



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of Town Board
November 18, 2014
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. Veteran’s Honor Roll – CPL Robert R. Henry
 - B. Cabela’s Izaak Walton Grant
- V. 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
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of October 21, 2014
 - B. Workshop Meeting Minutes of October 21, 2014
 - C. Executive Session Minutes of October 21, 2014
 - D. Workshop Meeting Minutes of November 1, 2014
 - E. Set Estimate of Levy for Hanover Township for the Fiscal Year beginning April 1, 2014 and ending March 31, 2015
 - F. Set Estimate of Levy for Hanover Township Road District for the Fiscal Year beginning April 1, 2014 and ending March 31, 2015
 - G. Consideration of 2015 Township Board Meeting Dates
 - H. Consideration of 2015 Township Board Workshop Dates
 - I. Consideration of 2015 Township Holiday Schedule
- IX. Executive Session
- X. Workshop – 2015 Strategic Plan and Community & Veterans Affairs
- 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.

9/27

yes TWP



HANOVER TOWNSHIP

VETERANS HONOR ROLL

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

NAME: Robert R. Henry

ADDRESS: 1060 HOBBLE BUSH LN.

CITY/ZIP CODE: ELGIN ILLINOIS 60120 ~~60121~~

PHONE #: 630-538-6370 60120

DATE OF BIRTH: 2-19-1931

BRANCH OF SERVICE: ARMY

HIGHEST RANK ATTAINED: CORPORAL

YEARS OF SERVICE: FROM 9-7-48 **TO** 9-7-51

MEDALS AWARDED OR OTHER CITATIONS:
THEY HAD A FIRE YEARS AGO & ALL MY
MEDALS & RECORDS WERE DESTROYED

INJURIES: YES IN KOREA, 1949, ALL RECORDS ARE GONE,
EXCEPT MY DISCHARGE

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. McDevine

Supervisor

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for October 2014

SERVICE PROVIDED	OCTOBER 2014	OCTOBER 2013	FYTD 2015	FYTD 2014
<i>Passports</i>	145	139	1,325	1,207
Photo fees	\$525	\$515	\$4,566	\$3,655
Fee deposits	\$3,260	\$3,440	\$29,815	\$29,872
<i>Fishing/Hunting licenses</i>	5	13	80	95
<i>Handicap Placards</i>	15	15	121	91
<i>Cook County vehicle stickers</i>	8	12	397	239
<i>Voter Registration</i>	0	0	1	7
<i>Human Resources Requests</i>	131	183	924	1,068
<i>New Employee Orientations</i>	0	1	13	11
<i>Technology work orders</i>	26	25	179	164
<i>Resident Contacts</i>	1,709	2,164	10,627	13,086
<i>Percent of Budget Expended</i> (58% of year)	10.9%	6.2%	47.9%	47.1%
<i>Grant application submissions</i>	0	1	3	6

Department Highlights

- Administrative Services attended the Illinois Township Management Academy training at NIU Naperville
- Management Analyst Kaufholz attended the Illinois Counties Risk Management Trust Liability Insurance Conference in Oak Park.
- Completed GA/EA Second Quarter Audit with Welfare Services with no findings.
- Management Analyst Kaufholz and Administrative Assistant Imperato attended the State Department passport regional training in Chicago on October 20th.
- Management Analyst Kaufholz, along with Director Kutenberg, met with representatives from the North Cook County Soil and Water Conservation District at IWC. NCCSWCD surveyed a section of the stream bank behind the IWC that is rapidly eroding. Potential Spring 2015 stream bank stabilization grant opportunities were also identified at this meeting.

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OFFICE OF THE ASSESSOR

Report for October 2014

SERVICE PROVIDED	OCTOBER 2014	OCTOBER 2013	FYTD 2015	FYTD 2014
<i>Administration</i>				
Office visits	273	549	1944	2366
Building permits processed	387	552	3092	2907
Sales recording	98	226	718	993
Change of Name*	1	20	76	90
Property tax appeals	146	395	454	974
Certificate of Errors	30	24	319	308
Property location updates	0	5	3	10
New owner mailings	94	226	477	544
Long time occupants*	0	1	0	6
<i>Exemptions</i>				
Homeowner exemptions	0	0	13	15
Senior home owner exemptions	0	0	98	21
Senior freeze exemptions*	0	2	79	55
Miscellaneous exemptions	6	8	58	71
<i>Foreclosures</i>	25	36	231	378

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. September had a total of 7 visitors after 4:30pm.
- We have a total of 1412 e-mails on our contact list. We added 37 e-mails in October.
- Foreclosures October 2014 26%. Foreclosures October 2013 16%.
- A total of 454 appeals were filed thru our office for the Assessor Appeals.
- Peggy attended Passport Training in Chicago on October 22.
- Patty attended 2 classes thru Illinois Township Management Academy on October 23. The classes were “The Life Cycle of the Employee” and “Strengthening Relationships with Government & Community Partners”

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 October 2014

SERVICE PROVIDED	OCTOBER 2014	OCTOBER 2013	FYTD 2015	FYTD 2014
<i>Appointments</i>				
ProTimes	18	28	149	168
TB skin test	10	6	57	44
Cholesterol	6	5	91	52
Pharmaceutical Assistance Programs	2	11	13	50
Miscellaneous labs	13	13	55	74
Wellness Screening (BP, diabetes, anemia)	11	Nc	132	Nc
Other	91	78	289	452
<i>Clinic Clients</i>				
Senior Center/ home visits	133	130	645	717
Astor Avenue	26	18	87	101
Elgin, Izaak Walton Center	6	8	41	47
Offsite clinics	8	21	69	58
Total clients (unduplicated)	102	75	412	464
<i>Public Education & Health Promotion</i>				
Media coverage	7	8	36	37
Informational seminars	16	16	82	84
Program Participants	170	167	1546	947
<i>Primary Care Provider Support</i>	24	6	60	61
<i>Phone Triage</i>	507	475	3376	2697
<i>Embracelet Program</i>	3	2	15	24

Department Highlights

- Provided home visits for 11 residents in October.
- October 1st, Community Health Nurse attended the Annual Senior Health Insurance Program Conference.
- October 2nd, the Office of Community Health hosted bone density and vein screening event with Alexian Brothers.
- October 3rd, Community Health staff attended the Oktoberfest fundraiser.
- October 3rd, the Office of Community Health held its first employee wellness workgroup.
- October 6th, 13th, 15th, and 24th Director and Community Health Nurse certified 51 Bartlett High School students in CPR.
- October 7th, hosted a Carfit event with 14 seniors participating in a car safety evaluation.
- October 14th, Director and NIU nursing intern taught hand hygiene to open gym students at Timber Trails.
- October 15th, provided flu shots for the Emergency Services Volunteers.
- October 23rd, Director attended the Illinois Township Management Academy at NIU Naperville.
- October 28th, Director participated in panel interviews for Youth and Family Services Clinical Manager position.
- October 28th, Community Health Nurse presented on Healthy Eating for the Holidays at Astor Ave Community Center.
- October 30th, Community Health Nurse attended a workshop on the Affordable Care Act.

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 October 2014

SERVICE PROVIDED	OCTOBER 2014	OCTOBER 2013	FYTD 2015	FYTD 2014
<i>Website Visits</i>	8,249	6,992	58,154	52,356
<i>Facebook Likes</i>	8	8	718	627
<i>Media Releases</i>	7	4	50	37
<i>Veteran Contacts</i>	39	N/A	87	N/A
<i>Total Veterans served</i>	31	N/A	71	N/A
<i>Total Resident Contacts (Elgin office)</i>	144	181	1,617	1,172

Department Highlights

- Assisted in coordination and attended quarterly Metropolitan Township Association meeting on October 1.
- Joined Analyst Kaufholz in meeting with the a staff member from the Northern Cook County Soil and Water Conservation District and a consultant, on October 2, as they conducted a survey of Poplar Creek needed to apply for a grant to stabilize the creek bank.
- Joined Facility and Maintenance staff in a pre-construction meeting with IWC elevator project architect Eric Peppia and representatives from Poulos Construction on October 3 to discuss timeline of the installation of elevator at IWC.
- Attended Hanover Township Foundation Oktoberfest fundraiser on October 3.
- CVA staff met with Victory Centre Program Manager Rose Simone on October 14 to discuss veterans' services and outreach.
- Met with Administrator, F&M Director and YFS Director on October 16 to establish project timeline and parameters in building an Outdoor Education Center at the IWC as a result of the Township being awarded a \$5,000 grant from Cabela's.
- CVA staff edited and submitted Fall-Winter Hanover Happenings newsletter to Township residents.
- Attended IL Township Management Academy on October 23-24.
- Joined Supervisor McGuire in attending the Woodlawn Meadows East HOA in their annual Make A Difference Day collection for the Food Pantry on October 25.
- Coordinated HT participating in the Bartlett Halloween Parade and community event on October 25. Appreciation to Welfare Services auxiliary staff for working the Township tent.
- Participated in second round interviews for YFS Clinical Manager position on October 28.

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DEPARTMENT OF EMERGENCY SERVICES

Report for October 2014



SERVICE PROVIDED	OCTOBER 2014	OCTOBER 2013	FYTD 2015	FYTD 2014
<i>Volunteers</i>				
Total volunteers	33	29	33	31
New volunteers	1	2	13	8
<i>Hours</i>				
Volunteer Detail Hours	321.75	317.25	2373.25	2315.75
Volunteer Work Hours	311	N/A	879.5	N/A
Volunteer Training Hours	449	127	1710	842.25
<i>Total Volunteer Hours</i>	1081.75	444.25	4962.75	3158
<i>Details</i>				
Emergency Call Outs	3	4	37	34
Safety Patrols	4	4	24	25
Township Sponsored Events	1	1	18	11
Other Community Events	10	4	46	37
Miscellaneous	2	2	9	22
<i>Total Details</i>	20	15	134	129

Department Highlights

- Emergency Call outs:
 - HTES personnel assisted Streamwood Police and Fire with traffic direction at 3 intersections for a structure Fire.
 - HTES personnel responded to the parking lot of Hanover Township for an elderly woman with injuries sustained in a fall.
 - HTES personnel responded to the Station to stand by for a Search and Rescue assist.
- Hanover Township Sponsored Events:
 - HTES personnel assisted with traffic and crowd control at the Township sponsored Annual Halloween Party at Astor Avenue.
- Other Community Events:
 - HTES personnel provided traffic control at a 5K run in Streamwood.
 - HTES personnel displayed our equipment / vehicles at the Hanover Park Fire Department open house.
 - HTES personnel provided traffic assistance for the Elgin Police Department for the set-up of their Nightmare on Chicago Street event. HTES personnel then provided lighting support at the entrance for the entire event.
 - HTES personnel provided traffic control for numerous football games at Streamwood High School.
- HTES conducted a swearing in ceremony for 9 new members.
- 5 HTES personnel attended the Illinois Search and Rescue Conference in Metamora, IL and 9 HTES personnel attended and completed the Ground Search and Rescue Course hosted by Hanover Township Emergency Services. HTES now have 20 certified Search and Rescue personnel.

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for October 2014

SERVICE PROVIDED	OCT 2014	OCT 2013	FYTD 2014	FYTD 2013
<i>Administration</i>				
Vehicle service calls	21	23	87	204
Work orders	45	78	427	382
Event set-ups/tear downs	188	180	1232	1049
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	3489	3,174	23.788	20.418
Town Hall	6960	8,700	60.420	59.940
Senior Center	0	43,781	258.508	256.143
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	46.07	10.17	227.980	594.90
Town Hall	187.20	116.05	1206.43	2350.14
Senior Center	0	1452.71	5811.00	11136.02

Department Highlights

- Izaak Walton- Started construction of elevator project. Maintenance staff started renovations to the lower level.
- Maintenance staff attended NIU training class.
- Completed Naomi Walters-Lenoci Reserve construction. Set up and take down of all tents and tables for dedication on Oct 18th.
- Serviced all Lawn mowing equipment.
- Winterized Runzel Reserve.
- Received quotes to complete general preventive maintenance to all flat roofs of buildings.

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HIGHWAY DEPARTMENT

Report for November, 2013

SERVICE PROVIDED	OCTOBER 2014	OCTOBER 2013	FYTD 2014	FYTD 2013
<i>Fall Season</i>				
Winter Pm's complete				
Road striping/ Chapel Creek restoration complete				
<ul style="list-style-type: none"> Finished monthly brush pick up service along with grass cutting for the season 				
<i>Fall Season</i>				
Branch pick-up (truckloads)	6	8	39	27

Department Highlights

- Finished monthly brush pick up service along with grass cutting for the season
- Winter Pm's finished
- Road stripping along with Chapel creek restoration complete
- First salt delivery of the season
- Getting trucks/winter equip ready
- Trimming ongoing

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 October 2014

SERVICE PROVIDED	SEPTEMBER 2014	SEPTEMBER 2013	FYTD 2015	FYTD 2014
<i>Grant Funding</i>				
New clients	341	135	2950	2,546
Ongoing Clients	646	454	NC	NC
Closed Cases	271	50	1122	1,020
Prevention Programming Presentations	41	41	148	171
Number in audience	1385	916	3797	4,295
<i>TIDE</i>				
Participants	7	6	7	7
Rides	60	112	357	589
<i>Resource Center</i>				
Organizations providing services	5	5	5	5
Clients served	92	52	488	292

Department Highlights

- The Mental Health Board met on October 28, 2014 and addressed the following:
 - The first of two grant hearing workshops took place. Greater Elgin Family Care Center, Association for Individual Development, Lutheran Social Services of Illinois, Family Service Association and Clearbrook all presented to the board to discuss their requested increases in funding.
 - Boys and Girls Club of Elgin was awarded a \$5,000 capital grant to support the purchase of equipment for their expanding hot meal program.
- Manager contacted University of Illinois Rockford to begin discussing the next MHB community needs assessment to be completed next year. A proposal will be presented to the MHB at the beginning of the year.
- Completed follow up site visit with board member's Linda Best and Kim Lemke to Greater Elgin Family Care Center to address MHB's questions and concerns as a result of the first site visit in March.
- Completed site visit to PADS of Elgin with board member's Julia Thomas and Meghan Nelson as part of the site visit schedule for FY 15.
- Manager met with Centro de Informacion to introduce new manager and discuss Centro's services and programs.
- Hosted the Human Services Coordinating Council at the Hanover Township Senior Center on October 15. The meeting was very well attended, with 20 people from area agencies and township departments. The meeting provided feedback that will continue to be valuable as the MHB reviews current and future strategic goals. A follow up meeting will be schedule with staff from agencies who expressed concern regarding Managed Medicaid to help address some issues they are having with the state and reimbursements. The next HSCC meeting will be held at the Senior Center on January 14, 2015.
- Met with Executive Director and Program Director from Children's Advocacy Center, Safe From the Start Program to discuss potential decreases in their annual funding. CAC will follow up with Manager when they have more information regarding their funding status.

