214.72
Total 3034602 · Operating Supplies & Materials					248.20
<b>3034606 · Engineering</b>					
Check	07/09/2013	100068	Gewalt Hamilton Associates, Inc	Inv# 4455.005-2 Paving Program Design/Engineering	2,180.00
Total 3034606 · Engineering					2,180.00
<b>3034610 · Street Lighting</b>					
Check	07/09/2013	100061	Com Ed 051	Acct# 5619024051 Monthly Charges	23.01
Total 3034610 · Street Lighting					23.01
Total 3034ROD · Road Maintenance					2,451.21
<b>303EQM · Equipment</b>					
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Check	07/09/2013	100055	Alexander Equipment Company	Inv# 93117 Lawnmower Repair	2,548.05
Check	07/09/2013	100065	Carquest Auto Parts Stores	Antifreeze/Brake Cleaner/Radiator Cap	307.13
Total 3034609 · Maintenance Vehicles & Equip					2,855.18
Total 303EQM · Equipment					2,855.18
Total 3034 · Road & Bridge - Expenditures					6,381.44
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054014 · Equip / Database</b>					
Check	07/12/2013	100199	Links Technology Solutions, Inc	Inv# 23664 Website Hosting	125.00
Total 5054014 · Equip / Database					125.00
Total 5054ADM · Administration					125.00
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Check	07/12/2013	100200	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Water/Sewer	16.29
Total 5054210 · Utilities					16.29
<b>5054213 · Janitorial</b>					
Check	07/09/2013	100093	The Home Depot	Toilet Paper	9.97
Check	07/12/2013	100203	JaniKing	Inv# 07130510 Monthly Contract Billing	414.00
Total 5054213 · Janitorial					423.97
<b>5054250 · Building Maintenance</b>					
Check	07/12/2013	100201	Orkin Pest Control (MHB)	Inv# 84838649 Pest Control	50.00

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Type	Date	Num	Name	Memo	Amount
Total 5054250 · Building Maintenance					50.00
Total 5054COM · Community Resource Center					490.26
<b>5054SVC · Service Contracts</b>					
<b>5054102 · CAC Family Support</b>					
Check	07/12/2013	100196	Childrens Advocacy Ctr of Nwst Co Cou...	Family Support Services	711.06
Total 5054102 · CAC Family Support					711.06
<b>5054104 · CCC Domestic Violence Shelter</b>					
Check	07/12/2013	100194	Community Crisis Center	Shelter	7,500.00
Total 5054104 · CCC Domestic Violence Shelter					7,500.00
<b>5054105 · CCC Domestic Violence Counsel</b>					
Check	07/12/2013	100194	Community Crisis Center	Domestic Violence Counseling	6,250.00
Total 5054105 · CCC Domestic Violence Counsel					6,250.00
<b>5054107 · Open Door Clinic</b>					
Check	07/12/2013	100202	Open Door Clinic	AIDS/Mental Health Outreach	1,250.00
Total 5054107 · Open Door Clinic					1,250.00
<b>5054112 · Clearbrook Children's Program</b>					
Check	07/12/2013	100198	Clearbrook	Childrens Program	1,375.00
Total 5054112 · Clearbrook Children's Program					1,375.00
<b>5054113 · Clearbrook Residential</b>					
Check	07/12/2013	100198	Clearbrook	Residential Services	1,000.00
Total 5054113 · Clearbrook Residential					1,000.00
<b>5054114 · Clearbrook Development Training</b>					
Check	07/12/2013	100198	Clearbrook	Developmental Training	625.00
Total 5054114 · Clearbrook Development Training					625.00
<b>5054128 · RENZ Outpatient</b>					
Check	07/12/2013	100197	Renz Addiction Counseling Center	Outpatient Treatment	73.34
Check	07/12/2013	100197	Renz Addiction Counseling Center	Outpatient Treatment	8,565.86
Total 5054128 · RENZ Outpatient					8,639.20
<b>5054130 · Northwest Casa</b>					
Check	07/12/2013	100193	Northwest CASA	Counseling Services June	437.75
Check	07/12/2013	100193	Northwest CASA	Counseling Services April/May	2,188.75
Total 5054130 · Northwest Casa					2,626.50
<b>5054140 · Maryville Academy Casa Salama</b>					
Check	07/12/2013	100191	Maryville Academy	Casa Salama	6,250.00
Total 5054140 · Maryville Academy Casa Salama					6,250.00
<b>5054162 · Tide Transportation</b>					

