



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board
November 20, 2012
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 – DC2 Ronald J. Falete
 - B. Recognition of Sheriff Tom Dart
 - C. ITASCSC Township of the Year Award
- 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. Workshop Minutes of November 3, 2012
 - B. Regular Meeting Minutes of October 16, 2012
 - C. Executive Session Minutes of October 16, 2012
 - D. Hanover Township Tax Levy Ordinance for the fiscal year beginning April 1, 2012 and ending March 31, 2013
 - E. Hanover Township Single Township Road District Levy Ordinance for the fiscal year beginning April 1, 2012 and ending March 31, 2013
 - F. Consideration of 2013 Township Board Meeting Dates
 - G. Consideration of 2013 Township Holiday Schedule
 - H. Amendment of 2012 Township Holiday Schedule

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.

- I. Approval of IMRF Benefit Leave Protection
 - J. Appointments to the Mental Health Board
 - K. Appointment of Community Health Director
 - L. Financial Policies Ordinance
 - M. Anti-Harassment Policy Ordinance
 - N. Approval of Fiscal Year 2012 Audit
 - O. Approval of Legal Agreement
 - P. Approval of PACE TRIP Program Transit Service Agreement
-
- IX. Executive Session
 - X. Other Business
 - XI. Adjournment

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Rec'd
11/18/12

yes
Twp



yes
attending

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

NAME: Ronald Jay Faletta

ADDRESS: 143 N. Berneau Ave

CITY/ZIP CODE: Bartlett 60103

PHONE #: 630-837-5610

DATE OF BIRTH: 2-13-49

BRANCH OF SERVICE: NAVY

HIGHEST RANK ATTAINED: (E5) DCZ (Damage Controlman)

YEARS OF SERVICE: FROM 8-18-67 **TO** 1973

MEDALS AWARDED OR OTHER CITATIONS:
NATIONAL Defense Service Medal

INJURIES: -None-

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

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

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

Thank you,

Brian P. McGuire
Supervisor

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for October, 2012

SERVICE PROVIDED	OCTOBER 2012	OCTOBER 2011	FYTD 2013	FYTD 2012
<i>Human Resources Requests</i>	152	N/C	933	N/C
<i>New Employee Orientations</i>	1	N/C	7	N/C
<i>Technology work orders</i>	32	16	171	192
<i>Resident Contacts</i>	1,957	3,293	12,048	13,689
<i>Percent of Budget Expended</i> (58% of year)	6.3%	4.7%	42.2%	37.2%
<i>Grant application submissions</i>	0	1	6	5

Department Highlights

- The Strategic planning retreat was held on Friday, November 16 at 1pm in the Senior Center Activity Room. Consultants from the Northern Illinois University Division of Public Administration conducted the retreat again this year.
- Implemented 6-month performance evaluations for all full-time staff which were due October 5.
- Attended the Illinois Township Management Academy at NIU Naperville on October 19 & 26. The topics of discussion were: Strategic Planning, Performance Measurement and Evaluation, Facilitating Governing Board Effectiveness, and Recruitment and Retention.
- Conducted first round interviews for the Director of Community Health position during the last week of October. Of the eight candidates interviewed, four moved on to the second round panel interview process which took place on November 14.
- Attended the Astor Avenue Community Center open house on October 29.
- Runzel Reserve update: The Runzel Reserve lowest qualified bidder, Martam Construction, was awarded the contract on June 19. The permit was approved the week of October 29 and construction began on November 5. The goal for work completion before winter is site clearing, soil grading, completing the survey layout, installation of the water supply system, and to begin installation for the park bridges, electrical work, and dry stream bed.
- Environmental Sustainability Workgroup update: In October the ESW met and discussed both long and short term goals. All members of the ESW submitted possible goals and the group as a whole reduced this list down to a possible eight long and four short-term goals. The members will vote on two from each category and make those selections the official goals of the ESW. Thomas Warfield also wrote a short article on reducing junk mail for Hanover Horizons. The group will meet again on November 15 to officially adopt goals and begin working on objectives.

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OFFICE OF THE ASSESSOR

Report for October, 2012

SERVICE PROVIDED	OCTOBER 2012	OCTOBER 2011	FYTD 2013	FYTD 2012
<i>Administration</i>				
Office visits	345	1318	1826	5523
Building permits processed	348	111	2797	3703
Sales recording	146	55	782	1124
Change of Name*	17	31	60	633
Property tax appeals	288	490	395	1208
Certificate of Errors	53	300	457	984
Property location updates	1	328	8	357
New owner mailings	100	-	482	934
Long time occupants*	1	24	18	153
<i>Exemptions</i>				
Home owner exemptions	-	-	13	138
Senior home owner exemptions	-	-	120	564
Senior freeze exemptions*	3	42	213	923
Miscellaneous exemptions	16	40	87	318
<i>Foreclosures</i>	76	23	327	463

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. – October had a total of 11 Visitors after 4:30pm.
- For Thursday's at the Community Relations Office - October we had a total of 8 visitors.
- We filed a total of 335 Appeals for the 2012 Assessment year

Office of the Assessor Mission Statement:

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

OFFICE OF THE CLERK



Report for October, 2012

SERVICE PROVIDED	OCTOBER 2012	OCTOBER 2011	FYTD 2013	FYTD 2012
<i>Passports</i>	124	128	1,116	1,002
Photo Fees	\$450	\$375	\$4,055	\$2,875
Total Passport Fees & Photo Fees	\$2,830	\$3,030	\$32,447	\$25,905
<i>Cook County Vehicle Stickers</i>	8	3	200	188
<i>Fishing/Hunting Licenses</i>	4	8	121	127
Fishing/Hunting Agent Fees	\$2	\$4	\$46.75	\$90.75
<i>Handicap Placards</i>	14	21	130	184
<i>Voter Registration</i>	76	11	372	23
<i>FOIA Request</i>	3	3	9	19
<i>Telephone Inquiries</i>	82	128	660	1,589
<i>Election Judge Requests</i>	11	-	11	-
<i>Early Voting Applications Distributed</i>	87	-	112	-

Department Highlights

Community Outreach:

The Clerk and Mrs. Duval represented the Township at Streamwood Pumpkinfest at Hoosier Grove, attended the Ribbon Cutting Ceremony at Hanover Township Community Center on Astor Avenue and participated in Safely Trick-or-Treat at the Streamwood Park District, Hoosier Grove, Streamwood.

Clerk Duties:

The Clerk and Mrs. Duval attended the Public Health & Safety Meeting in October to administer the oath of office to two new committee members.

FOIA Request:

- FOIA request from Examiner Publications in Bartlett for information on Kopon Airdo, LLC and Hanover Township. We responded in the appropriate amount of time.
- FOIA request was received from Ms Carolyn T. Lemkow D/B/A Lucky One Tours requesting copies of contracts between Starlite Tours and Hanover Township Senior Services. We responded within the appropriate amount of time.
- FOIA request was received from Carpenters Local 1185 requesting payroll for work done on the Hanover Township Senior Center Lower Level Build-Out of 2011. We responded in the appropriate amount of time.

Professional Development:

The Clerk and Mrs. Duval attended the Township Officials of Cook County Clerks Association meeting hosted by Schaumburg Township.

Voter Registration:

- Absentee Voter Applications were accepted through November 5 at Cook County Clerk's Office.
- Early Voting took place at Streamwood Village Hall.

Records Disposal:

The Clerk met with several department heads regarding Records Disposal and the 2012 certificate has been submitted for approval.

Office of the Clerk Mission Statement:

The Clerk's office is continuously striving to provide fast, courteous service to Township residents, Board members, other departments and citizens through the most modern and cost effective methods available; and to maintain the township records in a systematic, orderly, logically organized and accessible manner.

OFFICE OF THE CLERK



Report for October, 2012

Cook County Motor Vehicle License Sticker Sales:

Sticker sales are ongoing; residents are now charged a late penalty for all existing vehicles. Residents are now receiving reminders to them from Cook County.