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 October 2014

SERVICE PROVIDED	OCTOBER 2014	OCTOBER 2013	FYTD 2015	FYTD 2014
<i>Programming Division</i>				
Planned programs	218	207	1455	1339
Participants	3092	2321	17257	13102
Participants (unduplicated)	702	587	1350	1313
Wait listed (unduplicated)	45	93	398	546
Art & Computer classes	51	64	403	342
Art & Computer class participants	329	419	2905	2451
New volunteers	21	6	64	52
Total volunteers (unduplicated)	164	121	261	239
Volunteer hours reported	2089	1580	13438	11118
Meals Served	1126	n/c	6746	n/c
Meals delivered by volunteers	1064	838	6307	5972
<i>Social Services Division</i>				
Clients served (unduplicated)	319	297	892	823
Clients served (duplicated)	530	505	2590	2898
Energy Assistance	105	100	431	477
Prescription drugs & health insurance assistance	163	170	391	538
Social Service programs	7	12	63	77
Social Service program participants	69	157	486	669
Lending Closet transactions	95	100	576	561
<i>Transportation Division</i>				
One way rides given	2154	1929	13315	12744
Individuals served (unduplicated)	284	250	593	591
New riders	26	18	170	141
Unmet requests for rides	24	55	186	259

Department Highlights:

- Flash Mob dance at Stratford Square was choreographed by Lisa's School of Dance in Bartlett.
- Tom Moshis, part time bus driver, retired from the Township after 11 years of service.
- Social Services staff members attended the annual Senior Health Insurance Program conference.
- The Bilingual Social Services Specialist attended the monthly Elgin Hispanic Network.
- Social Services Manager and Office of Community Health Director met with discharge planners at St. Alexius Medical Center to improve referrals and collaboration for residents' needs.
- Out Trips: Palmer House Lunch and Tour, U-Gadzy Luncheon, Chicago Botanic Garden with Commissioner Schneider, Morkes Chocolate/Jameson's Restaurant, and Diamond Jo Casino, Halloween Party at the Bridges of Poplar Creek Country Club. At the Center: French Language, TRIAD, Bingo, Free Chair Massages, Tuesday Evening Mixer & Live Entertainment, Free Movies, Line Dance Classes, Spanish Language, Food Celebrations at the Café, Fairy Garden Demonstration, and Pizza and a Movie
- Visual Arts: Ceramics, Pastels, Acrylics, Mixed Media, Wool zipper Pin, Melted Crayon Art, Wood Carving Classes, Halloween Wreath, Evening Sky Ceramic Bowl.
- Computer: one-on-one tutoring, Excel basics, Skype, Pinterest, Windows 8.1, Files and Folders, Safe Online Shopping, How to Buy a Computer, Nook's Kindles and Tablets and Picasa
- Elgin: Core Chair Pilates, Pinochle, Poker, Beading Club, Pinteresting Projects and Candy Bingo.
- Senior Services Director and Managers attended the Township Management Academy.

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 October 2014

SERVICE PROVIDED	OCTOBER 2014	OCTOBER 2013	FYTD 2015	FYTD 2014
<i>General Assistance</i>				
General Assistance clients	24	21	170	144
General Assistance appointments	48	49	337	373
Emergency Assistance appointments	18	44	209	204
Emergency Assistance approved	6	11	46	62
Crisis intake clients	210	382	1424	1620
Access to Care	1	1	22	53
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	81	135	533	483
Circuit Breaker	3	2	10	15
<i>Social Services</i>				
ComEd Hardships	2	5	35	57
Weatherization	0	Closed	13	Waitlist
<i>Food Pantry</i>				
Served (Households)	898	905	6118	6032
New applications	91	125	445	676
Food Donations	55	70	386	411
<i>Community Center Walk-Ins</i>	263	395	1787	2428

Department Highlights:

- Holiday Program sign up began October 1st. 348 Christmas Applications have been completed for a total of 957 Children of which 258 Children requested Toy Drive.
- Oktoberfest was a success with an estimated profit of \$2700.00 to benefit the food pantry
- The Inaugural Golf Outing was successful as well. The estimated profit to benefit the food pantry is \$4000.00.
- St. John the Evangelist Church in Streamwood hosted a 5k run to benefit the food pantry on October 5, 2014 however I have received no further information on the success of the event.
- Hanover Township Community Center hosted a fire safety event.
- Case Manager and Director attended a TOCC Social Workers Luncheon on October 22, 2014.
- Case Manager and Director attended Township Management Academy.
- Office of Community Health presented for the Community Resource Group on October 28th on Healthy Eating.
- Hosted a Halloween Party at the Community Center with an estimated 200 in attendance.
- LIHEAP/PIPP applications continue to be accepted. October 1st began for families with children under 6, disabled or 60 years or older.
- CEDA programming at Astor has ended for this calendar as they have exhausted their funds for all emergency programs.
- Northern Illinois Food Bank continues to come monthly to assist residents with SNAP applications.
- Thanksgiving Meal Boxes are scheduled to be distributed at Hanover Township Tiknis Campus on Tuesday, November 25th beginning at 8:00am.
- Christmas Meal Boxes are scheduled to be distributed at St. John the Evangelist Catholic Church Monday, December 22nd beginning at 10:00am.
- Sponsor-A-Family pick up will take place on Friday, December 19th at the Senior Center and the Toy Drive will follow on Saturday morning, December 20th beginning at 9:00am.

Welfare Services Mission Statement:

HanoverTownship Welfare Services is committed to improving the welfare of HanoverTownship 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 October 2014

SERVICE PROVIDED	OCTOBER 2014	OCTOBER 2013	FYTD 2015	FYTD 2014
<i>Outreach & Prevention</i>				
Open Gym participants	1306	1115	7166	6025
Open Gym participants (unduplicated)	407	367	980	867
Alternative to Suspension referrals	20	30	76	105
Alternative to Suspension participants	291	347	1176	937
Alternative to Suspension participants (unduplicated)	91	97	140	122
<i>Clinical</i>				
Therapy clients	370	252	2021	1800
Therapy clients (unduplicated)	154	178	888	358
New clients (unduplicated)	24	8	103	75
Clinical hours	276	281	1854	1840
Group session participants	2156	981	4445	3105
<i>Tutoring Participants</i>				
Total	230	205	807	726
Unduplicated	105	84	188	180

Department Highlights:

- Our Clinical Interventionist provided substance abuse prevention group work to 863 participants; presentations to 437 participants.
- Our group session participants were higher than normal due to group work conducted during Red Ribbon Week (substance abuse awareness) at Ridge Circle Elementary School.
- John Parquette, LCSW, and Mary Beahan attended the Oktoberfest fundraiser for Welfare Services on October 3, 2014.
- John Parquette, LCSW, Co-Chair of the Hanover Township FY 16 Strategic Planning Scope Workgroup, hosted meetings on October 8th and 14th to develop our goal, objectives, and action steps.
- John Parquette, LCSW, attended the U-46, City of Elgin, Elgin Community College, and School District 300 and 301's Alignment Launch Workgroup on October 14, 2014.
- John Parquette, LCSW, attended the Hanover Township Human Service Coordination Council meeting on October 15, 2014.
- John Parquette, LCSW, attended a workshop "Understanding the Affordable Health Care Act and How it Influences Mental Health Services" on October 15, 2014.
- Michael Cohen, Sara Concepcion, Maria Campuzano-Leon, and Sumara Baig attended the Naomi Walters-Lenoci Reserve Dedication on October 18, 2014.
- John Parquette, LCSW, presented the Department's FY 14 and 15 goals to the Hanover Township Board on October 21, 2014.
- John Parquette, LCSW, Michael Cohen, Sara Concepcion, and James Mix attended the Illinois Township Management Academy professional development workshops on October 23 and 24th.
- Conducted mutli-departmental group interviews for the Clinical Manager position on October 28, 2014.
- Deanna Filkins, LCSW, attended and represented the Department at the Annual PBIS National Leadership Conference on October 29th and 30th.

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 10/22/14 to 11/18/14

	Subtotal	Alexian Invoices	Total
Total Town Fund	231,293.56	1,678.00	232,971.56
Total Senior Center	30,385.82	2,244.00	32,629.82
Total Welfare Services	21,606.37		21,606.37
Total Road and Bridge	421,054.02		421,054.02
Total Mental Health Board	31,383.59		31,383.59
Total Retirement	0.00		
Total Vehicle	0.00		
Total Capital	117,398.93		117,398.93
Total All Funds	<u>853,122.29</u>	<u>3,922.00</u>	<u>857,044.29</u>

The above "Subtotal" column has been approved for payment this 18th day of November 2014.

The above "Total" column has been approved for payment this 18th day of November 2014.

 Supervisor

 Town Clerk

 Supervisor

 Town Clerk

 Trustee

 Trustee

 Trustee

 Trustee

 Trustee

 Trustee

 Trustee

 Trustee

3:27 PM

11/14/14

Accrual Basis

Hanover Township
Board Audit Report
 October 22 through November 18, 2014

Type	Date	Num	Name	Memo	Amount
10A - Town Assets					
1001650 - Prepaid Insurance					
Check	11/14/2014	107664	Illinois Counties Risk Management Trust	Property/Casualty & Workers Compensation Program FY 15	107,415.74
Total 1001650 - Prepaid Insurance					107,415.74
Total 10A - Town Assets					107,415.74
10L - Town Liabilities					
1012200 - Vehicle Stickers					
Check	10/31/2014	107409	Cook County Collector	Vehicle Stickers	25.00
Check	10/31/2014	107409	Cook County Collector	Vehicle Stickers	370.00
Total 1012200 - Vehicle Stickers					395.00
Total 10L - Town Liabilities					395.00
1103 - Senior Center - Revenue					
1103500 - Senior Programs					
Check	10/31/2014	107448	Naomi Lenoci	Halloween Party Refund	28.00
Check	11/07/2014	107491	MaryLou Elder	Casino Refund	36.00
Check	11/07/2014	107505	Joseph & Mary Nicchia	Program Refund	56.00
Check	11/14/2014	107647	Jane Casty	Starved Rock Refund	36.00
Check	11/14/2014	107668	Joann Krzyzanowski	Camelot Refund	49.00
Check	11/14/2014	107687	Pat Serino	Starved Rock Refund	36.00
Total 1103500 - Senior Programs					241.00
1103509 - Lending Closet					
Check	10/31/2014	107459	Frank Rodriguez	Lending Closet Refund	20.00
Total 1103509 - Lending Closet					20.00
Total 1103 - Senior Center - Revenue					261.00
1014 - Town Fund - Expenditures					
101CAP - Capital Expenditures					
1014410 - Equipment Purchases					
Check	10/31/2014	107468	Wells Fargo Financial Leasing 002	Acct# 603-0113861-002 Copy Machine Lease	328.00
Total 1014410 - Equipment Purchases					328.00
1014430 - Computer Equipment & Software					
Check	10/31/2014	107443	Current Technologies Corporation	Quote 13276 Anti Virus Maintenance Renewal	1,375.30
Check	10/31/2014	107443	Current Technologies Corporation	Inv# 712127 Network Labor	1,235.00
Check	11/14/2014	107650	Current Technologies Corporation	Inv# 712216 Network Labor	1,425.00
Total 1014430 - Computer Equipment & Software					4,035.30
Total 101CAP - Capital Expenditures					4,363.30
101CHN - Community Health					
1014452 - Office Supplies					
Check	10/31/2014	107422	Arriola, Stacy A	Healthy Eating Presentation Supplies	12.77

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Type	Date	Num	Name	Memo	Amount
Total 1014452 · Office Supplies					12.77
1014453 · Printing					
Check	10/31/2014	107446	Interact Business Products, LLC	Inv# 101290 Copy Charges	35.12
Total 1014453 · Printing					35.12
1014454 · Travel & Training					
Check	10/31/2014	107422	Arriola, Stacy A	Mileage Reimbursement	29.66
Total 1014454 · Travel & Training					29.66
1014462 · License/Professional Insurance					
Check	10/31/2014	107422	Arriola, Stacy A	Professional Liability Insurance - Reimbursement	133.00
Total 1014462 · License/Professional Insurance					133.00
1014465 · Medical Supplies					
Check	10/31/2014	107455	PSS World Medical, Inc.	Inv# 97468771 Screening Supplies	104.50
Check	10/31/2014	107455	PSS World Medical, Inc.	Inv# 99811461 Glucose Screening Supplies	240.27
Check	10/31/2014	107455	PSS World Medical, Inc.	Inv# 99946549 Defibrillator Electrodes/Cholesterol Tests	86.54
Total 1014465 · Medical Supplies					431.31
1014491 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	1,178.56
Total 1014491 · Health Insurance					1,178.56
1014492 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	11.85
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.98
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	112.23
Total 1014492 · Dental, Vision & Life Insurance					138.06
Total 101CHN · Community Health					1,958.48
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014620 · Satellite Office Programs					
Check	11/07/2014	107479	Ace Coffee Bar	Inv# 2940-376629 Coffee Supplies	81.90
Check	11/07/2014	107479	Ace Coffee Bar	Inv# 2940-374831 Coffee Supplies	40.75
Total 1014620 · Satellite Office Programs					122.65
1014621 · Satellite Office Utilities					
Check	11/07/2014	107504	Nicor 78	Acct# 78-11-12-9467 0 Monthly Charges	55.23
Total 1014621 · Satellite Office Utilities					55.23
1014623 · Satellite Office Phone & Intrnt					
Check	10/31/2014	107430	AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	123.97
Check	11/07/2014	107487	Comcast (503 Cable)	Acct# 8771 20 032 0798503 Monthly Cable Charges	2.11
Check	11/14/2014	107634	Kuttenberg, Thomas W	Monthly Cell Phone Reimbursement	50.00