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## Hanover Township Board Audit Report July 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
Check	07/12/2013	100204	A#1 Cab Dispatch Inc	Tide Invoices 7/8/13	393.00
Total 5054162 · Tide Transportation					393.00
<b>5054165 · Alexian Bros - Outpatient Psych</b>					
Check	07/12/2013	100190	Alexian Mental Health Center	Outpatient Services	2,185.00
Total 5054165 · Alexian Bros - Outpatient Psych					2,185.00
<b>5054167 · Alexian Brothers - Senior MH</b>					
Check	07/12/2013	100190	Alexian Mental Health Center	Senior Mental Health Services	8,500.00
Total 5054167 · Alexian Brothers - Senior MH					8,500.00
<b>5054182 · Clearbrook Employment</b>					
Check	07/12/2013	100198	Clearbrook	Employment Program	500.00
Total 5054182 · Clearbrook Employment					500.00
<b>5054183 · CCC SA Counseling</b>					
Check	07/12/2013	100194	Community Crisis Center	Sexual Assault Counseling Program	2,250.00
Total 5054183 · CCC SA Counseling					2,250.00
<b>5054194 · CCC- Strategies for Safety</b>					
Check	07/12/2013	100194	Community Crisis Center	Strategies for Safety	1,750.00
Total 5054194 · CCC- Strategies for Safety					1,750.00
<b>5054195 · Autism Society of IL</b>					
Check	07/12/2013	100195	Autism Society of Illinois	Outreach/Education	250.00
Total 5054195 · Autism Society of IL					250.00
<b>5054196 · Catholic Charities Caregivers</b>					
Check	07/12/2013	100192	Catholic Charities	Caregivers Groups	625.00
Total 5054196 · Catholic Charities Caregivers					625.00
Total 5054SVC · Service Contracts					52,679.76
Total 5054 · Mental Health - Expenditures					53,295.02
<b>7004 · Vehicle Replcmnt - Expenditures</b>					
<b>7004540 · Bus Purchase</b>					
Check	07/09/2013	100044	Pace	Acct# 30896 Monthly Lease	100.00
Total 7004540 · Bus Purchase					100.00
Total 7004 · Vehicle Replcmnt - Expenditures					100.00
<b>8084 · Capital Projects - Expenditures</b>					
<b>8084425 · Building &amp; Perm Improvements</b>					
Check	07/09/2013	100093	The Home Depot	YFS Bathroom Counter	136.74
Check	07/12/2013	100214	Hitchcock Design Group	Inv# 15443 Runzel Reserve Construction Phase Services	300.00
Total 8084425 · Building & Perm Improvements					436.74

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Accrual Basis

**Hanover Township  
Board Audit Report  
July 3 - 16, 2013**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
			Total 8084 · Capital Projects - Expenditures		436.74
<b>TOTAL</b>					<b>89,387.19</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, Caramelli, and Krick, and Supervisor McGuire.

Elected and appointed officials present: Highway Commissioner P. Craig Ochoa and Collector Frank Liquori.

Staff and others present included Administrator James Barr, Welfare Services Director Mary Jo Imperato, Youth and Family Services Director John Parquette, Township Attorney Mike Airdo, State Representative Fred Crespo, families and friends of Ms Bettie Kirschner, Battalion Chief Marvin J. Kramer, and Ms Dawna Watson.

II. Supervisor McGuire asked everyone to stand for the Pledge of Allegiance.

III. Town Hall

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

IV. Presentations

A. Veterans Honor Roll

1. Mr. McGuire asked that the Board join him in congratulating and thanking Ms Bettie Marie Kirschner on her induction into the Veterans Honor Roll recognizing her service in the United State Navy from 1944 to 1945.

2. The Board congratulated and the Supervisor asked that the record reflect that Mr. John Warwick, for his service to our country in the U.S. Marine Corps from 1954-1957, has been added to the Veterans Honor Roll this evening.

B. Mr. McGuire ask that the Board join him in congratulating Marvin J. Kramer, Jr. on his promotion to Streamwood Fire Department Battalion Chief.