Upcoming Events:

- Mini Passport Day in Hanover Township is planned for November 3 from 9 a.m.-2 p.m.; we will provide photos at no charge that day with a donation to the Hanover Township Food Pantry.
- I-Cash Event with Illinois State Treasurer's Office is scheduled for November 15 from 10 a.m.-2 p.m.
- Secretary of State Mobile Facility is scheduled for January 17 from 10 a.m.-2 p.m.

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OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for October, 2012

SERVICE PROVIDED	OCTOBER 2012	OCTOBER 2011	FYTD 2013	FYTD 2012
<i>Website Visits</i>	7,028	5,536	45,155	30,115
<i>Facebook Likes</i>	0	2	579	547
<i>Media Releases</i>	6	4	42	36
<i>Veteran Contacts</i>	7	N/C	56	N/C
<i>Total Veterans served</i>	5	N/C	32	N/C
<i>Total Resident Contacts (Elgin office)</i>	200	N/A	1,185	N/A

Department Highlights

- Participated in site visit of State Senator Carol Pankau to the Astor Avenue Community Center on October 1 with the Welfare Services Director.
- CVA staff attended the Senior Center accreditation event on October 2 and coordinated the program of the event with Senior Services staff.
- Attended Izaak Walton League Executive Committee meeting with Supervisor McGuire on October 15.
- Attended the Illinois Township Management Academy on October 19 and 26.
- Attended the Woodland Meadows East Homeowners meeting on October 27 with Supervisor McGuire.
- CVA staff attended and coordinated program with Welfare Services staff for Astor Avenue Community Center Open House and Ribbon Cutting.
- Hanover Happenings compiled and delivered late October, early November.

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DEPARTMENT OF EMERGENCY SERVICES

Report for October, 2012

SERVICE PROVIDED	OCTOBER 2012	OCTOBER 2011	FYTD 2013	FYTD 2012
<i>Volunteers</i>				
Total volunteers	31	33	31	33
New volunteers	2	0	10	15
Volunteer hours	159	100.25	1964.5	1367
<i>Training</i>				
Total hours	123.5	91	876.5	674.5
<i>Details</i>				
Township events	2	2	17	16
Municipal Event Assistance	2	2	28	18
Emergency call outs	7	5	35	31
Safety Patrols	1	4	12	23
Miscellaneous	0	2	3	14

Department Highlights:

- There were three separate emergency calls for assistance that demonstrate that the Department of Emergency Services is now a regular partner with local municipal authorities. Bartlett Police called us twice to assist at accident scenes. Streamwood called us to assist with a gas leak event.
- We continued our traffic assistance at Streamwood High School football games. We are being relied on substantially more as they have cut back on personnel at these events.
- Cook County DHS responded to our Emergency Operations Plan submission and asked that we complete some specific training and resubmit paperwork that would allow for consideration of an event we handled (2011 blizzard) for compliance with conducting and exercise.
- During an event at the Astor Avenue facility, a corporal was approached by a young girl requesting assistance. She had seen someone in her house that she didn't recognize and felt comfortable approaching our uniformed staff. Hanover Park Police were called, responded and handled the incident. It turned out that the guests had been invited, but the girl did not know that her uncle was at the house and had invited the others in. Staff handled the situation admirably.

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for October, 2012

SERVICE PROVIDED	OCTOBER 2012	OCTOBER 2011	FYTD 2013	FYTD 2012
<i>Administration</i>				
Vehicle service calls	48	16	283	167
Work orders	61	67	518	528
Event set-ups/tear downs	164	125	1,118	1,178
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	3,166	2,250	24,866	29,920
Town Hall	7,200	9,180	63,960	108,240
Senior Center	39,329	42,800	303,652	353,259
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	96.14	89.97	606.67	719.35
Town Hall	239.84	214.12	823.18	1440.60
Senior Center	1,347.72	1,435.78	10,637.86	11,005.75

Department Highlights

- Started construction on Runzel Reserve with a completion date of May 15th 2013
- Started painting project in the YFS department.
- Working on electrical project to supply all busses with power.

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HIGHWAY DEPARTMENT

Report for October, 2012

SERVICE PROVIDED	OCTOBER 2012	OCTOBER 2011	FYTD 2012	FYTD 2013
<i>Winter Season</i>				
Snow (inches)				
Salt (tons)				
Overtime hours				
<i>Fall Season</i>				
Branch pick-up (truckloads)	6	12	87	56

Department Highlights

- Continue monthly brush pick up service
- Continue grass cutting and tree trimming
- Completed Bridlewood sidewalk repairs

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, 2012

SERVICE PROVIDED	SEPTEMBER 2012	SEPTEMBER 2011	FYTD 2013	FYTD 2012
<i>Grant Funding</i>				
Ongoing clients	443	311	443	311
New clients	106	63	2247	2411
Prevention Programming Presentations	4	36	117	131
Number in audience	87	1130	3055	5881
<i>TIDE</i>				
Participants	7	9	8	12
Rides	123	126	647	706
<i>Resource Center</i>				
Organizations providing services	5	7	5	7
Clients served	28	14	345	413

Department Highlights

- The Mental Health Board met on October 23 for their regularly scheduled meeting. They voted to approve the following requests
 - Capital grant request for Boys and Girls Club of Elgin in the amount of \$10,000 towards the purchase of 27-passenger bus to allow of pick-ups at additional schools for after school programming
 - Ecker Center for Mental Health capital grant request for \$13,750 replacement carpet and installation of vinyl flooring.
 - Larkin Center capital grant request for \$3796.50 to replace the garage door and flooring at the Shady Oaks Group Home that resides within the Township
 - Staff development request for \$720 to Greater Elgin Family Care Center to attend the National Association of Community Health Center's Financial, Operations Management and Information Technology Conference
- The MHB had their FY14 grant hearings. Seven agencies presented their FY14 applications and discussed need for significant increases in funding for the next grant year
- Worked with Boys and Girls Club during transition of staffing to ensure capital and FY13 applications were submitted as well as reviewing monthly reporting procedures. The Executive Director resigned and they recently hired a new Development Director
- Worked with Renz Center on resubmitting FY14 grant application to better address prevention programming needs in the community
- Ongoing discussions with agency providers about waiting times adult therapy programs. Feedback from HT staff and residents is that adult therapy is a major need however can often take several months for clients to be seen regularly
- Focus group meetings were completed. Health Systems Research Group conducted six focus groups (agency leaders, MHB, community leaders, and participants in programming for developmentally disabled, substance abuse, and mental health). The report will be presented at the MHB December 11 meeting
- Monitoring agreement with Tyco/ADT was finalized and system installed at Community Resource Center

Mental Health Board Mission Statement:

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

OFFICE OF COMMUNITY HEALTH

Report for October, 2012

SERVICE PROVIDED	OCTOBER 2012	OCTOBER 2011	FYTD 2013	FYTD 2012
<i>Appointments</i>				
ProTimes	31	30	196	176
TB skin test	10	10	75	76
Cholesterol	13	24	139	112
Pharmaceutical Assistance Programs	4	13	42	118
Miscellaneous labs	22	50	90	111
Other	87	109	335	496
Total (unduplicated)	162	236	793	1092
<i>Clinic Clients</i>				
Victory Centre of Bartlett	16	22	94	108
Glendale Terrace	3	2	56	96
Community Relations Office -Elgin	20	N/C	72	N/C
Clare Oaks (Diabetes Support Group)	9	4	32	33
Astor Avenue	30	15	141	94
Total (unduplicated)	78	43	403	250
<i>Public Education & Health Promotion</i>				
Media coverage	0	9	26	36
Informational seminars	4	3	14	28
<i>Primary Care Provider Support</i>	20	85	114	288
<i>Phone Triage</i>	781	825	4671	5335
<i>Embracelet Program</i>	11	46	52	138

Department Highlights

- Starting the week of October 17 the the Office of Community Health is now staffed with an administrative assistant and 2 full-time RNs on Fridays.
- On October 1 Stacy Arriola provided a community Heartsaver-AED CPR training class
- Flu immunization clinics by Kid Care Medical were held at the Senior Center, Astor Avenue Community Center, and Community Relations Office.
- On October 20 through the Colonoscopy Initiative Program there were 22 Colonoscopy Prescreenings done by Advanced Gastroenterology, and 17 individuals will go on to have colonoscopies completed on November 10.
- On October 2 Stacy Arriola attended the Parent Empowerment and Community Engagement leadership training in Elgin to engage with other community leaders to empower families, parents, and caregivers to meet the needs of young children.
- On October 3 Jenny Poliwka presented information at the Latino Outreach Talk at the Senior Center on our programs and services. Throughout the month of October, OCH participated at the Streamwood Fire Dept Open House, Bartlett Fire Protection District Open House, and the Hanover Park Fire Dept Open House.
- On October 22 Stacy Arriola and Jenny Poliwka assisted with the Kidney Mobile with Centro de Informacion at Ontarioville Elementary School in Hanover Park.
- On October 23 Stacy Arriola attended the Bartlett Fire Meeting with Chief Falese and his staff to update on programs and services available at OCH.