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Type	Date	Num	Name	Memo	Amount
Total 1014623 · Satellite Office Phone & Intrnt					176.08
1014624 · Travel					
Check	11/07/2014	107476	Monegato, Holly N	Mileage Reimbursement	57.29
Check	11/14/2014	107634	Kuttenberg, Thomas W	Mileage Reimbursement - Monthly/TOI	319.34
Total 1014624 · Travel					376.63
1014625 · Communications					
Check	11/07/2014	107485	Breese Journal & Publishing Company	Inv# 89940 Hanover Happenings Fall/Winter 2014	7,848.17
Check	11/07/2014	107490	Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage	8,292.60
Total 1014625 · Communications					16,140.77
1014629 · Dues and Subscriptions					
Check	11/07/2014	107509	Paddock Publications	Acct# 681793 Daily Herald Subscription	26.20
Check	11/07/2014	107511	Daily Herald	Acct# 681793 Daily Herald Subscription	22.00
Total 1014629 · Dues and Subscriptions					48.20
1014630 · Veteran Honor Roll					
Check	11/07/2014	107482	A1 Trophies & Awards, Inc	Inv# 16160 Veterans Plate	4.00
Total 1014630 · Veteran Honor Roll					4.00
1014691 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	1,779.64
Total 1014691 · Health Insurance					1,779.64
1014692 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	7.90
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	8.84
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	78.47
Total 1014692 · Dental, Vision & Life Insurance					95.21
Total 101CMA · Community Relations					18,798.41
101VET · Veteran Affairs					
1014704 · Supplies					
Check	10/31/2014	107426	Raby, Sarah J	Veterans Meeting Supplies	18.96
Total 1014704 · Supplies					18.96
Total 101VET · Veteran Affairs					18.96
Total 101CVA · Community & Veteran Affairs					18,817.37
101ES · ES - Expenditures					
1014803 · Uniforms					
Check	10/31/2014	107450	Ray O'herron Co., Inc.	Inv# 1458793 Tiebars (3)	37.53
Check	10/31/2014	107463	Today's Uniforms Inc	Ref# 46519 Patches/Hats	49.96
Check	10/31/2014	107463	Today's Uniforms Inc	Ref# 46633 Uniform	54.95
Check	10/31/2014	107463	Today's Uniforms Inc	Ref# 46625 Uniform	58.95

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Type	Date	Num	Name	Memo	Amount
Check	11/14/2014	107677	Ray O'herron Co., Inc.	Inv# 1463349 Dress Cap	46.95
Total 1014803 · Uniforms					248.34
1014806 · Office Supplies					
Check	11/14/2014	107685	PSS World Medical, Inc.	Inv# 99906953 Bandagas Adhesives	20.84
Check	11/14/2014	107685	PSS World Medical, Inc.	Inv# 99828935 Bandages	53.12
Check	11/14/2014	107685	PSS World Medical, Inc.	Inv# 99772923 Trauma Dress Kits	117.23
Total 1014806 · Office Supplies					191.19
1014809 · Pre-Volunteer Screening					
Check	11/14/2014	107693	Verify (XHANEM)	Inv# 923609 Background Checks	32.00
Total 1014809 · Pre-Volunteer Screening					32.00
1014812 · Volunteer Appreciation					
Check	10/31/2014	107436	Bartlett Volunteer Fire Association	Inv# 14109 E.S. Swearing in Ceremony Hall Rental	250.00
Total 1014812 · Volunteer Appreciation					250.00
1014814 · Communications					
Check	10/31/2014	107440	Comcast (ES)	Acct# 8771 10 083 0226773 Monthly Internet Charges	112.35
Total 1014814 · Communications					112.35
1014892 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	3.95
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	4.66
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	37.41
Total 1014892 · Dental, Vision & Life Insurance					46.02
Total 101ES · ES - Expenditures					879.90
101ISE · Insurance & Employee Benefits					
1014503 · General Insurance					
Check	11/14/2014	107664	Illinois Counties Risk Management Trust	Property/Casualty & Workers Compensation Program FY 14	40,080.50
Total 1014503 · General Insurance					40,080.50
1014507 · Flex Plan & 457 Plan					
Check	10/31/2014	107465	TASC	Inv# 392098 Admin Fees	78.00
Check	11/07/2014	107489	CPI Qualified Plan Consultants, Inc.	Inv# GV138804-189936 Quarterly Fees	762.50
Total 1014507 · Flex Plan & 457 Plan					840.50
1014513 · Employee Wellness					
Check	11/14/2014	107634	Kuttenberg, Thomas W	Wellness Benefit	10.00
Check	11/14/2014	107635	Arriola, Stacy A	Wellness Benefit	45.00
Total 1014513 · Employee Wellness					55.00
Total 101ISE · Insurance & Employee Benefits					40,976.00
101LEA · Legal & Auditing					
1014502 · Legal Services					

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Type	Date	Num	Name	Memo	Amount
Check	11/14/2014	107669	Kopon Airdo, LLC	Inv# 190-0001-15020 Legal Fees	8,012.68
Total 1014502 · Legal Services					8,012.68
Total 101LEA · Legal & Auditing					8,012.68
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies - Town					
Check	11/14/2014	107642	Bade Paper Products, Inc	Inv# 195272 Carpet Cleaner/Towels/Disinfecting Wipes	322.00
Check	11/14/2014	107642	Bade Paper Products, Inc	Inv# 195425 Can Liners/Bleach/Toilet Tissue/	364.75
Total 1014205 · Janitorial Supplies - Town					686.75
1014208 · Housekeeping Contract					
Check	11/14/2014	107667	JaniKing	Inv# 11140309 Monthly Contract Billing - IWC November	395.00
Check	11/14/2014	107684	Perfect Cleaning Service, Inc.	Inv# 39306 Janitorial Service Admin/Senior Center- October	2,320.00
Check	11/14/2014	107688	Scrubco	Inv# 5210 Office Cleaning Astor/July-September	2,400.00
Total 1014208 · Housekeeping Contract					5,115.00
1014209 · Building Contracts					
Check	11/14/2014	107659	Fox Valley Fire & Safety	Inv# 869861 Fire Extinguisher Maintenance	50.05
Check	11/14/2014	107659	Fox Valley Fire & Safety	Inv# 869860 Fire System Maintenance	347.40
Check	11/14/2014	107659	Fox Valley Fire & Safety	Inv# 865563 Quarterly Security Monitoring - Astor	78.00
Check	11/14/2014	107659	Fox Valley Fire & Safety	Inv# 865689 Quarterly Security Monitoring - Town	78.00
Check	11/14/2014	107678	Orkin Pest Control (Town)	Inv# 97974754 Pest Control October	63.60
Check	11/14/2014	107679	Orkin Pest Control (Astor)	Inv# 97974756 Pest Control October	53.00
Check	11/14/2014	107680	Orkin Pest Control (Senior)	Inv# 97974755 Pest Control October	68.90
Check	11/14/2014	107681	Orkin Pest Control (IWC)	Inv# 97974930 Pest Control November	55.00
Check	11/14/2014	107679	Orkin Pest Control (Astor)	Inv# 97109098 Pest Control November	53.00
Check	11/14/2014	107680	Orkin Pest Control (Senior)	Inv# 97109097 Pest Control November	68.90
Total 1014209 · Building Contracts					915.85
1014210 · Building Maintenance - Town					
Check	11/14/2014	107686	Sam's Club (Town 0487 6)	Senior Center Transportation Office Time Clock	199.98
Total 1014210 · Building Maintenance - Town					199.98
1014213 · Equipment Maintenance - Town					
Check	11/14/2014	107662	Interact Business Products, LLC	Inv# 101532 Copy Charges	75.03
Check	11/14/2014	107662	Interact Business Products, LLC	Inv# 100460 Copy Charges	279.84
Total 1014213 · Equipment Maintenance - Town					354.87
1014214 · Equipment Maintenance - Senior					
Check	11/14/2014	107638	A Neighborhood Refrigerator Repair	Senior Center Refrigerator Repair	100.00
Check	11/14/2014	107655	Elgin Key & Lock Co., Inc.	Inv# 88283 Keys	21.00
Check	11/14/2014	107655	Elgin Key & Lock Co., Inc.	Inv# 88235 Keys	40.42
Check	11/14/2014	107656	Environmental Aquatic Mgmt LLC	Inv# 8420 Fountain Repair - Aeration Service	1,235.61
Check	11/14/2014	107672	Midwest Electrical Service Center	Inv# 02122 Preventive Maintenance Agreement	120.00
Total 1014214 · Equipment Maintenance - Senior					1,517.03
1014216 · Equipment Rental					

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Type	Date	Num	Name	Memo	Amount
Check	11/14/2014	107648	Carol Stream Lawn and Power	Inv# 348728 Chainsaw/Chain	393.44
Check	11/14/2014	107690	Taylor Rental	Contract# 02-2441417-02 Post Hole Digger / Lacy Park Signs	50.90
Total 1014216 · Equipment Rental					444.34
1014218 · Vehicle Maintenance - Town					
Check	11/14/2014	107683	Preventative Maintenance Systems, Inc	Inv# 12136 Rear Light Repairs/Wiper Blades/Caliper Service/Tire Mounts	2,429.00
Total 1014218 · Vehicle Maintenance - Town					2,429.00
1014222 · Trash Removal - Town					
Check	11/14/2014	107639	Allied Waste Services	Acct# 3-0551-6013270 Monthly Charges	211.90
Total 1014222 · Trash Removal - Town					211.90
1014223 · Trash Removal - Senior					
Check	11/14/2014	107639	Allied Waste Services	Acct# 3-0551-6000579 Monthly Charges	207.28
Total 1014223 · Trash Removal - Senior					207.28
1014224 · Trash Removal - Astor					
Check	11/14/2014	107639	Allied Waste Services	Acct# 3-0551-6013274 Monthly Charges	158.66
Total 1014224 · Trash Removal - Astor					158.66
1014225 · Grounds/Reserve Maintenance					
Check	11/14/2014	107653	Dependable Building Services	Inv# 48576 Light Repair	408.12
Check	11/14/2014	107663	John Deere Landscapes	Inv# 69960341 Grow mix	128.34
Check	11/14/2014	107694	Zero Waste USA	Inv# 60437 Dog Waste Bags	134.00
Total 1014225 · Grounds/Reserve Maintenance					670.46
1014227 · Miscellaneous					
Check	11/14/2014	107686	Sam's Club (Town 0487 6)	Account Charges	10.57
Total 1014227 · Miscellaneous					10.57
1014230 · Trash Removal - Izaak					
Check	11/14/2014	107639	Allied Waste Services	Acct# 3-0551-0097167 Monthly Charges	44.69
Total 1014230 · Trash Removal - Izaak					44.69
1014291 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	3,072.19
Total 1014291 · Health Insurance					3,072.19
1014292 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	19.75
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	23.30
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	267.56
Total 1014292 · Dental, Vision & Life Insurance					310.61
Total 101MAIN · Facilities Maintenance					16,349.18
101PAN · Pantry					
1014161 · Utilities					

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Type	Date	Num	Name	Memo	Amount
Check	11/07/2014	107515	Village of Hanover Park	Acct# 22510-39440 Water/Sewer	116.26
Check	11/14/2014	107646	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges	404.37
Check	11/14/2014	107674	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges	78.94
Check	11/14/2014	107675	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges	57.57
Total 1014161 · Utilities					657.14
1014191 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	1,779.64
Total 1014191 · Health Insurance					1,779.64
1014192 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	7.90
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.67
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	205.33
Total 1014192 · Dental, Vision & Life Insurance					226.90
Total 101PAN · Pantry					2,663.68
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	10/31/2014	107428	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	144.38
Check	10/31/2014	107429	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	170.73
Check	10/31/2014	107431	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	58.44
Total 1014402 · Telephone - Town					373.55
1014403 · Utilities - Town					
Check	10/31/2014	107452	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	304.69
Check	11/07/2014	107518	Village of Bartlett	Acct# 51470 Water/Sewer	91.79
Total 1014403 · Utilities - Town					396.48
1014405 · Internet Access - Town					
Check	10/31/2014	107441	Comcast (Town 207)	Acct# 8771 10 083 0128607 Monthly Charges	16.86
Check	10/31/2014	107442	Comcast (SR)	Acct# 8771 10 083 0128607 Monthly Charges	147.35
Total 1014405 · Internet Access - Town					164.21
1014416 · Equipment Rental - Town					
Check	10/31/2014	107433	Ace Coffee Bar	Inv# 2940-372738 Quarterly Water Cooler Rental	89.85
Check	10/31/2014	107457	Pitney Bowes Global Financial Services	Acct# 9574435 Quarterly Postage Machine Rental	495.00
Total 1014416 · Equipment Rental - Town					584.85
Total 101THE · Town Hall Expense					1,519.09
101TOE · Town Office Expense					
1014401 · Postage					
Check	10/31/2014	107456	Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage	1,009.91
Total 1014401 · Postage					1,009.91
1014404 · Office Supplies					