C. Mr. McGuire asked that the Board join him in thanking Ms Dawna Watson for her service and contributions on the Committee on Youth as she steps down from the committee.

V. Reports

A. Supervisor: Mr. McGuire reported that he has invited 80 urban townships to come to the Township on July 25 (Veterans Hall, 6 p.m.), to discuss more urban issues that face townships; he invited the Board to attend.

B. Clerk: Ms Dolan Baumer reported on three recent FOIA requests: one from BGA (annual salary and titles request), from Ms Hughes regarding ComEd, which was subsequently rescinded; and two requesting information on properties in Streamwood, which was referred to and answered by the Assessor's office.

C. Highway Commissioner: Mr. Ochoa offered no report.

D. Treasurer: A motion was made by Trustee Benoit and seconded by Trustee Burke to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report is adopted.



E. Trustee Liaison Reports: Trustee Krick reported that he attended his first meeting of the Committee on Youth and all is going well.

VI. Bill Paying

Administrator Barr offered the bills for approval for June 19 to July 2, 2013 as follows:

a. Town Fund	\$55,612.39
b. Senior Center Fund	25,254.53
c. Welfare Services Fund	19,980.83
d. Road and Bridge Fund	3,495.23
e. Mental Health Fund	10,533.49
f. Retirement Fund	0.00
g. Vehicle Fund	0.00
h. Capital Fund	<u>120,088.79</u>
Total All Funds:	<u>\$234,965.26</u>

A motion was made by Trustee Benoit to approve the bills as presented for June 19 through July 2, 2013; Trustee Krick seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Nays: none. Motion carried.

VII. Unfinished Business: None was discussed.

VIII. New Business

A. Regular Meeting Minutes of June 18, 2013: Clerk Dolan Baumer presented the meeting minutes of the Special Board Meeting of June 18, 2013 for review and approval. A motion was made by Trustee Burke to approve the minutes of the Regular Board Meeting of June 18, 2013, with a second by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried and the minutes were approved.

B. Executive Session Minutes of June 13, 2013: Clerk Dolan Baumer presented the Executive Session Minutes of June 13, 2013 for review and approval. A motion was made by Trustee Caramelli to approve the Executive Session Minutes of June 18, 2013, with a second by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried.

C. Resolution to Reduce Heroin Use and Related Deaths: A motion was made by Trustee Burke to approve the resolution #070213 to Reduce Heroin Use and Related Deaths as presented, with a second by Trustee Krick. Mr. McGuire noted that a similar resolution had been passed by the Cook County Board of Commissioners, and they have asked that we do likewise and stand against this type of drug use calling for heightened awareness and education. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried.

Mr. McGuire recognized State Representative Fred Crespo and invited him forward to say a few words. Representative Crespo thanked the Board of Hanover Township and said that he tells people that we practice "best practices" in the way the Township is run. The then read and presented a resolution recognizing Ms Bettie Kirshner for her service to our country. A standing ovation ensued.

X. Executive Session: Motion was made by Trustee Burke to go into Executive Session pursuant to section 2c1 (The appointment, employment, compensation, discipline,

performance, or dismissal of specific employees of the public body or legal counsel for the public body....) pursuant to the Illinois Open Meetings Act at 7:21 p.m. The motion was seconded by Trustee Caramelli. Roll call: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire.

The Board returned from Executive Session at 7:47 p.m. and Supervisor McGuire called the meeting to order. Roll call: Present: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire.

- XI. Other Business: Supervisor McGuire invited everyone to the Northwest 4<sup>th</sup> Fest and thanked staff in advance for their work on the grounds. Trustee Benoit and Commissioner Ochoa will be walking in the Elgin 4<sup>th</sup> parade. Collector Liquori's son will be returning home soon, with his promotion to sergeant.
- XII. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 7:48 p.m. Motion to adjourn was made by Trustee Caramelli and it was seconded by Trustee Krick. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Nays: none. Motion carried.