Office of Community Health Mission Statement:

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

DEPARTMENT OF SENIOR SERVICES

Report for October, 2012

SERVICE PROVIDED	OCTOBER 2012	OCTOBER 2011	FYTD 2013	FYTD 2012
<i>Programming Division</i>				
Planned programs	199	130	1172	822
Participants	1758	1482	12706	13647
Participants (unduplicated)	1108	NA	2000	NA
Wait listed (unduplicated)	82	86	483	661
Art & Computer classes	42	51	307	347
Art & Computer class participants	363	431	2826	3131
New volunteers	2	2	61	43
Total volunteers (unduplicated)	117	110	367	350
Volunteer hours reported	1603	1814	11235	11279
Meals delivered by volunteers	1008	1121	6901	7793
<i>Social Services Division</i>				
Clients served (unduplicated)	99	170	894	1155
Energy Assistance	126	79	441	249
Prescription drugs & health insurance assistance	164	163	977	NA
Public Aid	19	24	118	145
Social Service programs	9	11	61	70
Social Service program participants	92	143	620	893
Lending Closet transactions	41	78	371	434
<i>Transportation Division</i>				
One way rides given	1893	1411	12606	10846
Individuals served (unduplicated)	215	221	757	1458
New riders	24	24	131	113
Unmet requests for rides	15	14	181	96

Department Highlights

- TRIPS: Northlight Theatre, Lunch Bunch: John & Tony's, Sanfillipo Estate Tour, Horseshoe Casino, Murder Mystery Luncheon. At the Center: Russian and Spanish Classes, Bachata Dance class, Car Maintenance Seminar, Whole Foods Cooking Class, Tuesday Evening Mixer, Pooch Party, Those Were the Days Radio performance, Texas Holdem, Book Club & Movie, Supper Club, Halloween Party, Ceramics, Glow in the Dark Ghosts, Memoir Writing classes, Chair Massage, Traveling the Brain, MS Word, Picasa, Facebook computer basics classes.
- Elgin: Recycled Book Sculpture, Beginning Meditation
- Social Services Specialists attended the Make Medicare Works Coalition meeting on October 22.
- Social Services Specialist organized and facilitated "Medicare Part C and D Open Enrollment Computer Class" on October 24.
- Amy Seul and Jennifer Busche' completed "Take Charge of Your Health" facilitator refresher training on October 30. Amy and Jennifer are planning a six-week educational course for spring.
- Intake Specialist Kristin Vana completed SHIP training and passed her exam. She is currently meeting with clients for Part D Open Enrollment and other health insurance issues.
- Social Services Manager Megan Conway and Kristin Vana met with Welfare Services to learn about various programs and services available on October 8.
- Four staff members attended the NIU Township Management Academy on October 19 and 26.

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, 2012

SERVICE PROVIDED	OCTOBER 2012	OCTOBER 2011	FYTD 2013	FYTD 2012
<i>General Assistance</i>				
General Assistance clients	22	17	144	110
General Assistance appointments	57	42	363	304
Emergency Assistance appointments	44	13	227	116
Emergency Assistance approved	5	5	34	40
Crisis intake clients	369	N/C	1711	234
Access to Care	7	Closed	57	12
<i>LIHEAP Applications/PIPP Recertifications</i>				
Office	99	95	473	210
Circuit Breaker	0	0	2	9
<i>Social Services</i>				
ComEd Hardships	11	Closed	78	11
Weatherization	Closed	5	3	26
<i>Food Pantry</i>				
Served (Households)	870	706	5767	5233
New applications	167	120	806	695
Food Donations	49	52	387	374
<i>Community Center Walk-Ins</i>	489	382	2740	2637

Department Highlights:

- Astor Avenue had a strong community presence at its Open House on Monday, October 29th.
- Astor Avenue held its 3rd Annual Halloween Party with more than 100 people in attendance. Thank you to Emergency Services for their support.
- On October 15th in cooperation with the Office of Community Health a Kid Care Flu Clinic was hosted at Astor Avenue.
- The Northern Illinois Food Bank did an unscheduled site audit for the After School Snack Program and found no violations.
- Through our new relationship with Jewel Food Stores and the Northern Illinois Food Bank 436 boxes of food/12925 pounds of food were donated at no charge to our food pantry in October.
- 488 Christmas Applications have been accepted for a total of 1321 Children. The Holiday Program is now closed and will re-open on December 10th and remain open through December 21st. We have boxes at 25 drop off locations and have begun collecting donations for the toy drive.
- Astor Avenue is experience a strong increase in the number of calls. More than 1400 calls were received in the month of September.
- Director of Welfare Services attended two management seminars at Northern Illinois University.
- CEDA continues to offer Emergency Relief services at Astor Avenue the first and third Thursday of each month and employment counseling the first Thursday of every month.
- Thank you to those who attended Oktoberfest. An estimated 100 people were in attendance. Proceeds will benefit the food pantry.
- To meet the growing needs of the community and the increase in the number of residents in need Auxiliary Staff booked 673 hours in October an increase from 590 in September.
- We look forward to our meal box giveaway on November 20th beginning at 8am in the Administration Parking Lot.

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, 2012

SERVICE PROVIDED	OCTOBER 2012	OCTOBER 2011	FYTD 2013	FYTD 2012
<i>Outreach & Prevention</i>				
Open Gym participants	1662	829	5957	4743
Open Gym participants (unduplicated)	538	310	962	1121
Alternative to Suspension referrals	9	5	65	171
Alternative to Suspension participants (unduplicated)	47	30	92	44
<i>Clinical</i>				
Therapy clients (total attended)	357	259	2464	1526
Therapy clients (unduplicated)	137	99	426	223
Total families	63	60	432	380
New families	8	5	40	40
Clinical hours	292	239	1616	1444
Group session participants	766	220	2732	1029
<i>Tutoring Participants</i>				
Total	135	118	690	490
Unduplicated	64	66	156	150

Department Highlights:

- Susan Alborell and Deanna Aister presented at the National PBIS Leadership Conference on October 12, 2012, in Rosemont, IL, on community partnerships and PBIS.
- Laura Zambello, MSW intern, is leading PBIS group work at Elgin High School.
- Youth and Family Services has submitted a \$20,000.00 grant application to the Max and Victoria Dreyfus Foundation. If awarded, a twenty five hour Assistant Coordinator position would be created to coordinate staff and programming at five Open Gym sites.
- Interviews are being conducted to secure a full time Clinical Interventionist, which is funded by the Hanover Township Mental Health Board.
- Susan Alborell and Alejandra Chacon conducted Parent University workshops on Saturday, October 20, 2012 at Elgin High School. The workshops were on understanding adolescent development and were offered in both English and Spanish.
- Invitations have been mailed for the 2012 New Leaders in Education Reception to be held on Tuesday, December 4, 2012, 5:00PM-7:00PM.
- Preparation for AITCOY's participation at this year's Township Officials of Illinois Annual Conference is underway. AITCOY will be presenting two workshops: 1. Understanding the dynamics of bullying and its impact on the community 2. Challenging times and the impact on youth and families.
- Completed a SWOT Analysis for the Hanover Township Strategic Planning Retreat to be held on Friday, November 16, 2012.
- Secured \$3,500.00 in 21st Century Community Learning Center Grant money to provide outpatient family therapy at Laurel Hill Elementary School during the school year. Families to be seen include those who do not have transportation and are at high risk for school failure.