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Type	Date	Num	Name	Memo	Amount
Check	11/14/2014	107689	Staples	Inv# 3247453629 Chairmats (2) / Label Maker Tape	147.54
Check	11/14/2014	107689	Staples	Inv# 3247453628 Labels	30.48
Check	11/14/2014	107689	Staples	Inv# 3245420020 Photo Ink/Desk Stapler	57.50
Check	11/14/2014	107689	Staples	Inv# 3245420021 Toner	200.97
Check	11/14/2014	107689	Staples	Inv# 3245902948 Copy Paper	234.33
Total 1014404 · Office Supplies					670.82
1014408 · Salaries					
Check	10/31/2014	107447	Job Giraffe	Inv# 00209298 Part Time Office Temp Help	133.28
Check	11/07/2014	107497	Job Giraffe	Inv# 00209683 Part Time Office Temp Help	142.80
Check	11/14/2014	107665	Job Giraffe	Inv# 00209789 Part Time Office Temp Help	104.72
Total 1014408 · Salaries					380.80
1014412 · Travel Expenses					
Check	10/31/2014	107404	Deyne, Margaret L	Passport Training Lunch	6.07
Check	10/31/2014	107424	Fischer, Joan L	Mileage Reimbursement	17.55
Check	10/31/2014	107425	Imperato, Alexandra M	Passport Training Travel Reimbursement	11.50
Check	11/14/2014	107651	Barr, James C	TOI Conference Mileage Reimbursement	205.66
Total 1014412 · Travel Expenses					240.78
1014424 · Education & Training					
Check	10/31/2014	107449	Metropolitan Township Association	Inv# 106 Positive Work Environment Seminar (16)	400.00
Total 1014424 · Education & Training					400.00
1014429 · Miscellaneous					
Check	11/14/2014	107643	Bartlett Sports	Inv# 3660 Township Shirts - Trustee (3)	72.00
Total 1014429 · Miscellaneous					72.00
1014530 · Financial Administration					
Check	11/07/2014	107494	Governmental Accounting, Inc	Inv# 5753 Monthly Contract Billing	5,028.60
Total 1014530 · Financial Administration					5,028.60
1014531 · Community Affairs					
Check	10/22/2014	107298	Pillars of Honor, Inc.	Sponsorship of Event at Streamwood Highschool - WWII Traveling Memorial	500.00
Check	11/07/2014	107482	A1 Trophies & Awards, Inc	Inv# 16228 St Johns Blue Ribbon Plaque	34.95
Check	11/07/2014	107514	Sam's Club (Snr 0052 8)	Lenoci Dedication Refreshments	410.73
Total 1014531 · Community Affairs					945.68
1014534 · Passport Services					
Check	11/07/2014	107517	Unique Photo, Inc.	Inv# 912861 Passport Photo Ink (3 Cases)	627.00
Total 1014534 · Passport Services					627.00
1014591 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	3,503.32
Total 1014591 · Health Insurance					3,503.32
1014592 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	19.75

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Type	Date	Num	Name	Memo	Amount
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	36.32
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	269.17
Total 1014592 · Dental, Vision & Life Insurance					325.24
Total 101TOE · Town Office Expense					13,204.15
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	11/14/2014	107689	Staples	Inv# 3245902947 Paper/Calendar Refils/ Desk Pads/Paper Clips	167.20
Total 1044405 · Office Supplies					167.20
1044413 · Travel Expense					
Check	10/31/2014	107395	Glascott, Patricia A	Mileage Reimbursement	109.60
Check	10/31/2014	107404	Deyne, Margaret L	Passport Training Travel Reimbursement	11.50
Check	11/14/2014	107629	Glascott, Patricia A	TOI Conference Mileage Reimbursement	238.85
Check	11/14/2014	107630	Smogolski, Thomas S	TOI Mileage Reimbursement	234.32
Total 1044413 · Travel Expense					594.27
1044419 · Training					
Check	11/14/2014	107629	Glascott, Patricia A	TOI Lodging	212.80
Check	11/14/2014	107630	Smogolski, Thomas S	Seminar - Training	50.00
Total 1044419 · Training					262.80
1044491 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	1,377.85
Total 1044491 · Health Insurance					1,377.85
1044492 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	11.85
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.50
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	207.18
Total 1044492 · Dental, Vision & Life Insurance					232.53
Total 104ASR · Assessor's Division					2,634.65
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094618 · Psychiatric Backup					
Check	10/31/2014	107427	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	930.00
Check	11/14/2014	107636	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	700.00
Total 1094618 · Psychiatric Backup					1,630.00
1094619 · Office Supplies					
Check	10/31/2014	107454	Quill Corporation	Inv# 6963310 Binders/Paper	16.42
Total 1094619 · Office Supplies					16.42
1094620 · Community Affairs					
Check	11/07/2014	107507	Party Central	Contract# 490746-2 Linens for NLE	148.35

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Type	Date	Num	Name	Memo	Amount
Check	11/14/2014	107640	A1 Trophies & Awards, Inc	Inv# 16292 AITCOY Trophies (To Be Reimbursed)	174.75
Total 1094620 · Community Affairs					323.10
1094621 · Recruitment and Pre Employment					
Check	11/14/2014	107637	Alexian Bros Corporate Health Services	Inv# 546919 Employee Physical/Screening - M. Bohn	48.00
Check	11/14/2014	107692	Verify (XHANYF)	Inv# 923612 Background Check	16.00
Total 1094621 · Recruitment and Pre Employment					64.00
1094623 · Travel					
Check	10/31/2014	107397	Concepcion, Sara	Mileage Reimbursement September	68.37
Check	10/31/2014	107397	Concepcion, Sara	Mileage Reimbursement October	54.24
Check	10/31/2014	107398	Evans {1}, Tor	Mileage Reimbursement October	27.12
Check	11/07/2014	107470	Low, Karen	Mileage Reimbursement October	31.08
Check	11/07/2014	107472	Blaney, Nora C	Mileage Reimbursement October	19.21
Check	11/07/2014	107473	Campuzano-Leon, Maria	Mileage Reimbursement October	61.02
Check	11/07/2014	107474	Beahan, Mary J	Mileage Reimbursement October	5.09
Check	11/07/2014	107478	Filkins, Deanna	Mileage Reimbursement October	105.09
Check	11/07/2014	107478	Filkins, Deanna	Conference Parking	26.00
Total 1094623 · Travel					397.22
1094629 · Dues & Subscriptions					
Check	10/31/2014	107435	Better Homes and Gardens	Magazine Subscription	9.99
Check	10/31/2014	107444	Family Circle	Magazine Subscription	9.99
Check	10/31/2014	107461	Sports Illustrated	Acct# 1264946425 Magazine Subscription	49.00
Check	11/07/2014	107493	Fast Company	Magazine Subscription	10.00
Check	11/07/2014	107501	Midwest Living	Midwest Living Magazine Subscription	19.97
Check	11/07/2014	107508	Parents Magazine	Magazine Subscription	10.00
Check	11/14/2014	107682	Psychotherapy Networker	Professional Subscription - Psychotherapy Magazine	46.00
Total 1094629 · Dues & Subscriptions					154.95
1094691 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	6,329.20
Total 1094691 · Health Insurance					6,329.20
1094692 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	35.59
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	37.26
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	510.57
Total 1094692 · Dental, Vision & Life Insurance					583.42
Total 109ADM · Administration & Clinical					9,498.31
109OUT · Outreach & Prevention					
1094644 · Travel					
Check	10/31/2014	107403	Teachout, Amanda A	Mileage Reimbursement - August	62.15
Check	10/31/2014	107403	Teachout, Amanda A	Mileage Reimbursement - September	135.04
Check	11/14/2014	107628	Mix, James R	Mileage Reimbursement	42.94
Check	11/14/2014	107632	Cohen, Michael J	Mileage Reimbursement	86.45

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Type	Date	Num	Name	Memo	Amount
Total 1094644 · Travel					326.58
1094648 · Community Affairs					
Check	10/31/2014	107437	Bartlett Sports	Inv# 3632 Department Shirts (10)	250.00
Total 1094648 · Community Affairs					250.00
1094791 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	3,317.41
Total 1094791 · Health Insurance					3,317.41
1094792 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	19.75
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	27.00
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	343.29
Total 1094792 · Dental, Vision & Life Insurance					390.04
Total 109OUT · Outreach & Prevention					4,284.03
Total 109YFS · Youth & Family Services					13,782.34
Total 1014 · Town Fund - Expenditures					125,160.82
1104 · Senior Center - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	10/31/2014	107453	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges	1,263.23
Check	11/07/2014	107518	Village of Bartlett	Acct# 63818 Water/Sewer Runzel Reserve	17.39
Check	11/07/2014	107518	Village of Bartlett	Acct# 62447 Water/Sewer	193.14
Total 1104524 · Utilities					1,473.76
1104527 · Equipment					
Check	10/31/2014	107458	Pitney Bowes	Acct# 6871669 Postage Machine Rental	132.82
Check	11/07/2014	107498	Leaf	Inv# 5325888 Copy Machine Lease	135.38
Check	11/07/2014	107499	Leaf (618-002)	Inv# 5321552 Copy Machine Lease	45.32
Total 1104527 · Equipment					313.52
1104528 · Office Supplies					
Check	10/31/2014	107454	Quill Corporation	Inv# 7000338 Ink/Copy Paper	294.85
Check	10/31/2014	107454	Quill Corporation	Inv# 6768317 Credit	-68.98
Check	11/14/2014	107689	Staples	Inv# 3246528101 Shelf Labeling Tape	11.90
Check	11/14/2014	107689	Staples	Credit for Inv# 3236635829	-24.49
Check	11/14/2014	107689	Staples	Inv# 3245902949 Rubber Bands/Ink/Copy Paper/Planner	156.11
Check	11/14/2014	107689	Staples	Inv# 3245420022 Binders/Folder Fasteners/Desk Pad/Copy Paper	178.00
Total 1104528 · Office Supplies					547.39
1104529 · Postage					
Check	11/07/2014	107492	Fed Ex	Inv#2-668-09099 Shipping Charges	37.61

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Type	Date	Num	Name	Memo	Amount
Total 1104529 · Postage					37.61
1104533 · Printing					
Check	10/31/2014	107446	Interact Business Products, LLC	Inv# 101290 Copy Charges	291.44
Total 1104533 · Printing					291.44
1104534 · Dues, Subs & Publications					
Check	11/07/2014	107480	Association of Illinois Senior Centers	2015 Dues - B.K. Schuldt	50.00
Total 1104534 · Dues, Subs & Publications					50.00
1104535 · Travel					
Check	10/31/2014	107418	Sposito, Florence M	Mileage Reimbursement	36.41
Check	11/07/2014	107475	Baptist, Susan L	Mileage Reimbursement	56.88
Check	11/07/2014	107477	Conway, Megan A	Mileage Reimbursement September - October	157.64
Total 1104535 · Travel					250.93
1104538 · Community Affairs					
Check	10/31/2014	107417	Kurth-Schuldt, Barbara J	Lenoci Dedication Supplies	132.04
Total 1104538 · Community Affairs					132.04
1104539 · Miscellaneous					
Check	10/31/2014	107417	Kurth-Schuldt, Barbara J	Staff Appreciation Supplies	22.99
Total 1104539 · Miscellaneous					22.99
1104591 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	8,949.39
Total 1104591 · Health Insurance					8,949.39
1104592 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	31.60
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	49.82
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	430.39
Total 1104592 · Dental, Vision & Life Insurance					511.81
Total 1104ADM · Administration					12,580.88
1104NUT · Nutrition					
1105551 · Food					
Check	10/31/2014	107417	Kurth-Schuldt, Barbara J	Cafe Food	92.63
Check	11/07/2014	107495	Gordon Food Service	Inv# 159420059 Nutrition Program Food	572.47
Check	11/07/2014	107495	Gordon Food Service	Inv# 567796 Credit	-31.60
Check	11/07/2014	107495	Gordon Food Service	Inv# 159704223 Nutrition Program Food	1,055.26
Check	11/07/2014	107495	Gordon Food Service	Inv# 159558450 Nutrition Program Food	488.56
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1723372 Nutrition Program Food	110.68
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1720634 Nutrion Program Food	493.41
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1729487 Nutrition Program Food	337.37
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1724911 Nutrition Program Food	394.03
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1724974 Nutrition Program Food	49.28