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

Supervisor  
**Brian P. McGuire**

Clerk  
**Katy Dolan Baumer**

Assessor  
**Thomas S. Smogolski**

Highway Commissioner  
**P. Craig Ochoa**

Collector  
**Frank Liquori**


Trustees  
**Mary Alice Benoit**  
**William T. Burke**  
**Steve Caramelli**  
**Howard K. Krick**

Administrator  
**James C. Barr, MPA**

**Memorandum**

Date: July 12, 2013

To: Hanover Township Board

From: Katie Delaney,  Assistant Township Administrator

Re: Maintenance Specialist position

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Due to the added demand on the Department of Facilities & Maintenance, staff is recommending the hire of a Maintenance Specialist position.

Since the last employee was hired in Facilities & Maintenance in 2010 the department has taken on an increased workload. This includes the maintenance of the Mental Health Board Resource Center, build out of the lower level of the Senior Center, increased space at the Astor Avenue Community Center, and the Elgin satellite office location. This year the department has also increased its responsibilities with the maintenance of the Izaak Walton League Center & Reserve as well as Runzel Reserve. With increased demand, staff believes the addition of a full-time Maintenance Specialist would be extremely beneficial to the department and Township.

Due to the need for an arborist created by the addition of the Runzel Reserve and Izaak Walton properties, staff is currently researching arborist experts through the Izaak Walton League organization and other agencies with similar expertise. This consultant will be used on an as-needed basis to assist the Department of Facilities & Maintenance with advice related to planting, transplanting, pruning, fertilizing, pest management, disease diagnosis, tree removal, and stump grinding.

Attached please find a job description for the Maintenance Specialist position with the Department of Facilities & Maintenance. Should you have any questions, please feel free to contact me at extension 2124.

## Job Description

**Position:** Maintenance Specialist

**Department:** Facilities and Maintenance

**Reports to:** Director

**Last Updated:** July 2013

### Position Summary:

Under general supervision, executes departmental activities to include Township custodial services, room and event setups, and the repair, construction, and renovation of all Township buildings. Performs other duties as required for the successful operation of the Department.

### Responsibilities:

- Performs internal renovation projects including but not limited to rotational painting, carpeting, tiling, drywall installation, and plumbing.
- Takes the lead with capital improvement project completion as assigned by the Director of Facilities and Maintenance.
- Assists with grounds maintenance, including lawn maintenance and tree and hedge trimming.
- Assists the Mechanic with standard vehicle upkeep.
- Performs maintenance and repair on all Township facilities as directed from prioritized projects submitted through the established maintenance request process and/or as instructed by the Director of Facilities and Maintenance.
- Responsible for setting up areas for various programs and special events to include but not limited to: tables, chairs, tents, computers, and power strips.
- Assists in developing, scheduling, and managing a preventative maintenance program designed to retain buildings, grounds, vehicles, and equipment in safe operating condition.
- Performs advanced cleaning of Township areas as required.

### Supervisory Responsibilities:

- None.

### Other Job Functions:

- Perform all other duties as assigned by the Facilities and Maintenance Director or Operations Manager.

### Required Knowledge, Skills, and Abilities:

- Skills related to construction, painting, and other related trades.
- Ability to work in a diverse team environment while utilizing strong evaluative and critical judgment skills.
- Knowledge of the methods, materials, tools, and equipment used in building maintenance and repair.
- Knowledge of associated hazards, and safety requirements associated with building trades.
- Knowledge of maintenance practices and building systems to include but not limited to HVAC and alarm systems.
- Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback.
- Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure.
- Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Ability to maintain professional working relationships with elected officials, staff, residents, and vendors

Nothing in this job description restricts management's right to reasonably assign or reassign duties and responsibilities to this job at any time. Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.

- Ability to read and interpret all types of documents including safety rules and regulations, to include procedure manuals.

**Education, Experience, and Computer Skills:**

- High School Diploma or GED required, advanced training from an accredited training program in building trades or related fields.
- Two to four years of experience, preferably in a facility maintenance or construction role.
- Equivalent combination of education and experience.
- Proficiency in Microsoft Office related applications.

**Special Requirements:**

- Willingness to work occasional evenings and/or weekends as needed.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.

- Must be able to sit, walk, stand, use fingers in a repetitive motion, twist and turn for long periods of time.
- The position may require some moderate lifting, pulling, pushing and carrying of up to 50 pounds.

**Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.

- This position is primarily executed indoors. However, it may require contact with outdoor weather at special event activity participation.
- This position requires occasional contact with extreme heat, cold, wet, and/or humid conditions.
- Contact with low noise levels common in an indoor working environment. Moderate noise levels may be experienced during certain activities.