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 10/17/12 to 11/20/12

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	128,694.49	1,651.80	130,346.29
Total Senior Center	28,769.15		28,769.15
Total Welfare Services	20,343.49		20,343.49
Total Road and Bridge	215,807.03		215,807.03
Total Mental Health Board	26,340.51	26,906.17	53,246.68
Total Retirement	0.00		
Total Vehicle	2,977.09		2,977.09
Total Capital	1,224.89		1,224.89
Total All Funds	<u>424,156.65</u>	<u>28,557.97</u>	<u>452,714.62</u>

The above "Subtotal" column has been approved
 for payment this 20th day of November 2012.

The above "Total" column has been approved
 for payment this 20th day of November 2012.

 Supervisor

 Town Clerk

 Supervisor

 Town Clerk

 Trustee

 Trustee

 Trustee

 Trustee

 Trustee

 Trustee

 Trustee

 Trustee

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Accrual Basis

Hanover Township
Board Audit Report
 October 17 through November 20, 2012

Type	Date	Num	Name	Memo	Amount
10L - Town Liabilities					
1012200 - Vehicle Stickers					
Check	10/30/2012	96325	Cook County Dept of Revenue	Vehicle Stickers	10.00
Check	10/30/2012	96325	Cook County Dept of Revenue	Vehicle Stickers	80.00
Check	10/30/2012	96325	Cook County Dept of Revenue	Vehicle Stickers	160.00
Total 1012200 - Vehicle Stickers					250.00
Total 10L - Town Liabilities					250.00
1103 - Senior Center - Revenue					
1103500 - Senior Programs					
Check	10/19/2012	96306	Georgene Fiorillo	Sanfillipo Refund	62.00
Check	10/19/2012	96311	Bonnie Miller	Sanfillipo Refund	62.00
Check	10/19/2012	96317	Charmaine Schallmo	Halloween Party Refund	28.00
Check	10/30/2012	96371	Joyce Stark	Halloween Party Refund	28.00
Check	11/2/2012	96501	John Kloos	Halloween Party Refund	28.00
Check	11/2/2012	96503	Bonnie Miller	Halloween Party Refund	28.00
Check	11/16/2012	96722	Mary Prosser	Northlite Theatre Refund	40.00
Total 1103500 - Senior Programs					276.00
1103509 - Lending Closet					
Check	10/30/2012	96358	Charles Misicka	Lending Closet Refund	35.00
Check	11/16/2012	96718	Debra Mortimer	Lending Closet Refund	40.00
Check	11/16/2012	96725	Joan Stowell	Lending Closet Refund	35.00
Check	11/16/2012	96730	Doris Tippie	Lending Closet Refund	45.00
Total 1103509 - Lending Closet					155.00
Total 1103 - Senior Center - Revenue					431.00
1014 - Town Fund - Expenditures					
101CAP - Capital Expenditures					
1014410 - Equipment Purchases					
Check	10/30/2012	96379	Wells Fargo Financial Leasing 002	Acct# 001-0113861-002 Copy Machine Lease	328.00
Total 1014410 - Equipment Purchases					328.00
1014430 - Computer Equipment & Software					
Check	10/19/2012	96290	Current Technologies Corporation	Inv# 709182 Network Labor	1,662.50
Check	10/19/2012	96301	Dell Marketing L.P.	Inv# xfxkfdt9 Computer	466.29
Check	11/2/2012	96495	Current Technologies Corporation	Inv# 3229 Exchange Server/License/Processor	3,000.00
Check	11/6/2012	CC O...	JP Morgan Chase	Server Backup Monthly Subscription	150.00
Check	11/9/2012	96539	Current Technologies Corporation	Inv# 709245 Network Labor	2,755.00
Total 1014430 - Computer Equipment & Software					8,033.79
Total 101CAP - Capital Expenditures					8,361.79
101CHN - Community Health					
1014452 - Office Supplies					
Check	11/9/2012	96567	Staples	Inv# 3178917715 Hanging Folders/Copy Paper	101.35
Check	11/9/2012	96567	Staples	Inv# 3171023696 Folders/Portfolios/Rubber Bands	78.28
Check	11/9/2012	96567	Staples	Inv# 3183655684 Ink/Receipt Book	117.26
Check	11/9/2012	96567	Staples	Inv# 3184022408 Envelopes/Sign Holder/Stamp/Copy Paper	94.83

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Accrual Basis

Hanover Township Board Audit Report October 17 through November 20, 2012

Type	Date	Num	Name	Memo	Amount
Check	11/9/2012	96567	Staples	Inv# 3184022409 Sign Holder	51.18
Total 1014452 · Office Supplies					442.90
1014453 - Printing					
Check	10/30/2012	96338	A1 Trophies & Awards, Inc	Inv# 13003 New Logo Employee Name Badges (3)	15.00
Total 1014453 · Printing					15.00
1014454 - Travel					
Check	10/30/2012	96329	Poliwka, Jennifer M	Mileage Reimbursement	31.14
Total 1014454 · Travel					31.14
1014455 - Dues, Subs & Publications					
Check	10/30/2012	96339	American Diabetes Association	Member Dues	12.00
Total 1014455 · Dues, Subs & Publications					12.00
1014456 - Community Affairs					
Check	10/30/2012	96352	Interact Business Products, LLC	Inv# 76948 Copy Charges	66.61
Check	10/30/2012	96365	PSS-Chicago	Inv# 83681693 Health and Wellness Expo Supplies	41.40
Check	11/13/2012	96573	Poliwka, Jennifer M	PSA Screening Day Supplies/Lunch	141.94
Total 1014456 · Community Affairs					249.95
1014457 - Equipment Maintenance & Rental					
Check	10/19/2012	96300	Cooler Smart USA LLC	Inv# 12101744 Water Machine Lower Level	66.50
Total 1014457 · Equipment Maintenance & Rental					66.50
1014459 - Professional Services					
Check	10/19/2012	96278	Alexian Brothers Health System	Patient# G.9319 Lab Work	60.80
Total 1014459 · Professional Services					60.80
1014462 - License/Professional Insurance					
Check	10/30/2012	96326	Arriola, Stacy A	Professional Liability Insurance	133.00
Total 1014462 · License/Professional Insurance					133.00
1014465 - Medical Supplies					
Check	11/2/2012	96509	PSS-Chicago	Inv# 83788940 Medical Supplies/Screening Test Supplies	486.59
Check	11/2/2012	96509	PSS-Chicago	Inv# 83612377 Gloves/Bandages	272.69
Check	11/9/2012	96556	PSS-Chicago	Inv# 84087975 Bandages/Aspirin/Antacids/Syringes	254.95
Check	11/9/2012	96556	PSS-Chicago	Inv# 84178544 Supplies	21.50
Check	11/9/2012	96556	PSS-Chicago	Inv# 83905485 Supplies	9.43
Total 1014465 · Medical Supplies					1,045.16
1014466 - Communications					
Check	10/19/2012	96314	Sprint	Acct# 897162515 Monthly Charges October	59.31
Check	11/16/2012	96726	Sprint	Acct# 897162515 Monthly Charges November	59.31
Total 1014466 · Communications					118.62
1014467 - Crisis Care					
Check	11/6/2012	CC O...	JP Morgan Chase	Crisis Care	701.00
Total 1014467 · Crisis Care					701.00