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Type	Date	Num	Name	Memo	Amount
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1729772 Nutrition Program Food	41.50
Check	11/07/2014	107496	Get Fresh Produce, Inc	Credit Inv 1731212	-7.22
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1729771 Nutrition Program Food	18.80
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1729770 Nutrition Program Food	88.89
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1731212 Nutrition Program Food	271.76
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1552376 Nutrition Program Food	28.50
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1621967 Nutrition Program Food	154.18
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1622370 Nutrition Program Food	17.55
Check	11/07/2014	107496	Get Fresh Produce, Inc	Inv# 1724974 Nutrition Program Food	49.28
Check	11/14/2014	107660	Get Fresh Produce, Inc	Inv# 1735438 Nutrition Program Food	82.01
Total 1105551 · Food					4,307.34
1105553 · Supplies					
Check	11/07/2014	107495	Gordon Food Service	Inv# 159420059 Nutrition Program Supplies	325.01
Check	11/07/2014	107495	Gordon Food Service	Inv# 159704223 Nutrition Program Supplies	105.17
Check	11/07/2014	107495	Gordon Food Service	Inv# 159558450 Nutrition Program Supplies	325.09
Check	11/07/2014	107503	Mickey's Linen	Inv# 63438 Towels/ Chef Coat Rentals	35.60
Check	11/07/2014	107503	Mickey's Linen	Inv# 64643 Towels/ Chef Coat Rentals	50.00
Check	11/07/2014	107503	Mickey's Linen	Inv# 64043 Towel/Apron/Coat Rentals	30.20
Total 1105553 · Supplies					871.07
1105791 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	937.61
Total 1105791 · Health Insurance					937.61
1105792 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	3.95
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	4.66
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	37.41
Total 1105792 · Dental, Vision & Life Insurance					46.02
Total 1104NUT · Nutrition					6,162.04
1104SOC · Social Services					
1104515 · Programming					
Check	10/31/2014	107406	Moshis, Thomas L	Lunch Reimbursement	10.79
Check	10/31/2014	107417	Kurth-Schuldt, Barbara J	Trip Supplies - Candy	14.92
Check	10/31/2014	107420	Dusable Museum	Tour Admission (30)	210.00
Check	10/31/2014	107421	Flower Show Productions, Inc	Flower & Garden Show Admission (30)	393.00
Total 1104515 · Programming					628.71
1104516 · Social Services					
Check	10/31/2014	107396	AIRS	2015 Memeber Fee - M. Conway	100.00
Check	10/31/2014	107417	Kurth-Schuldt, Barbara J	LIHEAP Snacks	56.96
Total 1104516 · Social Services					156.96
1104519 · Senior Assistance					
Check	10/31/2014	107401	A.P. Top to Bottom Tree Service	Social Services - Property Code Violation Compliance Assistance	200.00

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Type	Date	Num	Name	Memo	Amount
Total 1104519 · Senior Assistance					200.00
1104520 · Volunteer Services					
Check	10/31/2014	107410	Gerardo Amargos	Home Delivered Meals Mileage Reimbursement	63.84
Check	10/31/2014	107411	Richard Bayer	Home Delivered Meals Mileage Reimbursement	49.28
Check	10/31/2014	107412	Charles Coleman	Home Delivered Meals Mileage Reimbursement	63.84
Check	10/31/2014	107413	Jerome Krzywdzinski	Home Delivered Meals Mileage Reimbursement	67.20
Check	10/31/2014	107414	Phil Roth	Home Delivered Meals Mileage Reimbursement	38.08
Check	10/31/2014	107415	William Riccio	Home Delivered Meals Mileage Reimbursement	32.20
Total 1104520 · Volunteer Services					314.44
1104532 · Visual Arts					
Check	10/31/2014	107405	Krall, Marianne	Craft Supplies	62.87
Check	10/31/2014	107407	Jerry Shorey	Woodcarving Class Supplies	52.03
Check	10/31/2014	107417	Kurth-Schuldt, Barbara J	St. Charles Park District Room Rental Fee	50.00
Check	10/31/2014	107434	Blick Art Materials	Inv# 3630311 Art Supplies	62.72
Check	11/07/2014	107475	Baptist, Susan L	Art Supplies	97.15
Check	11/07/2014	107483	Blick Art Materials	Inv# 3690450 Art Supplies	100.92
Check	11/14/2014	107641	Blick Art Materials	Inv# 3711391 Art Supplies	128.88
Check	11/14/2014	107671	Midwest Ceramic Art Supply	Ceramic Supplies	261.50
Total 1104532 · Visual Arts					816.07
1104560 · Psychiatric Services					
Check	10/31/2014	107408	Alexian Brothers Center for Mental Health	Inv# 6 C - Hope Psychiatry Visits September	1,364.00
Check	10/31/2014	107408	Alexian Brothers Center for Mental Health	Inv# 7 C - Hope Psychiatry Visits October	880.00
Total 1104560 · Psychiatric Services					2,244.00
Total 1104SOC · Social Services					4,360.18
1104TRN · Transportation					
1104512 · Volunteer Express					
Check	10/31/2014	107416	JoAnita Duczak	Volunteer Express Mileage Reimbursement	197.68
Total 1104512 · Volunteer Express					197.68
1104518 · Vehicle Maintenance					
Check	10/31/2014	107417	Kurth-Schuldt, Barbara J	Power Steering Fluid	3.37
Check	11/14/2014	107645	Bartlett Tire	Inv# 074590 Vehicle Service	294.17
Check	11/14/2014	107666	Interstate Battery System	Inv# 50206038 Vehicle Battery (2)	195.90
Check	11/14/2014	107676	Oil Masters	Inv# 162650 Oil Change	36.74
Check	11/14/2014	107683	Preventative Maintenance Systems, Inc	Inv# 12148 Tire Leak Repair	712.13
Check	11/14/2014	107683	Preventative Maintenance Systems, Inc	Inv# 12149 Catalytic Converter Assembly/Tires	2,790.32
Total 1104518 · Vehicle Maintenance					4,032.63
1104550 · Telephone/Bus Tablets					
Check	11/07/2014	107516	Verizon Wireless	Acct# 742025529 Monthly Charges	602.22
Total 1104550 · Telephone/Bus Tablets					602.22
1104551 · Training					

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Type	Date	Num	Name	Memo	Amount
Check	10/31/2014	107419	Varsalona, Kathleen R	Mileage Reimbursement	26.56
Total 1104551 · Training					26.56
1104691 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	3,959.97
Total 1104691 · Health Insurance					3,959.97
1104692 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	36.70
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	37.26
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	372.70
Total 1104692 · Dental, Vision & Life Insurance					446.66
Total 1104TRN · Transportation					9,265.72
Total 1104 · Senior Center - Expenditures					32,368.82
2024 · Welfare Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	10/31/2014	107460	Sam's Club (WS 6382 9)	Coffee Supplies - Cups/Creamer/Coffee	224.61
Check	11/07/2014	107513	Sam's Club (WS 6382 9)	Supplies	9.96
Check	11/07/2014	107513	Sam's Club (WS 6382 9)	Office Supplies	53.64
Check	11/14/2014	107689	Staples	Inv# 3246528102 Copy Paper/Desk Pad/Supplies	166.48
Check	11/14/2014	107689	Staples	Inv# 3246528103 Desk Pad/Tape/Tape Dispenser	97.15
Check	11/14/2014	107689	Staples	Inv# 3242566757 Copy Paper	54.37
Check	11/14/2014	107689	Staples	Inv# 3242044825 Post Its	20.98
Check	11/14/2014	107689	Staples	Inv# 3242044824 Cable Lock/Supplies	52.98
Check	11/14/2014	107689	Staples	Inv# 3243695104 Storage Boxes/Markers/Copy Paper	112.49
Total 2024202 · Office Supplies					792.66
2024204 · Equipment					
Check	10/31/2014	107439	Comcast (WS)	Acct# 8771 10 085 0097898 Monthly Charges	118.89
Check	11/07/2014	107479	Ace Coffee Bar	Inv# 2940-372734 Quarterly Cooler Rental	89.85
Check	11/07/2014	107486	Comcast (WS)	Acct# 8771 10 085 0097898 Monthly Charges	118.88
Check	11/14/2014	107689	Staples	Credit for Inv# 3237734101	-144.95
Check	11/14/2014	107689	Staples	Inv# 3243695102 Laminator	119.99
Check	11/14/2014	107689	Staples	Credit for Inv# 3237734101	-139.46
Check	11/14/2014	107689	Staples	Inv# 3242566751 Laminator	139.46
Total 2024204 · Equipment					302.66
2024205 · Travel & Training					
Check	10/31/2014	107400	Saul, Margaret M	Mileage Reimbursement	38.22
Check	10/31/2014	107400	Saul, Margaret M	Mileage Reimbursement - GATI Training	150.29
Check	11/07/2014	107471	Simon, Janet L	Mileage Reimbursement	35.76
Check	11/07/2014	107500	Marsha Warnick c/o Maine Township	TOCC SW Division Meeting - M. Imperato / P. Saul	60.00
Total 2024205 · Travel & Training					284.27

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Type	Date	Num	Name	Memo	Amount
2024210 · Printing					
Check	10/31/2014	107460	Sam's Club (WS 6382 9)	Ink Supplies	324.90
Check	11/07/2014	107513	Sam's Club (WS 6382 9)	Printing Ink (4)	285.92
Check	11/07/2014	107513	Sam's Club (WS 6382 9)	Printing Ink (3)	149.96
Check	11/14/2014	107670	Kwik Print	Inv# 53717 Business Cards	38.60
Total 2024210 · Printing					799.38
2024507 · Professional Services					
Check	10/31/2014	107400	Saul, Margaret M	Notary Fee	10.00
Check	10/31/2014	107466	Verify (XHANGA)	Inv# 897188 Background Checks (22)	352.00
Check	11/07/2014	107471	Simon, Janet L	Notary Fee	10.00
Total 2024507 · Professional Services					372.00
2024509 · Volunteer Appreciation					
Check	11/14/2014	107640	A1 Trophies & Awards, Inc	Inv# 16293 Auxiliary Staff Appreciation Awards	48.00
Total 2024509 · Volunteer Appreciation					48.00
2024510 · Miscellaneous					
Check	10/31/2014	107460	Sam's Club (WS 6382 9)	Account Charges	2.47
Check	10/31/2014	107460	Sam's Club (WS 6382 9)	Tax Exempt Inv# 9182	-0.92
Check	11/07/2014	107513	Sam's Club (WS 6382 9)	Account Charges	9.30
Check	11/07/2014	107513	Sam's Club (WS 6382 9)	Tax Exempt Inv 001837	-19.11
Total 2024510 · Miscellaneous					-8.26
2024591 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	2,423.96
Total 2024591 · Health Insurance					2,423.96
2024592 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	7.90
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	18.64
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	136.77
Total 2024592 · Dental, Vision & Life Insurance					163.31
Total 2024ADM · Administration					5,177.98
2024EMP · Employment Services					
2024218 · Travel & Training					
Check	10/31/2014	107399	Rogala, William M	Mileage Reimbursement	34.69
Total 2024218 · Travel & Training					34.69
2024291 · Health Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	589.28
Total 2024291 · Health Insurance					589.28
2024292 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	3.95
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	4.66

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Type	Date	Num	Name	Memo	Amount
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	81.27
Total 2024292 · Dental, Vision & Life Insurance					89.88
Total 2024EMP · Employment Services					713.85
2024HOM · Home Relief					
2024102 · Rent					
Check	10/24/2014	3107	Orchard Hill Apartments	November 2014 Rent	650.00
Check	10/24/2014	3108	William Kallas	November 2014 Rent	500.00
Check	10/24/2014	3109	Jason Ludwig	November 2014 Rent	650.00
Check	10/24/2014	3114	Son Hui Anderson	November 2014 Rent	500.00
Check	10/24/2014	3117	Cook County Treasurer	PIN 06-23-203-043-0000	407.67
Check	10/24/2014	3118	Spring Lakes Estates	November 2014 Rent	400.00
Check	10/24/2014	3119	Dale Panganiban	November 2014 Rent	550.00
Check	10/24/2014	3124	Bartlett Green V Condo Assoc.	November 2014 Rent	150.21
Check	10/24/2014	3125	Cook County Treasurer	PIN 06-35-305-051-1045	110.00
Check	10/24/2014	3126	Gwen Shafala	November 2014 Rent	650.00
Check	10/24/2014	3127	Cynthia Wheelock	November 2014 Rent	500.00
Check	10/24/2014	3128	Ralph Kanehl Sr.	November 2014 Rent	400.00
Check	10/24/2014	3132	John Banbury	November 2014 Rent	50.00
Check	10/24/2014	3133	E Eight Inc	November 2014 Rent	650.00
Check	10/24/2014	3134	Angie Hoeltzer	November Rent 2014	400.00
Check	10/24/2014	3136	Angie Hoeltzer	November Rent 2014	400.00
Check	10/24/2014	3138	CarolAnn Sansone	November 2014 Rent	450.00
Check	11/04/2014	3144	Spring Lakes Estates	November 2014 Rent	560.00
Total 2024102 · Rent					7,977.88
2024103 · Utilities					
Check	10/24/2014	3099	NICOR	Utilities Assistance Acct 07-71-69-8447 6	32.34
Check	10/24/2014	3106	Com Ed	Utilities Assistance Acct# 825512010	333.25
Check	10/24/2014	3110	Village of Streamwood	Utilities Assistance Acct# 254-0073-00-01	0.00
Check	10/24/2014	3111	Advanced Disposal Services	Utilities Assistance Acct# T0012121	64.38
Check	10/24/2014	3112	Com Ed	Utilities Assistance Acct# 7667641033	105.76
Check	10/24/2014	3113	NICOR	Utilities Assistance Acct 28-47-25-8896 2	26.00
Check	10/24/2014	3115	Com Ed	Utilities Assistance Acct# 7583309010	118.40
Check	10/24/2014	3116	NICOR	Utilities Assistance Acct 91-39-89-8791 6	123.93
Check	10/24/2014	3120	Village of Bartlett	Utilities Assistance Acct 51869	33.63
Check	10/24/2014	3122	NICOR	Utilities Assistance Acct 6-30-77-1000-7	7.00
Check	10/24/2014	3123	Com Ed	Utilities Assistance Acct# 46-30-77-1000-7	102.72
Check	10/24/2014	3129	NICOR	Utilities Assistance Acct 40-52-82-1896 5	112.40
Check	10/24/2014	3130	Com Ed	Utilities Assistance Acct# 7338667018	84.39
Check	10/24/2014	3131	City of Elgin	Water Acct 347235-2920	73.23
Check	10/24/2014	3137	Village of Bartlett	Utilities Assistance Acct	37.33
Check	10/28/2014	3141	Village of Streamwood Water Billing Dept.	Utilities Assistance Acct# 125 0051 00 04	184.43
Check	10/28/2014	3142	NICOR	Utilities Assistance Acct 43-10 17-9819 7	110.98
Check	10/31/2014	3143	Village of Bartlett	Utilities Assistance Acct 52195	115.24
Total 2024103 · Utilities					1,665.41
2024105 · Clothing					