# Job Description

**Position:** Director of Community Relations

**Department:** Office of Community and Veterans Affairs

**Reports to:** Township Administrator

**Last Updated:** July 2013

## **Position Summary:**

Oversees the day-to-day operations of the Office of Community and Veterans Affairs. Work includes researching, planning, organizing, coordinating and directing required action on policies and/or projects directly related to community relations and veteran's affairs that have been defined by the Township Administrator and/or Township Board. This position recruits and supervises employees of the Office of Community and Veterans Affairs, which also includes the implementation of human resource policies and procedures and writing performance evaluations. This position represents the department at the Township's management team meetings and executive staff meetings. Responds to and interacts with residents, employees and/or others within and outside the organization in a courteous, professional, and effective manner. Performs other duties as required for the successful operation of Hanover Township Office of Community and Veterans Affairs.

## **Essential Job Functions:**

- Serve as the Public Information Officer for Hanover Township and act as spokesperson when directed.
- Plan, organize and implement the comprehensive communications and community relations program.
- Act as Department Head of the Office of Community and Veterans Affairs and manage the office budget.
- Compose and produce press releases, fact sheets, and other media relations documents.
- Manage the Izaak Walton Center and Reserve and the Community Relations Office in Elgin including scheduling satellite programs and services and acting as liaison to groups utilizing the facilities.
- Write, edit, design, and publish materials including the periodic resident newsletter and brochures.
- Oversee veterans services and programs including program development and evaluation
- Act as Township liaison to Federal, State, and local agencies, officials, and departments.
- Update and edit Township website content and social media.
- Coordinate the Hanover Historical Marker program recognizing historical landmarks throughout the Township.
- Plan, implement, and/or support Township-wide special events and programs
- Act as liaison to community service organizations, civic organizations, homeowner associations, cultural and religious groups, and represent the Township at community events
- Chair Township-wide volunteer workgroup developing the volunteer core across departments.
- Provide staff training on marketing, communications, community relations, updating website and social media.
- Compose official correspondence and provide support to the Supervisor and Administrator.
- Prepare monthly activity reports for submission to the Township Board.
- Perform other related duties as assigned.

## **Supervisory Responsibilities:**

- Responsible for the day-to-day operations of the department and supervision of all departmental staff. Directs and evaluates the work of the Veterans Advocate, Administrative Assistant and Receptionists.

## **Other Job Functions:**

- Performs all other duties as assigned by the Township Administrator.

**Required Knowledge, Skills, and Abilities:**

- Capacity to identify and manage multiple projects, programs and services in an efficient and effective manner with minimal supervision.
- Knowledge of principals, methods, and theory of communication, community relations, and marketing.
- Knowledge of media sources including newspaper, radio, television, social media and other resources.
- Skill to use computer systems including Microsoft office and graphic design software or willingness to learn preferred.
- Ability to clearly convey instructions to employees or team. Capable of speaking clearly and effectively before groups of people and answering questions appropriately.
- Ability to read and interpret all types of documents including safety rules and regulations, and procedure manuals.
- Ability to create and edit reports and correspondence from varied source material using appropriate style and format.
- Ability to maintain effective professional relationships with elected officials, staff, residents and vendors.

**Education, Experience, and Computer Skills:**

- Bachelor's Degree in public administration, communications, public relations or related field (Master's Degree in related field a plus).
- Three years related experience required, experience or knowledge of Township government a plus.
- One year supervisory experience a plus.
- Experience with project management preferable.
- Equivalent combination of education and experience.
- Must be proficient in all Microsoft Office applications including, but not limited to Word, PowerPoint and Excel.

**Special Requirements:**

- Willingness to work evenings and/or weekends as needed.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.*

- Must be able to sit, walk, stand, use fingers in a repetitive motion, twist and turn for long periods of time.
- The position may require some moderate lifting, pulling, pushing and carrying of up to 50 pounds.
- Requires the operation of a motor vehicle.

**Environmental Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.*

- This position is primarily executed indoors. However, it may require contact with outdoor weather at special event activity participation.
- Contact with low noise levels common in an indoor working environment. Moderate noise levels may be experienced during certain activities.