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Accrual Basis

Hanover Township
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Type	Date	Num	Name	Memo	Amount
Total 101CHN - Community Health					2,876.07
101COM - Community Center Ops					
1014361 - Utilities					
Check	10/19/2012	96312	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges October	58.25
Check	10/30/2012	96359	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges October	44.92
Check	11/9/2012	96553	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges November	58.43
Check	11/9/2012	96554	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges November	145.02
Check	11/9/2012	96564	Village of Hanover Park	Acct# 22510-39440 Water/Sewer	103.80
Check	11/13/2012	96579	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges	281.21
Total 1014361 - Utilities					691.63
Total 101COM - Community Center Ops					691.63
101CVA - Community & Veteran Affairs					
101CMA - Community Relations					
1014608 - Salaries					
Check	10/19/2012	96307	Job Giraffe	Inv# 00192772 Part Time Office Temp Help	104.72
Total 1014608 - Salaries					104.72
1014611 - Education & Training					
Check	11/6/2012	CC O...	JP Morgan Chase	Township Management Academy - T. Kuttenberg	255.00
Check	11/6/2012	CC O...	JP Morgan Chase	Government and Social Media Seminar - T. Kuttenberg	89.00
Check	11/9/2012	96559	Streamwood Chamber of Commerce	Chamber Annual Meeting/Dinner	35.00
Total 1014611 - Education & Training					379.00
1014617 - Equipment & Furniture					
Check	10/19/2012	96301	Dell Marketing L.P.	Inv# xfxkf6dt9 Computer	233.15
Check	10/30/2012	96337	Ace Coffee Bar	Inv# 101506 Machine Rental	14.98
Total 1014617 - Equipment & Furniture					248.13
1014619 - Office Supplies					
Check	10/19/2012	96284	Allen Awards	Inv# 12952 Name Badges (4)	20.00
Check	10/30/2012	96323	Stade, Silvia	Office Supplies	8.00
Check	10/30/2012	96345	Cartridge World	Inv# 3040 Ink Cartridge (8)	173.92
Check	11/6/2012	CC O...	JP Morgan Chase	Office Supplies	36.11
Check	11/16/2012	96712	A1 Trophies & Awards, Inc	Inv# 13060 Nameplates	30.00
Total 1014619 - Office Supplies					268.03
1014620 - Satellite Office Programs					
Check	10/19/2012	96283	Ace Coffee Bar	Inv# 256184 Coffee Supplies	69.58
Check	10/19/2012	96283	Ace Coffee Bar	Tax Exempt	-1.53
Total 1014620 - Satellite Office Programs					68.05
1014621 - Satellite Office Utilities					
Check	10/19/2012	96294	Com Ed 041	Acct# 7923218041 Elgin CRO Monthly Charges (Split Cost)	53.51
Check	10/30/2012	96364	NICOR (79)	Acct# 79-29-75-3728 8 Monthly Charges	17.31
Total 1014621 - Satellite Office Utilities					70.82
1014622 - Satellite Office Lease					
Check	11/9/2012	96524	Renz Center	CRO Rent December 2012	872.50

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Board Audit Report
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Type	Date	Num	Name	Memo	Amount
Total 1014622 · Satellite Office Lease					872.50
1014623 · Satellite Office Phone & Intrnt					
Check	10/30/2012	96344	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges	43.45
Total 1014623 · Satellite Office Phone & Intrnt					43.45
1014625 · Communications					
Check	10/19/2012	96286	Breese Journal & Publishing Company	Inv# 72465 Fall Hanover Happenings Printing	7,894.86
Check	11/6/2012	96517	Easy Permit Postage	Acct# 8000-9090-0585-2392 Hanover Happenings Postage	8,782.99
Total 1014625 · Communications					16,677.85
Total 101CMA · Community Relations					18,732.55
Total 101CVA · Community & Veteran Affairs					18,732.55
101ES - ES - Expenditures					
1014802 - Equipment					
Check	10/19/2012	96293	Carquest Auto Parts Stores	Hose Clamps	4.00
Check	10/19/2012	96297	Chicago Communications	Inv# 237114 Pager Programming Stand	232.00
Check	10/30/2012	96322	Wildland Warehouse	Deposit on 75 Gallon Fire Suppression Skid	2,000.00
Check	10/30/2012	96346	Comcast (ES)	Acct# 8771 10 083 0226773 Monthly Internet Charges	94.90
Check	11/6/2012	CC O...	JP Morgan Chase	Bottled Water (5 Cases)	27.41
Check	11/6/2012	CC O...	JP Morgan Chase	Postage	0.59
Check	11/6/2012	CC O...	JP Morgan Chase	Search and Rescue Certification Framing	222.90
Check	11/6/2012	CC O...	JP Morgan Chase	Spare Tire	125.00
Check	11/9/2012	96530	Mick Rogala	UTV Set Up / Traffic Control Supplies	599.51
Check	11/9/2012	96567	Staples	Inv# 3182829639 Station 1 Printer	89.95
Check	11/16/2012	96715	Carquest Auto Parts Stores	Fuel Filters/Wiper Blades	37.78
Check	11/16/2012	96716	The Conrady Company	Inv# 4805-1 12 Volt Battery	80.50
Total 1014802 · Equipment					3,514.54
1014803 - Uniforms					
Check	10/30/2012	96363	Ray O'herron Co., Inc.	Inv# 61351 Uniform Jacket	135.95
Check	11/9/2012	96552	Ray O'herron Co., Inc.	Inv# 61818 Patches (300)	300.00
Check	11/16/2012	96712	A1 Trophies & Awards, Inc	Inv# 13086 Name Tags	26.25
Total 1014803 · Uniforms					462.20
1014806 - Office Supplies					
Check	10/30/2012	96376	The Home Depot	Batteries	25.96
Check	11/9/2012	96567	Staples	Inv# 3184844403 Calendar Refil	8.79
Check	11/9/2012	96567	Staples	Inv# 3185616622 Ink	28.79
Check	11/9/2012	96567	Staples	Inv# 3185616624 Ink (3)	115.04
Total 1014806 · Office Supplies					178.58
1014807 - Miscellaneous					
Check	10/19/2012	96273	John Brandes	Volunteer Refreshments	25.60
Total 1014807 · Miscellaneous					25.60
1014808 - Education / Training					
Check	10/30/2012	96356	Laner Muchin	Anti-Harrassment Training for Volunteers	1,000.00
Check	11/6/2012	CC O...	JP Morgan Chase	Town Hall Meeting Supplies	13.11

Hanover Township
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Type	Date	Num	Name	Memo	Amount
Check	11/16/2012	96723	REM Management Services, Inc	Emergency Services Training	2,000.00
Total 1014808 · Education / Training					3,013.11
1014809 - Pre-Volunteer Screening					
Check	11/9/2012	96570	Verify (XHANEM)	Inv# 734389 Background Check (3)	48.00
Total 1014809 · Pre-Volunteer Screening					48.00
1014810 - Travel					
Check	11/6/2012	CC O...	JP Morgan Chase	Red Cross Training Transportation	11.50
Total 1014810 · Travel					11.50
1014813 - Vehicle Fuel & Maintenance					
Check	10/19/2012	96289	Bob's Auto Body, Inc	ES Vehicle Repair	1,471.62
Total 1014813 · Vehicle Fuel & Maintenance					1,471.62
1014814 - Communications					
Check	10/19/2012	96314	Sprint	Acct# 897162515 Monthly Charges October	35.25
Check	11/9/2012	96526	Palmer, Daniel D	Cell Phone Reimbursement	100.00
Check	11/16/2012	96726	Sprint	Acct# 897162515 Monthly Charges November	35.25
Total 1014814 · Communications					170.50
Total 101ES · ES - Expenditures					8,895.65
101ISE - Insurance & Employee Benefits					
1014411 - Employee Assistance Program					
Check	11/9/2012	96557	Renz Addiction Counseling Center	Inv# 4206 Employee Assistance Program - Quarterly Fee	362.81
Total 1014411 · Employee Assistance Program					362.81
1014503 - General Insurance					
Check	11/9/2012	96541	CPI Qualified Plan Consultants, Inc.	Inv# 151912 457 Plan Admin Fees	712.50
Total 1014503 · General Insurance					712.50
1014504 - Dental, Vision & Life Insurance					
Check	10/30/2012	96349	Euclid Managers	Cust# 5641581A Dental/Life Ins Premium Deposit	9.67
Check	10/30/2012	96349	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium Balance Due	3,320.97
Check	10/30/2012	96378	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	493.49
Check	11/16/2012	96720	NCPERS	Unit# 5785 Policy Coverage	24.32
Total 1014504 · Dental, Vision & Life Insurance					3,848.45
1014505 - Health Insurance					
Check	10/30/2012	96377	United Healthcare	Cust# 530960 Policy Coverage	35,336.24
Total 1014505 · Health Insurance					35,336.24
1014507 - Flex Plan					
Check	10/19/2012	96319	TASC	Inv#3200148276 Admin Fees	74.80
Check	10/30/2012	96375	TASC	Inv#3200127680 Admin Fees	74.80
Total 1014507 · Flex Plan					149.60
1014513 - Employee Wellness					
Check	11/6/2012	CC O...	JP Morgan Chase	Employee Wellness Supplies	36.34