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Type	Date	Num	Name	Memo	Amount
Check	10/24/2014	3100	Walmart	Personal Essential Items (2)	300.00
Check	10/24/2014	3105	Walmart	Personal Essential Items (16)	2,165.00
Check	10/28/2014	3139	Walmart	Personal Essential Items	150.00
Total 2024105 · Clothing					2,615.00
2024106 · Travel Expenses					
Check	10/24/2014	3101	BP Gas Station	Fuel Assistance Gas Card	50.00
Check	10/24/2014	3102	State Farm Insurance	Insurance Acct# 566 6875 F23 13B October	50.00
Check	10/24/2014	3102	State Farm Insurance	Insurance Acct# 566 6875 F23 13B November	50.00
Check	10/24/2014	3104	BP Gas Station	Fuel Assistance Gas Cards (8)	600.00
Check	10/24/2014	3121	State Farm Insurance	Insurance Acct#	67.00
Check	10/24/2014	3135	Allstate Fire & Casualty Insurance	Auto Insurance Policy# 912298128	89.25
Check	10/28/2014	3140	BP Gas Station	Fuel Assistance Gas Cards	100.00
Total 2024106 · Travel Expenses					1,006.25
2024119 · Emergency Assistance					
Check	10/24/2014	3103	Sarah Domin	Eviction Notice	1,000.00
Check	11/07/2014	3145	Perwez Akhter	Emergency Assistance	1,450.00
Total 2024119 · Emergency Assistance					2,450.00
Total 2024HOM · Home Relief					15,714.54
Total 2024 · Welfare Services - Expenditures					21,606.37
3034 · Road & Bridge - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	10/31/2014	107464	Tressler LLP	Inv# 348716 Legal Fees	1,417.50
Total 3034701 · Legal					1,417.50
3034702 · Insurance					
Check	11/14/2014	107691	United Healthcare	Cust# 530960 Policy Coverage	1,312.24
Total 3034702 · Insurance					1,312.24
3034710 · Community Affairs					
Check	11/07/2014	107484	Bartlett Chamber of Commerce	Inv# 1701 Annual Chamber Golf Outing - C. Ochoa	115.00
Total 3034710 · Community Affairs					115.00
3034711 · Utilities					
Check	10/31/2014	107451	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	209.53
Total 3034711 · Utilities					209.53
3034714 · Office Supplies					
Check	11/14/2014	107689	Staples	Inv# 3247453628 Labels	19.98
Total 3034714 · Office Supplies					19.98
3034792 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	11.85

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11/14/14

Accrual Basis

Hanover Township Board Audit Report October 22 through November 18, 2014

Type	Date	Num	Name	Memo	Amount
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.98
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	112.23
Total 3034792 · Dental, Vision & Life Insurance					138.06
Total 3034ADM · Administration					3,212.31
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	10/31/2014	107432	Alonso Tree Service	Tree Removal	1,000.00
Check	10/31/2014	107445	Gas Away Distributors Inc	Inv# 1033859 275 Gallons Potassium Acetate Meltdown	1,215.00
Check	11/07/2014	107502	Midwest Trading	Inv# I394908 Mulch	68.30
Check	11/14/2014	107673	Martin Implement Sales, Inc	Inv# A37732 Equipment Parts	66.91
Total 3034602 · Operating Supplies & Materials					2,350.21
3034606 · Engineering					
Check	10/31/2014	107462	Spaceco, Inc	Inv# 62775 Road Project - Gromer Road	1,990.00
Total 3034606 · Engineering					1,990.00
3034607 · Contract Work					
Check	10/31/2014	107423	Schroeder Asphalt Services, Inc	Inv# 2014-168 Road Improvement Project	392,238.10
Check	10/31/2014	107467	What Scott Does Services	Inv# 870729 Roadside Grade Excavation/Maintenance	4,100.00
Check	11/07/2014	107512	Telvent DTN	Inv# 4441801 Weather Information Provider	2,580.00
Total 3034607 · Contract Work					398,918.10
3034610 · Street Lighting					
Check	11/07/2014	107488	Com Ed 051	Acct# 5619024051 Monthly Charges	30.10
Total 3034610 · Street Lighting					30.10
Total 3034ROD · Road Maintenance					403,288.41
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	11/07/2014	107506	O'Reilly Auto Parts	Toggle Switch	14.77
Check	11/07/2014	107510	Preventative Maintenance Systems, Inc	Inv# 12139 Battery Replacement/Power Steering Hose/Light Replacements/Tire...	3,015.32
Check	11/07/2014	107510	Preventative Maintenance Systems, Inc	Inv# 12153 Door Hinges Repairs/Wheel Hub Replacements/Shocks Inspection/...	3,324.99
Check	11/14/2014	107649	Carquest Auto Parts Stores	Parts	272.56
Check	11/14/2014	107683	Preventative Maintenance Systems, Inc	Inv# 12156 Fuel System Cleaning/Intake System Repair	1,321.01
Check	11/14/2014	107683	Preventative Maintenance Systems, Inc	Inv# 12151 Grease Fittings/Brakes King Pins Replacement/Battery Replacement/	6,604.65
Total 3034609 · Maintenance Vehicles & Equip					14,553.30
Total 303EQM · Equipment					14,553.30
Total 3034 · Road & Bridge - Expenditures					421,054.02
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054006 · Travel					
Check	10/31/2014	107402	Vana, Kristin N	Mileage Reimbursement	27.01

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11/14/14

Accrual Basis

Hanover Township Board Audit Report October 22 through November 18, 2014

Type	Date	Num	Name	Memo	Amount
Total 5054006 · Travel					27.01
5054012 · Office Supplies					
Check	11/14/2014	107689	Staples	Inv# 3247453628 Tabbed Dividers	36.60
Total 5054012 · Office Supplies					36.60
5054592 · Dental, Vision & Life Insurance					
Check	11/14/2014	107654	Dearborn National	Monthly Life Insurance Premium	3.95
Check	11/14/2014	107657	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	4.66
Check	11/14/2014	107658	Euclid Managers	Cust# 5641581 Dental Premium	37.41
Total 5054592 · Dental, Vision & Life Insurance					46.02
Total 5054ADM · Administration					109.63
5054COM · Community Resource Center					
5054210 · Utilities					
Check	11/14/2014	107622	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Water/Sewer	26.95
Check	11/14/2014	107624	Nicor (MHB)	Acct# 84-67-77-1000 0 Monthly Charges	153.85
Check	11/14/2014	107625	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	336.11
Total 5054210 · Utilities					516.91
5054213 · Janitorial					
Check	11/14/2014	107621	JaniKing	Inv# 11140509 Monthly Contract Billing	414.00
Total 5054213 · Janitorial					414.00
5054250 · Building Maintenance					
Check	11/14/2014	107623	Orkin Pest Control (MHB)	Inv# 97911103 Pest Control	53.00
Check	11/14/2014	107626	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	42.88
Total 5054250 · Building Maintenance					95.88
5054286 · Agency Support Services					
Check	11/14/2014	107619	PAETEC	Acct# 9097797 Monthly Charges - October	566.39
Check	11/14/2014	107619	PAETEC	Acct# 1173538 Monthly Charges - October	100.48
Check	11/14/2014	107620	Hinckley Springs (MHB)	Acct# 16681552567400 Monthly Charges	65.42
Total 5054286 · Agency Support Services					732.29
Total 5054COM · Community Resource Center					1,759.08
5054SVC · Service Contracts					
5054128 · RENZ Outpatient					
Check	11/14/2014	107614	Renz Addiction Counseling Center	Outpatient Treatment - October	9,776.48
Check	11/14/2014	107614	Renz Addiction Counseling Center	Outpatient Treatment - September	8,853.39
Total 5054128 · RENZ Outpatient					18,629.87
5054130 · Northwest Casa					
Check	11/14/2014	107618	Northwest CASA	Counseling Services	1,673.75
Total 5054130 · Northwest Casa					1,673.75

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11/14/14

Accrual Basis

Hanover Township Board Audit Report October 22 through November 18, 2014

Type	Date	Num	Name	Memo	Amount
5054162 · Tide Transportation					
Check	11/14/2014	107613	A#1 Cab Dispatch Inc	10/17/14 Transportation Invoices	369.50
Check	11/14/2014	107613	A#1 Cab Dispatch Inc	11/03/14 Transportation Invoices	364.00
Total 5054162 · Tide Transportation					733.50
5054188 · Bartlett Learning Center					
Check	11/14/2014	107616	Clarewoods Academy	Counseling	876.86
Total 5054188 · Bartlett Learning Center					876.86
5054192 · Leyden FS - Detox/Rehab					
Check	11/14/2014	107615	Leyden Family Service	Rehab/Detox	7,450.00
Total 5054192 · Leyden FS - Detox/Rehab					7,450.00
5054200 · Kenneth Young Center - SASS					
Check	11/14/2014	107617	Kenneth Young Center	Screening Assessment Supportive Services	150.90
Total 5054200 · Kenneth Young Center - SASS					150.90
Total 5054SVC · Service Contracts					29,514.88
Total 5054 · Mental Health - Expenditures					31,383.59
8084 · Capital Projects - Expenditures					
8084415 · Senior Center Energy & Solar					
Check	11/14/2014	107652	dbHMS	Inv# 8330 Senior Center Retro Commissioning Services	2,865.70
Total 8084415 · Senior Center Energy & Solar					2,865.70
8084420 · Izaak Walton CDBG Project					
Check	11/14/2014	107627	Poulos Inc	IWC Elevator and Electrical Project	70,843.00
Total 8084420 · Izaak Walton CDBG Project					70,843.00
8084425 · Building & Perm Improvements					
Check	11/07/2014	107481	The Alphabet Shop, Inc	Inv# 44165 Naomi Walters-Lenoci Reserve Sign	2,500.00
Check	11/14/2014	107631	E. Hoffman Inc	Lenoci Reserve Playground - Construction	38,304.00
Check	11/14/2014	107644	Brusseau Design Group, LLC	Inv# B14010-5 Lenoci Park Playground Construction Observation	855.00
Check	11/14/2014	107661	Hitchcock Design Group	Inv# 16923 Lenoci Reserve Project Site Design Concepts	2,031.23
Total 8084425 · Building & Perm Improvements					43,690.23
Total 8084 · Capital Projects - Expenditures					117,398.93
TOTAL					857,044.29

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 Caramelli, and Supervisor McGuire.

Other Elected Official present were Highway Commissioner Ochoa and Assessor Smogolski.

Others present included Administrator James Barr, Community & Veterans Affairs Director Thomas Kuttensburg, Emergency Services Director Craig Essick, Facilities & Maintenance Director Steve Spejcher, Senior Services Director Barb Kurth-Schuldt, Welfare Services Director Mary Jo Imperato, Community Health Director Kristen Smith, Youth & Family Services Director John Parquette, Mental Health Board Manager Kristen Vana, Assistant Administrator Suzanne Powers, Graduate Management Intern James Califf, Attorney Mike Airdo, Management Analyst Amy Kaufholz, Ms Shirley Shrade, St. John the Evangelist Principal Mrs. Mary Ellen Billmeyer, and Civics class students from Streamwood High School.

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

III. Town Hall

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

IV. Presentations:

A. Supervisor McGuire asked that the record reflect adding U.S. Army specialist 2nd Class Norbert Wojcik of Elgin into the Veterans Honor Roll at Hanover Township. His name will be added to the plaques in Veterans Hall and he will be invited to the semi-annual Veterans Dinners during the year.

V. Reports

A. Supervisor: Mr. McGuire thanked the Board members and staff who attended the Community Crisis Center's Partner in Peace breakfast, where he was one of the seven honorees. He then shared some comments the Food Pantry has received remarking on the excellent service the survey recipients have received there. That is a compliment to staff and volunteers. Mr. McGuire also thanked the Board members and staff who were at the Naomi Walters-Lenoci Reserve dedication on Saturday; we received many positive comments.

B. Clerk: Ms Dolan Baumer reported that Early Voting started yesterday and is available at the Streamwood Village Hall. She reminded the Board that the TOCC Fall Meeting is next Wednesday, October 29, that the Streamwood Chamber Business After Hours Halloween Party is on the 30th at Park Place, and SPD Safely Trick or Treating is on the 31st at Safety Town.

C. Highway Commissioner: Commissioner Ochoa reported that the Township has won an award from one of our recycle day participants, USA Again. The award recognizes Hanover Township's Recycle Extravaganza as a "best innovative program." Congratulations, Hanover Township staff, volunteers, and Board.

D. Assessor: Assessor Smogolski offered no report.

- E. Treasurer: A motion was made by Trustee Burke 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 Caramelli, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report was adopted.
- F. Departments submitted reports for the Board's review and information. Highlights included a reminder from Director Parquette that the New Leaders in Education reception would be held on November 18.
- G. Trustee Liaison Committee Reports: Trustee Benoit reported that the Finance Committee met to review the financials at six months into the year; she noted that there are a couple line items that we are watching, but overall, it is in line with what was forecast.

VI. Bill Paying

Administrator Barr offered bills for approval for September 24, 2014 through October 21, 2014 for Alexian Brothers, as follows:

a. Town	\$247.41
b. Senior Center	<u>3,680.00</u>
Total All Funds:	<u>\$3,927.41</u>

A motion was made by Trustee Burke to approve the bills as presented for September 24, 2014 through October 21, 2014 for Alexian Brothers; Trustee Caramelli seconded the motion. Roll call: Ayes: Trustees Burke, Krick, and Caramelli, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

Administrator Barr offered bills for approval for September 24, 2014 through October 21, 2014, as follows:

a. Town	\$82,820.27
b. Senior Center	73,636.35
c. Welfare Services	21,579.77
d. Road and Bridge	26,153.82
e. Mental Health Board	132,564.32
f. Retirement	0.00
g. Vehicle	305.00
h. Capital	<u>73,640.81</u>
Total All Funds	<u>\$410,700.34</u>

A motion was made by Trustee Benoit to approve the bills as presented for September 24, 2014 through October 21, 2014 as presented; Trustee Caramelli seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Nays: none. Motion carried.

VII. Unfinished Business: No unfinished business was discussed.

VIII. New Business

- A. Special Meeting Minutes of September 23, 2014: Clerk Dolan Baumer presented the special meeting minutes of September 23, 2014 for review and approval. A motion was made by Trustee Benoit to approve the special meeting minutes of September 23, 2014, with a second by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke,

Krick, and Caramelli, and Supervisor McGuire. Motion carried.

- B. Workshop Minutes of September 23, 2014: Clerk Dolan Baumer presented the workshop minutes of September 23, 2014 for review and approval. A motion was made by Trustee Burke to approve the workshop minutes of September 23, 2014, with a second by Trustee Krick. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried.
 - C. Workshop Minutes of September 26, 2014: Clerk Dolan Baumer presented the workshop minutes of September 26, 2014 (strategic planning session) for review and approval. A motion was made by Trustee Benoit to approve the workshop minutes of September 26, 2014, with a second by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried.
 - D. Resolution Honoring St. John the Evangelist Catholic School: Trustee Benoit commended St. John and the staff for receiving a Blue Ribbon School Award in 2014. Trustee Caramelli made a motion to approve the resolution honoring St. John the Evangelist Catholic School leadership, principal, teachers and staff for their hard work and dedication in achieving academic success. Trustee Krick seconded the motion to approve the resolution. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried. The Board was called forward for photographs with Mrs. Billmeyer, Principal of St. John the Evangelist School.
 - E. Ordinance Establishing a Task Force to Study Housing for those in Hanover Township with Mental Health Conditions: Trustee Caramelli made a motion to approve ordinance #102114-1 establishing a task force to study housing for those in the Township with mental health conditions; the motion was seconded by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried.
 - F. Ordinance Establishing Regulations regarding the Use of the Reserves: Supervisor McGuire asked the Board that this item be tabled to the next meeting; they concurred with the idea and asked that staff put it on the next agenda.
 - G. Ordinance Establishing Regulations regarding the Use of the Astor Avenue Off-Street Parking Facility: Trustee Burke made a motion to approve ordinance #102114-3 establishing regulations regarding the use of the Astor Avenue off-street parking facility; the motion was seconded by Trustee Krick. Mr. Barr entered into an agreement with Hanover Park for parking at this facility near our Astor Avenue location; this ordinance would allow us to enforce parking regulations there. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried.
- IX. Executive Session: Trustee Burke made a motion to go into Executive Session pursuant to §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. Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried and the Board left the room at 7:36 p.m.
- X. Workshop – **Department of Youth & Family Services**. A motion was made by Trustee

Caramelli to adjourn into a workshop for the purpose of discussing the department of Youth & Family Services and its progress on goals year to day. The motion was seconded by Trustee Burke and followed by a roll call vote. Ayes: Supervisor McGuire and Trustees Benoit, Burke, Krick, and Caramelli. The Board adjourned into the workshop at 7:37 o'clock p.m.

Board members returned from the workshop at 8:29 p.m. and Mr. McGuire called the regular meeting back to order. Roll call: present were Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire.

XI. Other Business: No other business was discussed.

XII. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:30 o'clock p.m. was made by Trustee Benoit and it was seconded by Trustee Krick. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. 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	Y&F Services	Village of Streamwood
Bartlett Library	Highway Commissioner		Streamwood Park District



Workshop: **Youth & Family Services**

Supervisor McGuire called the workshop to order at 7:34 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire.

Also present were Administrator Barr, Community & Veterans Affairs Director Thomas Kuttensburg, Emergency Services Director Craig Essick, Facilities & Maintenance Director Steve Spejcher, Senior Services Director Barb Kurth-Schuldt, Welfare Services Director Mary Jo Imperato, Community Health Director Kristen Smith, Youth & Family Services Director John Parquette, Assistant Administrator Suzanne Powers, Attorney Mike Airdo, Management Analyst Amy Kaufholz.

Director Parquette gave a presentation that included a review of the Youth & Family Services Department's mission, review of staff their and years of service, and a review of the services currently offered. Then followed a review of the 2014 Goal achievements, including the launch of the Clinical Interventionist for substance abuse prevention programming, the creation of the PBIS Tier II and its implementation.

2015 Goals to date:

- Implement Phase 2 of the Substance Abuse Prevention program.
- Staff is researching the Affordable Care Act to investigate revenue options.
- A plan is being developed for use of the Naomi Walters-Lenoci Reserve for Open Gym and other programming.

Grants received in 2014 included an outdoor fund for \$5,000.

Director Parquette then reviewed the metrics of the department and the demographics of the schools served. He then reviewed the After School Open Gym performance measures, which show in random sampling that service quality is at 96%. Family Therapy measures are at 100% for service quality, and the Alternative to Suspension has seen a decrease in discipline and a service quality of 92%.

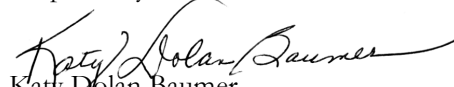
Positive trends include an increase in high school youth securing employment, decrease in youth smoking cigarettes, use of social media, awareness and openness to secure psychiatric care, decrease in high school drop outs, and an increased awareness and openness to utilize family therapy services. Negative trends include increases in violence starting in grammar school, DCFS child abuse and neglect reporting, litigation resulting in increase in mental health records requests, gang functioning, increase in drug use, and in self-harm behaviors.

The department has exercised leadership by participation on the U46 School Safety Task Force, ISBE PBIS Leadership Team, U46 Civic & Business Leadership Committee, PBIS School Sites Planning Committees, and as president of AITCOY.

The Board asked if the department has succumbed to mission creep. The Board asked that more specific and clarified information be given to them regarding the YFS Metrics.

A motion was made by Trustee Benoit to adjourn back into regular session and seconded by Trustee Burke. Roll call: Ayes: Trustee Benoit, Burke, Krick, and Caramelli and Supervisor McGuire. The workshop adjourned back in to regular session at 8:24 p.m.

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	Y&F Services	Village of Streamwood
	Bartlett Library	Highway Commissioner	Streamwood Park District	



- I. Call to Order/Roll Call
Supervisor McGuire called the meeting to order at 8:35 a.m. and introduced those present including Trustees Benoit, Burke, Caramelli, and Clerk Dolan Baumer and Highway Commissioner P. Craig Ochoa. Others present included eleven residents and staff.
- II. Town Hall
Supervisor McGuire thanked the residents for coming to the Workshop “Breakfast with the Board” today and reiterated the purpose, which is to have an open dialogue and exchange ideas from the residents. He welcomed everyone and introduced the Board. Clerk Dolan Baumer reminded everyone that next Tuesday, Election Day, would be very busy here at the Senior Center with two polling places and a receiving station. A resident asked when the triennial reassessment would occur, to which Mr. McGuire responded that it would occur in 2015.
- III. New Business: None.
- IV. Executive Session: No motion was made to go into Executive Session.
- V. Other Business: No other business was discussed.
- VI. Adjournment: There being no further business to come before this Board, Supervisor McGuire adjourned the formal workshop at 8:40 a.m. He invited the residents to have breakfast.

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



2015 Board of Trustees Meeting Dates

Pursuant to 5 ILCS 120/2.0 and 2.03, the Hanover Township Board of Trustees meet on the first and third Tuesday, except as noted, of each month at 7:00 p.m. The Board Meetings will generally be held at 240 S. Route 59, Bartlett, Illinois 60103. (Board Approved _____)

Tuesday, January 6
Tuesday, January 20
Tuesday, February 3
Tuesday, February 17
Tuesday, March 3
Tuesday, March 17
Tuesday Tuesday, April 14 – Annual Town Meeting (60 ILCS 1/30-5)
Tuesday, April 21
Tuesday, May 5
Tuesday, May 19
Tuesday, June 2
Tuesday, June 16
Tuesday, July 7
Tuesday, July 21
Tuesday, August 4
Tuesday, August 18
Tuesday, September 1
Tuesday, September 15
Tuesday, October 6
Tuesday, October 20
Tuesday, November 3
Tuesday, November 17
Tuesday, December 1
Tuesday, December 15

2015 Scheduled Workshop Dates

Pursuant to 5 ILCS 120/2.0 and 2.03, the Hanover Township Board of Trustees meet quarterly for Workshops on Saturday, as noted, at 8:30 a.m. The Board Meetings will be held at the Hanover Township Senior Center, Veterans Hall, 240 S. Route 59, Bartlett, Illinois 60103. (Board Approved _____)

Saturday, March 7
Saturday, June 6
Saturday, September 5
Saturday, December 5



2015 Holiday Closing Dates

(Board Approved _____)

Thursday, January 1, 2015 (New Year's Day)

Monday, January 19 (Martin Luther King Birthday Observed)

Monday, February 16 (Presidents Day)

Monday, May 27 (Memorial Day)

Friday, July 3 (Independence Day Observed for Saturday, July 4)

Monday, September 7 (Labor Day)

Monday, November 11 (Veterans Day)

Thursday, November 26 (Thanksgiving)

Friday, November 27 (Day after Thanksgiving)

Thursday, December 24 (Christmas Eve)

Friday, December 25 (Christmas)



**Communications Plan
DRAFT - November 2014**



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I. Introduction

Hanover Township has an overriding interest and expectation in determining and controlling the Township’s message as distributed in the various communication outlets at its disposal. These include the Township’s website (www.hanover-township.org), the Township newsletters (Hanover Happenings, Club 59, e-newsletter), social media tools (Facebook, Twitter, YouTube and Township smart phone app), and the distribution of press releases. The Township strives to ensure that certain standards are met when disseminating information through these communication mediums.

Internally, the Township utilizes *Hanover Horizons*, the once a month employee e-newsletter and the *HT Weekly*, a weekly e-news bulletin, to communicate internal and external news that is relevant to Township personnel.

II. Purpose

To ensure that the Township optimizes its use of each communication medium available to communicate effectively with both internal and external audiences.

III. Communications Team

The Township Administrator, Director of Community Relations and Communications Assistant serve as the Township’s Communications Team. In addition, all Township officials, appointed board and committee members, Township Management Team, Township employees, Township auxiliary staff, and volunteers serve as communications ambassadors for the Township.

IV. Communications Ambassadors

A communications ambassador is defined as anyone who represents the Township in the capacity of an elected official, appointed board and committee member, staff, auxiliary staff or volunteer and interacts with residents and the general public in the explanation or promotion of Township programs, events, and services.

V. Plan Principles and Goals

Principles

- The plan supports and reinforces the Township’s practice of providing thorough, excellent communications to all audiences and residents.
- The intent of the plan is to be proactive rather than reactive.

- The plan continues the Township’s practice of communicating timely, accurate and useful information which is essential to ongoing communications excellence.
- It is important to distinguish between public information and marketing:
 - Public Information – necessary information about programs and services.
 - Marketing – good news, positive emphasis on community programs and services in an effort to enhance the Township’s image, reputation, and desirability as an excellent location in which to live, work or establish a business.

Goals

With this plan, the Township strives to accomplish the following as allowed by human and fiscal resources:

- Strengthen outgoing communication to Township residents, businesses, and community organizations;
- Further utilize Township employees and board/committee members as ambassadors for Township information;
- Increase opportunities for incoming communication from Township residents and businesses;
- Maintain and increase Township’s visibility as a quality community in which to live, work and locate a business;
- Continue to cultivate strong relationships with the media.

VI. Spokespersons

The Director of Community Relations serves as the primary spokesperson and Public Information Officer for Hanover Township and conveys the official Township position on routine media inquiries, issues of Township wide significance, and situations that are sensitive or controversial in nature.

When a director or designee participates in a media interview or inquiry, they shall inform the Director of Community Relations via e-mail, prior to the interview or reply, for purposes of tracking topics and information in order to maintain consistency in responses. Inquiries of a controversial nature that has a Township wide impact should be directed to the Director of Community Relations for comment.

Depending on the situation, the Township Administrator may designate an additional Township leader to serve as the spokesperson. In such a situation, initial media calls will originate in Community Relations. A single initial media contact ensures uniformity and consistency in coordinating a focused and targeted Township message. Several uncoordinated responses increase the risk of contradictory information being

disseminated, which will leave the public confused and potentially mistrusting of the Township.

VII. Media Interviews

Elected Officials and Township staff are asked to notify the Director of Community Relations when they conduct an interview with the media, preferably before the interaction. Depending on the topic, information given to the media should be conveyed by the Township representative who is most qualified to speak on the topic. If the information should more appropriately come from a more qualified source, employees should refer the media representative to the Director of Community Relations. Department Heads may designate spokespersons within their departments to communicate with the media, so long as the individual had been trained by the Director of Community Relations and approved by the Township Administrator.

Elected Officials and Township staff are encouraged to determine the nature of the interview and find out what questions might be asked in advance of the interview in order to properly prepare. It is helpful to review potential questions, develop key messages or talking point, and practice responses. If uncertain, Elected Officials or employees should call the Director of Community Relations for advice and direction.

During the actual interview, Township representatives should follow these guidelines:

- Information given to the media should be accurate and never speculative in nature.
- Content should provide timely information of general interest to the public and reflect the Township's programs, services, initiative or areas of responsibility.
- All requests for public records should be made through the Township Clerk's Office which processes FOIA requests.
- Each question should be answered directly. If the employee does not know the answer, the employee should respond with "*I will need to gather the correct information and get back to you,*" and then follow through by finding out the answer promptly after the interview is over. Never speculate on what the answer might be – always be factual.
- Elected Officials and Township staff shall not divulge confidential information on an "off the record" basis.
- Elected Officials and Township staff should speak from the perspective of what best represents the views of Hanover Township.
- An interview is not a conversation with a reporter, but with the reporter's reader, listeners or viewers.