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Hanover Township Board Audit Report October 17 through November 20, 2012

Type	Date	Num	Name	Memo	Amount
Total 1014513 · Employee Wellness					36.34
Total 101ISE · Insurance & Employee Benefits					40,445.94
101LEA - Legal & Auditing					
1014501 - Auditing					
Check	10/30/2012	96372	Sikich LLP	Inv# 149823 Billing - Audit FY 12	3,500.00
Total 1014501 · Auditing					3,500.00
1014502 - Legal Services					
Check	11/13/2012	96584	Bryan E. Mraz & Associates	Legal Fees October 2012	10,869.50
Total 1014502 · Legal Services					10,869.50
Total 101LEA · Legal & Auditing					14,369.50
101MAIN - Facilities Maintenance					
1014206 - Janitorial Supplies - Senior					
Check	10/19/2012	96288	Bade Paper Products, Inc	Inv# 186403-01 All Purpose Cleaner	66.00
Check	10/19/2012	96288	Bade Paper Products, Inc	Inv# 186403 Toilet Tissue/Can Liners/Towels	169.11
Check	11/2/2012	96494	Bade Paper Products, Inc	Inv# 186592 Toilet Tissue / Household Roll Towels	197.50
Check	11/9/2012	96537	Bade Paper Products, Inc	Inv# 186747 Toilet Tissue / Household Roll Towels	185.73
Total 1014206 · Janitorial Supplies - Senior					618.34
1014208 - Housekeeping Contract					
Check	11/2/2012	96510	Perfect Cleaning Service, Inc.	Inv# 35239 Janitorial Service Ocotber 2012	2,880.00
Total 1014208 · Housekeeping Contract					2,880.00
1014209 - Building Contracts					
Check	11/2/2012	96498	Fox Valley Fire & Safety	Inv# 723583 Fire Extinguisher Service Town	70.05
Check	11/2/2012	96498	Fox Valley Fire & Safety	Inv# 724233 Fire Extinguisher Service/ System Maintenance Senior Center	353.40
Check	11/16/2012	96699	Mid Central Pest Control	Inv# 44096 Pest Control 10.9.12 Astor/Town/SC	145.00
Total 1014209 · Building Contracts					568.45
1014210 - Building Maintenance - Town					
Check	10/19/2012	96310	Menard's	Inv# 05763 Extension Cable	17.76
Check	10/30/2012	96376	The Home Depot	Drill Bits/Cement/Bulbs	25.25
Check	11/2/2012	96514	The Home Depot F&M	Wheel Casters	12.94
Check	11/9/2012	96546	Grainger	Inv# 9964688171 Air Filters (30) / V belts	264.62
Total 1014210 · Building Maintenance - Town					320.57
1014211 - Building Maintenance - Senior					
Check	10/19/2012	96298	Climatetemp Service Group, LLC	Inv# 129556 Actuator Replacement	982.40
Check	10/30/2012	96376	The Home Depot	Batteries / Emergency Exit Light	40.30
Check	11/2/2012	96492	A & P Grease Trappers, Inc	Inv# 132047 Pump Indoor Grease Trap	125.00
Check	11/2/2012	96497	Crescent Electric Supply Co	Inv# 091-305310-00 Light Bulbs	71.94
Check	11/2/2012	96499	GDK Builder Services, Inc	Inv# 16734 Vanity Mirror	45.00
Check	11/2/2012	96514	The Home Depot F&M	Light Fixtures/Bolts/Emergency Exit Sign	125.58
Check	11/6/2012	CC O...	JP Morgan Chase	Senior Planters (7)	80.41
Total 1014211 · Building Maintenance - Senior					1,470.63
1014212 - Building Maintenance - Astor					

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Accrual Basis

Hanover Township
Board Audit Report
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Type	Date	Num	Name	Memo	Amount
Check	10/30/2012	96376	The Home Depot	Shelf Brackets	69.05
Check	11/2/2012	96514	The Home Depot F&M	Paint/Paint Supplies/Super Glue/Drill Bits	205.73
Total 1014212 · Building Maintenance - Astor					274.78
1014213 · Equipment Maintenance - Town					
Check	11/2/2012	96500	Interact Business Products, LLC	Inv# 77026 Copy Charges	103.26
Total 1014213 · Equipment Maintenance - Town					103.26
1014214 · Equipment Maintenance - Senior					
Check	11/2/2012	96513	Steiner Electric Company	Inv# 004046192.001 Generator Monitoring Fee	365.00
Total 1014214 · Equipment Maintenance - Senior					365.00
1014215 · Equipment Maintenance - Astor					
Check	10/19/2012	96305	Fox Valley Fire & Safety	Inv# 720712 Alarm Service	281.50
Check	11/2/2012	96514	The Home Depot F&M	Faux Wood Blinds	118.51
Total 1014215 · Equipment Maintenance - Astor					400.01
1014216 · Equipment Rental					
Check	11/9/2012	96550	Menard's	INv# 06905 Guard Rail Set / Outrigger	239.98
Check	11/9/2012	96569	Taylor Rental	Contract# 02-236673-01 Auger	90.50
Total 1014216 · Equipment Rental					330.48
1014217 · Education & Training					
Check	11/6/2012	CC O...	JP Morgan Chase	Township Management Academy - S. Spejcher	300.00
Total 1014217 · Education & Training					300.00
1014218 · Vehicle Maintenance - Town					
Check	10/19/2012	96292	Commercial Tire Services, Inc.	Inv# 2220009786 Tires (2)/Balance/Mount	319.98
Check	10/19/2012	96292	Commercial Tire Services, Inc.	Inv# 2220009787 Tires (4)/Balance/Mount	503.02
Check	10/19/2012	96304	Friendly Ford, Inc	Inv# 173561 Bumper	290.28
Check	11/9/2012	96545	Friendly Ford, Inc	Inv# 173678 Shaft Assembly	140.78
Check	11/16/2012	96715	Carquest Auto Parts Stores	Brake Pads/Wheel Nuts/Adhesive Remover/	145.55
Total 1014218 · Vehicle Maintenance - Town					1,399.61
1014221 · Cell Phone/Communications					
Check	10/19/2012	96314	Sprint	Acct# 897162515 Monthly Charges October	170.91
Check	11/16/2012	96726	Sprint	Acct# 897162515 Monthly Charges November	170.91
Total 1014221 · Cell Phone/Communications					341.82
1014222 · Trash Removal - Town					
Check	11/2/2012	96493	Allied Waste Services	Acct# 3-0551-6013270 Monthly Charges	144.69
Total 1014222 · Trash Removal - Town					144.69
1014223 · Trash Removal - Senior					
Check	11/2/2012	96493	Allied Waste Services	Acct# 3-0551-6000579 Monthly Charges	138.02
Total 1014223 · Trash Removal - Senior					138.02
1014224 · Trash Removal - Astor					
Check	11/2/2012	96493	Allied Waste Services	Acct# 3-0551-6013274 Monthly Charges	123.91
Total 1014224 · Trash Removal - Astor					123.91