- If the media representative asks for information which the Elected Official or Township representative is uncomfortable with or unable to release, the employee should direct the reporter to his or her supervisor and/or the Director of Community Relations.
- If the media representative becomes abusive or discourteous, the spokesperson may use discretion in terminating the interview. An appropriate response in such a situation might be “*I’m sorry; I don’t feel I can discuss that at this time.*” A response of “*no comment*” is inappropriate. The Director of Community Relations or Township Administrator should be contacted immediately following an interview of this nature.

Guidelines for communication with the media when the issue is non-controversial and limited to the staff members’ area of expertise:

When fielding a media inquiry, it is not necessary to respond immediately. It is acceptable to gather notes and thoughts and call the reporter back. Be cognizant that the reporter is on a deadline. If necessary, you may obtain in writing via e-mail: the name of the reporter calling, the media organization, the deadline, and the anticipated time of the release of information in print or broadcast and their questions. Additional questions to ask are the content of the story and the other sources the reporter will be utilizing.

Guidelines for dealing with television and radio interviews:

When you receive a request for an on-air interview, please contact Community Relations and provide the reporter’s name and affiliate. The Director of Community Relations or their designee will handle scheduling the interview and will be available for consultation before the interview.

The best approach with the media is to be prompt, helpful, and honest. All contacts from the media should be returned as soon as possible, in deference to reporters’ deadlines. A call should be returned within a half-day or sooner. If that is not possible, an alternate employee (if appropriate) or the Director of Community Relations should be asked to handle the call.

Issues that should not be discussed with reporters are:

- 1) Legal issues, including liability issues, property acquisition and pending litigation
- 2) Personnel issues, including those surrounding existing and former employees
- 3) Questions involving Township integrity, such as ethics, or
- 4) A community-wide situation or emergency

Refer all such inquires to the Director of Community Relations or Township Administrator.

VIII. Community Wide Issues/Emergencies

A community-wide issue/emergency can have a lasting impact on the Township's reputation and public support. How well the Township conveys its message to the public is largely dependent on what the media reports. This is especially true in a community-wide situation or emergency, as the media will be our primary means of communicating with our stakeholders. These situations are generally accompanied by a high level of emotion which can further shape public perception of Hanover Township.

In the event the Township becomes embroiled in a high-profile or sensitive media situation, the Township's first priority is to quickly assess the situation and resolve it through a coordinated, uniform, factual, and timely response to the media. If handled improperly, such an event can lead to long-term damage to the Township's reputation and loss of public confidence.

The goal in such a situation is to allow clear and accurate communication to the media, the public, residents, community partners, and other stakeholders which will instill confidence in and continuity of Township governance. A well-managed crisis can not only preserve the Township's reputation and credibility but can also enhance it.

The first 24 hours are critical to gaining control and managing a situation. Within the first 24 hours, the following steps should have already occurred:

1. Emergency meeting with Township Administrator, Township Supervisor, Director of Community Relations, and other departments involved. This entails a briefing on the situation and gathering and coordination of facts to create a clear, accurate, timely and uniform statement or position on the situation. The meeting will identify key messages and anticipate questions that may be asked by the media.
2. Appoint a single spokesman for the situation. The Township Administrator, the Supervisor or the Director of Community Relations will serve as the spokesman or they may designate another person as the single media contact during the situation.
3. In the event of a long term situation that requires multiple media briefings and responses over an extended period of time, a team of designated public information officers will be assembled and kept up to date on all developments.

General Guidelines In a Community-wide Situation/Emergency

- Immediately respond to press inquiries with whatever information is available. Even in negative situations, it is pertinent to get the Township's message to the media. Let the public know the Township is dealing with the situation. After an initial press briefing, a press conference should be established.
- Gather information as quickly as possible – basic who, what, when, and where. The how and why may be revealed later. Discuss with the Township Attorney and the relevant Township department(s) and officials what information can be released and what information should be withheld.
- Instill confidence and credibility with the public by involving top Township leadership in press briefings. The Supervisor, Township Administrator or other appropriate spokesman will calm and assure the public that the situation is being handled and is under control.
- Inform internal audiences at the same time media is informed. If the sole source of staff information is the press, employee morale can be damaged. Keeping a clear message with internal audiences assures a uniform message is being disseminated and reduces the risk of internal speculation and press leaks. This can be accomplished via e-mail, Hanover Horizons, and special departmental meetings.
- Maintain a calm and gracious presence. Show confidence and be helpful to the media. Offer reassurance to the public; be clear on actions being taken and resources being provided. Openness and responsiveness increases credibility and respect with the media.
- Handle practical details to make an on-site media briefing as smooth as possible; i.e.: parking, chairs, electrical needs, etc.
- Keep a log of reporters that have called and their questions, deadlines, and the Township's response.
- Include Community Relations in strategy and decision making – each decision has a public ramification.
- Update information frequently and regularly. Post press releases, position, and statements on the website and social media.
- Monitor media reports and correct errors and misconceptions immediately.
- After the crisis has been resolved, evaluate the effectiveness of the crisis communication plan and update accordingly.

IX. Media Releases

At least two weeks lead time should be allowed whenever possible for information sent out in advance of an event, public meeting or project. A request for a media release should be sent to the Director of Community Relations. The Director of Community Relations and designated staff will draft and distribute the media release and post to the Township website.

X. Township Website

Recognizing that internet traffic is ever increasing and that more and more, the web is often the first place residents and businesses go for information, the Township's website (www.hanover-township.org) is and will remain the primary communications tool for Hanover Township. No department, division or official entity governed by the Township can establish a site on the Internet that is independent from the Township's primary site (www.hanover-township.org) without expressed written permission of the Township Administrator.

Standards

To provide a high level of quality, consistency, usability, and value to our web communications, the following standards must be followed:

1. Posting Policy

- Content should provide timely information of general interest to the public and reflect the Township's programs, services, initiatives or areas of responsibility. Content will be approved by the Department Head or their designee, prior to posting.
- Content should be a resource to the public on information about the community and provide useful information to residents, community organizations, visitors, and residents.
- Department heads will be responsible for ensuring the accuracy and timeliness of all information posted.
- Inappropriate content includes:
 - That which directly or indirectly endorses any person or organization not directly associated with Hanover Township.
 - Commentary or personal opinions.
 - Photographs, music, video or graphics not having the written permission of the copyright holder or proof of being royalty-free.
 - Content in support of or opposition to political campaigns or ballot measures.

- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Information that may tend to compromise the safety or security of the public or public systems.
- Content that violates a legal ownership interest of any other party.

2. Consistency

To allow viewers to navigate easily through the Township website, web authors must follow the established page layouts, navigation link placement, use of graphics, font styles, etc.

3. Employees granted permission to use this outlet are responsible for complying with applicable federal, state, county and Township municipalities’ laws, ordinances, regulations, and policies. This includes adherence to established laws and policies regarding copyright or plagiarism, records retention, the Illinois Freedom of Information Act, the Illinois Open Meetings Act, the First Amendment of the United States Constitution, and privacy and information security policies and protocols established by the Township.

XI. Social Media

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Hanover Township utilizes social media tools to reach a broader audience.

Hanover Township has an overriding interest and expectation in deciding what is “spoken” on behalf of the Township on social media sites.

No department, division or official entity governed by the Township can establish a social media account online that is independent from the Township’s primary social media accounts without expressed written permission of the Township Administrator.

Standards

To provide a high level of quality, consistency, usability, and value to our social media communications, the following standards must be followed:

1. The Township’s website (www.hanover-township.org) will remain the Township’s primary and predominant internet presence.

- The best, most appropriate uses of social media tools fall generally into two categories:
 - As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 - As marketing/promotional channels, which increase the Township's ability to broadcast its messages to the widest possible audience.
- Content posted to social media sites should contain links directing users back to the Township's official website for in-depth information, forms, documents or online services necessary to conduct business with Hanover Township.
- On any Township social media site, a disclaimer will be placed that indicated that the Township's official website is the Township's primary and predominant internet presence.

2. The Communications Team will post and monitor social media use. Content will be reviewed for appropriateness, quality, consistency with overall Township message and branding, priority, goals, etc.

3. Employees granted permission to use this outlet are responsible for complying with applicable federal, state, county and Township municipalities' laws, ordinances, regulations, and policies. This includes adherence to established laws and policies regarding copyright or plagiarism, records retention, the Illinois Freedom of Information Act, the Illinois Open Meetings Act, the First Amendment of the United States Constitution, and privacy and information security policies and protocols established by the Township.

4. Employees representing the Township via social media outlets must conduct themselves at all times as representatives of Hanover Township.

5. Content posted to social media sites by Township staff shall not include any of the following:

- Content in support of or opposition to political campaigns or ballot measures.
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Conduct or encouragement of illegal activity.
- Information that may tend to compromise the safety or security of the public or public systems.
- Content that violated a legal ownership interest of any other party.

6. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication of useful, factual information regarding public events, and information on department services and programs.

XII. Smart Phone App

The Hanover Township smart phone app is available for download from the Android and Apple app stores. This communication tool allows residents to easily contact Elected Officials and staff while providing up-to-date information on Township events, programs, and services. The app also allows residents to access the Township's social media accounts.

The Director of Community Relations or designee creates and edits content for the smart phone app. Proposed content for the smart phone app is to be emailed to the Director of Community Relations for approval and submission.

XIII. Resident Newsletters (*Hanover Happenings*, *Club 59* and *e-newsletter*):

Purpose and Definition

The name of the Township newsletter is *Hanover Happenings*. The name of the Department of Senior Services newsletter is *Club 59*. The e-newsletter uses the name of the month as the subject line of the email i.e.: Hanover Township September News. The publications shall keep the public informed of recent actions of the Township Board and information from the Township departments and services.

Means and Frequency of Publication

Hanover Happenings is mailed to residents quarterly (four issues per fiscal year).

Club 59 is mailed to subscribed seniors residents bi-monthly (six issues per year).

The e-newsletter is emailed to subscribed email addresses on the first of every month.

Submission Deadlines

Each publication cycle for *Hanover Happenings* covers the month of the issue in which it's distributed and the next two months. Newsletter content must be submitted to the Director of Community Relations or their designee no later than five weeks prior to the publication date.

Editor-in-Chief

The editor-in-chief of the *Hanover Happenings* and the e-newsletter is the Director of Community Relations. All information submitted will be subject to the approval and editing of the Director of Community Relations or their designee.

The editor-in-chief of *Club 59* is the Director of Senior Services.

XIV. Internal Communications

Purpose and Definition

The name of the Township's monthly internal e-newsletter is *Hanover Horizons*. The name of the Township's weekly internal e-bulletin is *HT Weekly*. These communication tools shall keep Township personnel informed of community news, internal announcements of events and programs, as well as communications from the Department of Administrative Services and employee work groups.

Means and Frequency of Publication

Hanover Horizons is e-mailed to all Township personnel with a Hanover Township email address on the first business day of the month.

HT Weekly is e-mailed to all Township personnel with a Hanover Township email address on the first business day of the week.

Submission Deadlines

Content for *Hanover Horizons* must be submitted to the Communications Assistant at least one week prior to publication.

Content for *HT Weekly* must be submitted to the Communications Assistant by the Thursday before publication.

Editor-in-Chief

The editor-in-chief of the *Hanover Horizons* and the *HT Weekly* is the Director of Community Relations. All information submitted will be subject to the approval and editing of the Director of Community Relations or their designee.

XV. Flyers/Brochures

Township staff is required to submit drafts of flyers and brochures to the Director of Community Relations or their designee to check accuracy, quality, and Township style.

It is important to ensure the Township brand is consistent in materials distributed to the public.

XVI. Use of Township Logo

The Township logo should not be altered in any way. Wide variances in color lightness or darkness change the Township's brand image, lessening the effect of the Township's entire visual identity program. If the jpeg file of the logo requires resizing, editing should be completed by drawing out or drawing in the corners diagonally, not vertically or horizontally.

The Township logo is available through the shared drive under the *H.T. Logo* folder.

XVII. Use of Township Letterhead

The use of Township letterhead is limited to official Township business only. Township letterhead cannot be used for non-Township business and is not to be provided to non-Township entities. In addition, should any Township Board or Committee require official notice to be sent to residents or any other entity, the staff liaison to that Board or Committee will handle the official communication.

XVIII. Media Contacts

The Director of Community Relations shall maintain a media distribution list which is updated as necessary. The list should include print and on-line journalists. Individual contact names and phone numbers, in addition to addresses and e-mail addresses, should be included on the media contact list when available.

XIX. Citizen Engagement and Outreach

Hanover Township allows for many opportunities to engage residents and community organizations.

Board Meetings and Workshops: Residents have the opportunity to attend Township Board and committee meetings and are allowed to address the board during the public comments section. In addition, residents have the opportunity to attend the Breakfast with the Board workshops on the first Saturday of most months to speak directly with Township elected officials.

Community Festivals: Township departments are encouraged to participate in community events and festivals. If departments are invited by a community organization and able to accept, they are required to notify the Director of Community Relations to coordinate participation. If the department is not able to accept and the invitation is for a prominent event, they are to notify the Director of Community Relations to evaluate other representation.

Resident Inquiry: Township staff that receives inquiries (phone or email) unrelated to their department's function but in regards to Township officials and Township Board policies shall forward the message or direct the inquirer to the Township Administrator. Media inquiries are to be directed to the Director of Community Relations.

Speaking Requests: Hanover Township takes pride in our active efforts in responding to and seeking out opportunities to speak to community organizations and at community events. Township staff that receive requests and inquiries from individuals and community organizations for speaking opportunities are to forward them to the Director of Community Relations to gather information and identify the most appropriate Township representative. The Director of Community Relations will work staff in replying to the organization.

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Hanover Township Communications Team

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