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Type	Date	Num	Name	Memo	Amount
1014225 - Grounds Maintenance					
Check	10/19/2012	96303	Environmental Aquatic Mgmt LLC	Inv#6850 Fountain Removal/Storage/Spring Installation	600.00
Check	10/30/2012	96350	Grainger	Inv# 9952682244 Fuse	68.28
Check	10/30/2012	96357	Menard's	Inv# 06114 Cedar Wood for Fence	188.94
Check	11/2/2012	96505	Menard's	Inv# 6114 Fence Post Materials	74.80
Check	11/2/2012	96514	The Home Depot F&M	Weathershields/Flag kits	182.62
Check	11/6/2012	CC O...	JP Morgan Chase	Canadian Geese Prevention	119.99
Total 1014225 - Grounds Maintenance					1,234.63
Total 101MAIN - Facilities Maintenance					11,014.20
101THE - Town Hall Expense					
1014402 - Telephone - Town					
Check	10/19/2012	96295	Call One	Acct# 1010-8140-0000 Monthly Charges	2,077.66
Check	10/30/2012	96334	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	43.23
Check	10/30/2012	96335	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	83.05
Check	10/30/2012	96336	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	86.33
Total 1014402 - Telephone - Town					2,290.27
1014403 - Utilities - Town					
Check	10/30/2012	96360	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	272.73
Check	11/9/2012	96565	Village of Bartlett	Acct# 51470 Water/Sewer	94.77
Check	11/13/2012	96577	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	520.32
Total 1014403 - Utilities - Town					887.82
1014405 - Internet Access - Town					
Check	10/30/2012	96347	Comcast (Town)	Acct# 8771 10 083 0128607 Monthly Charges	139.90
Total 1014405 - Internet Access - Town					139.90
1014416 - Equipment Rental - Town					
Check	10/19/2012	96313	Pitney Bowes Global Financial Services	Acct# 9574435 Postage Machine Rental	364.43
Total 1014416 - Equipment Rental - Town					364.43
Total 101THE - Town Hall Expense					3,682.42
101TOE - Town Office Expense					
1014401 - Postage					
Check	10/30/2012	96366	Easy Permit Postage	Acct# 8000-9090-0585-2392 Activity Fee	8.73
Check	11/6/2012	CC O...	JP Morgan Chase	Postage	18.95
Total 1014401 - Postage					27.68
1014404 - Office Supplies					
Check	11/2/2012	96488	Ace Coffee Bar	Inv# 101507 Machine Rental	29.95
Check	11/9/2012	96534	Ace Coffee Bar	Inv# 258463 Coffee Supplies	98.85
Check	11/9/2012	96567	Staples	Inv# 3184844403 Letter Tray/Tech File/Pens	48.43
Check	11/9/2012	96567	Staples	Inv# 3184844404 Copy Paper	19.54
Check	11/9/2012	96567	Staples	Inv# 3185616622 Business Card Holder	23.98
Check	11/9/2012	96567	Staples	Inv# 3185616619 Planner	8.51
Check	11/9/2012	96567	Staples	Inv# 3185616620 Business Card Holder/Report Covers	78.28
Check	11/9/2012	96567	Staples	Inv# 3183655688 Cover Bindings/Legal Paper	52.73
Check	11/9/2012	96567	Staples	Inv# 3183655689 Copy Paper	9.77

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Type	Date	Num	Name	Memo	Amount
Total 1014404 · Office Supplies					370.04
1014406 · Printing					
Check	11/9/2012	96562	Safeguard Business Systems	Inv# 28295423 Checks (3,000)	498.22
Check	11/16/2012	96712	A1 Trophies & Awards, Inc	Inv# 13060 Nameplates (3)	40.00
Total 1014406 · Printing					538.22
1014412 · Travel Expenses					
Check	11/6/2012	CC O...	JP Morgan Chase	Attorney Meeting Parking	30.00
Total 1014412 · Travel Expenses					30.00
1014420 · Pre-Employment Charges					
Check	11/6/2012	CC O...	JP Morgan Chase	OCH Director Job Ad -Daily Herald / Monster.com	479.00
Total 1014420 · Pre-Employment Charges					479.00
1014424 · Education & Training					
Check	10/30/2012	96351	Hospice and Palliative Care	Grief Education and Support Services	200.00
Total 1014424 · Education & Training					200.00
1014429 · Miscellaneous					
Check	11/6/2012	CC O...	JP Morgan Chase	Township Email Marketing	37.18
Total 1014429 · Miscellaneous					37.18
1014530 · Financial Administration					
Check	11/9/2012	96547	Governmental Accounting, Inc	Inv# 5436 Monthly Contract Billing	4,930.00
Total 1014530 · Financial Administration					4,930.00
1014531 · Community Affairs					
Check	10/19/2012	96299	Cuisine America	Inv# 2005 Senior Center Anniversary Dinner	600.00
Check	10/19/2012	96302	Dee's Catering Service, Inc.	Inv# 15333 Breakfast with Board	377.50
Check	10/30/2012	96338	A1 Trophies & Awards, Inc	Inv# 12944 Veterans Plate	8.00
Check	10/30/2012	96368	Paddock Publications, Inc	Inv# 49912501 Streamwood Directory Ad	582.75
Check	10/30/2012	96373	Taylor Rental	Contract# 02-234442-04 OSOT Tables/Chairs	377.75
Check	11/9/2012	96559	Streamwood Chamber of Commerce	Chamber Annual Meeting/Dinner (5)	140.00
Check	11/9/2012	96561	Signs by Tomorrow	Inv# 18020 Retractable Officials Banner	94.60
Total 1014531 · Community Affairs					2,180.60
1014560 · Emergency Contingency Fund					
Check	10/19/2012	96315	Stahl Cowen Crowley Addis LLC	Client# 3513-002M Legal Fees	4,922.00
Total 1014560 · Emergency Contingency Fund					4,922.00
Total 101TOE · Town Office Expense					13,714.72
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	11/9/2012	96544	Fed Ex	Inv#2-059-49684 Shipping Charges	154.60
Check	11/9/2012	96567	Staples	Inv# 3184422416 Calendar Refil/DeskPad/Monthly Planner/Hi Llters/Rubberban...	84.54
Total 1044405 · Office Supplies					239.14
1044407 · Printing					
Check	10/30/2012	96353	Kwik Print	Inv# 48211 Business Cards (500)	38.00

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Type	Date	Num	Name	Memo	Amount
Total 1044407 · Printing					38.00
1044413 · Travel Expense					
Check	10/19/2012	96275	Deyne, Margaret L	Mileage Reimbursement	21.09
Check	11/9/2012	96525	Glascott, Patricia A	Mileage Reimbursement	101.88
Check	11/16/2012	96709	Mikulski, Catherine M	Mileage Reimbursement	262.59
Check	11/16/2012	96710	Imperato, Mary Jo	Mileage Reimbursement	113.84
Total 1044413 · Travel Expense					499.40
Total 104ASR · Assessor's Division					776.54
107CLK · Clerk's Department					
1074202 · Office Supplies					
Check	11/16/2012	96728	Staples	Inv# 3185616626 Ink Cartridge	15.99
Total 1074202 · Office Supplies					15.99
1074204 · Travel Expense & Seminars					
Check	11/16/2012	96708	Dolan Baumer, Kathleen M	Mileage Reimbursement	238.76
Check	11/16/2012	96729	TOCC	TOCC Spring Conference Registration K. Dolan Baumer	35.00
Total 1074204 · Travel Expense & Seminars					273.76
1074210 · Community Affairs					
Check	11/9/2012	96527	Duval, Hope L	Halloween/Election Supplies	42.91
Check	11/16/2012	96708	Dolan Baumer, Kathleen M	Streamwood Halloween Supplies	42.22
Total 1074210 · Community Affairs					85.13
1074216 · Miscellaneous					
Check	11/6/2012	96516	Township Officials of Illinois Banquet	Banquet Fees - K. Dolan Baumer	90.00
Total 1074216 · Miscellaneous					90.00
1074217 · Passport Expenditures					
Check	10/30/2012	96324	Drivers License Guide Company	2012 ID Checking Guide	28.95
Check	11/9/2012	96527	Duval, Hope L	Passport Day Supplies	11.68
Check	11/16/2012	96728	Staples	Inv# 3185616627 Ink Cartridges (3)	55.97
Check	11/16/2012	96728	Staples	Inv# 3185616626 Ink Cartridge	78.77
Total 1074217 · Passport Expenditures					175.37
Total 107CLK · Clerk's Department					640.25
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094611 · Education & Training					
Check	10/30/2012	96342	Bailey, Lisa E	Neighborhood Seminar - L. Bailey	35.00
Check	11/2/2012	96483	AITCOY	Teen Brain Workshop Registration - J. Parquette	20.00
Check	11/2/2012	96483	AITCOY	Teen Brain Workshop Registration - J. Robl	5.00
Check	11/6/2012	CC O...	JP Morgan Chase	Retreat Dinner	305.52
Check	11/6/2012	CC O...	JP Morgan Chase	Drug Abuse Seminar - J. Robl	63.00
Check	11/6/2012	CC O...	JP Morgan Chase	Retreat Facility Rental	180.00
Check	11/6/2012	CC O...	JP Morgan Chase	Open Gym Refreshments	11.91
Check	11/6/2012	CC O...	JP Morgan Chase	Township Management Academy - S. Concepcion	255.00
Check	11/6/2012	CC O...	JP Morgan Chase	Retreat Breakfast	95.60

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Type	Date	Num	Name	Memo	Amount
Check	11/16/2012	96707	Concepcion, Sara	TOI Report Booklet Paper	18.99
Total 1094611 · Education & Training					990.02
1094614 · Printing					
Check	10/30/2012	96353	Kwik Print	Estimate# 17219 Business Cards (500)	38.00
Total 1094614 · Printing					38.00
1094618 · Psychiatric Backup					
Check	11/16/2012	96711	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	1,330.00
Total 1094618 · Psychiatric Backup					1,330.00
1094619 · Office Supplies					
Check	11/2/2012	96508	Quill Corporation	Inv# 6688320 Appointment Books (9)/Desk Calendar	172.80
Check	11/16/2012	96721	Quill Corporation	Inv# 7048270 Pocket Folders	9.22
Check	11/16/2012	96721	Quill Corporation	Inv# 7036055 Stick Notes/Pens	14.96
Total 1094619 · Office Supplies					196.98
1094621 · Recruitment and Pre Employment					
Check	10/30/2012	96341	Alexian Bros Corporate Health Services	Inv# 458253 Employee Physical	87.00
Check	11/2/2012	96486	Alexian Bros Corporate Health Services	Inv# 459556 Employee Physical	87.00
Check	11/9/2012	96535	Alexian Bros Corporate Health Services	Inv# 460182 Employee Physical	87.00
Check	11/16/2012	96732	Verify (XHANYF)	Inv# 734391 Background Check (4)	64.00
Total 1094621 · Recruitment and Pre Employment					325.00
1094622 · Miscellaneous					
Check	11/6/2012	CC O...	JP Morgan Chase	Pond Fish Food	23.42
Total 1094622 · Miscellaneous					23.42
1094623 · Travel					
Check	10/19/2012	96274	Evans {1}, Tor	Mileage Reimbursement	13.32
Check	11/9/2012	96518	Concepcion, Sara	Mileage Reimbursement	58.83
Check	11/9/2012	96519	Aister, Deanna J	Mileage/Parking Reimbursement	71.62
Check	11/9/2012	96520	Bailey, Lisa E	Mileage Reimbursement	50.51
Check	11/9/2012	96522	Robl, Jared R	Mileage Reimbursement	72.15
Total 1094623 · Travel					266.43
1094624 · Intern Stipends					
Check	10/19/2012	96276	Laura Zambello	Intern Stipend - September/October	800.00
Check	11/9/2012	96531	Laura Zambello	Intern Stipend - November	400.00
Total 1094624 · Intern Stipends					1,200.00
1094626 · Equipment & Furniture					
Check	10/30/2012	96369	Signs by Tomorrow	Inv# 17987 Open Gym/Tutoring Banners	688.80
Check	11/2/2012	96508	Quill Corporation	Inv# 5638002 Chair Return	-279.99
Total 1094626 · Equipment & Furniture					408.81
1094629 · Dues & Subscriptions					
Check	11/9/2012	96543	Family Circle	Magazine Subscription	9.99
Total 1094629 · Dues & Subscriptions					9.99

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Type	Date	Num	Name	Memo	Amount
Total 109ADM · Administration & Clinical					4,788.65
109OUT · Outreach & Prevention					
1094627 · Open Gym Program.					
Check	11/6/2012	CC O...	JP Morgan Chase	Walkie Talkies - Open Gym	148.73
Check	11/9/2012	96536	Bartlett Sports	Inv# 2962 Open Gym Tee-Shirts (11)	121.00
Total 1094627 · Open Gym Program.					269.73
1094643 · Education & Training					
Check	11/6/2012	CC O...	JP Morgan Chase	Township Management Academy - M. Cohen	170.00
Total 1094643 · Education & Training					170.00
1094644 · Travel					
Check	11/9/2012	96523	Chacon, Alejandra E	Mileage Reimbursement	85.47
Total 1094644 · Travel					85.47
1094645 · Printing					
Check	11/2/2012	96508	Quill Corporation	Inv# 6523381 Ink Cartridges (8)	161.82
Total 1094645 · Printing					161.82
1094647 · Office Supplies					
Check	11/9/2012	96555	Quill Corporation	Inv# 6912485 Copy Paper	90.68
Total 1094647 · Office Supplies					90.68
1094651 · Cellphones					
Check	10/19/2012	96314	Sprint	Acct# 897162515 Monthly Charges (3) October	139.45
Check	11/16/2012	96726	Sprint	Acct# 897162515 Monthly Charges (3) November	189.23
Total 1094651 · Cellphones					328.68
Total 109OUT · Outreach & Prevention					1,106.38
Total 109YFS · Youth & Family Services					5,895.03
Total 1014 · Town Fund - Expenditures					130,096.29
1104 · Senior Center - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	10/30/2012	96362	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges	1,092.35
Check	11/9/2012	96565	Village of Bartlett	Acct# 62447 Water/Sewer	215.98
Total 1104524 · Utilities					1,308.33
1104525 · Telephone & High Speed Internet					
Check	10/19/2012	96314	Sprint	Acct# 897162515 Monthly Charges October	631.78
Check	11/6/2012	CC O...	JP Morgan Chase	Cell Phone Case and Protector	52.42
Check	11/16/2012	96726	Sprint	Acct# 897162515 Monthly Charges November	568.00
Total 1104525 · Telephone & High Speed Internet					1,252.20
1104527 · Equipment Purch/Rental/Repair					
Check	10/19/2012	96300	Cooler Smart USA LLC	Inv# 12101742 Water Machine Staff Offices	133.00
Check	10/19/2012	96300	Cooler Smart USA LLC	Inv# 12101744 Water Machine Lower Level	66.50

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Type	Date	Num	Name	Memo	Amount
Check	10/19/2012	96321	Wells Fargo Financial Leasing 001	Acct# 001-0090075-001 Copier Machine Rental	125.00
Check	10/30/2012	96352	Interact Business Products, LLC	Inv# 76948 Copy Charges	133.20
Check	10/30/2012	96367	Pitney Bowes	Acct# 6871669 Postage Machine Rental	132.82
Check	11/9/2012	96567	Staples	Inv# 3183655683 Printer/Inks (7)	168.86
Check	11/9/2012	96567	Staples	Inv# 3183655685 Inks (9)	201.17
Total 1104527 · Equipment Purch/Rental/Repair					960.55
1104528 · Office Supplies					
Check	11/9/2012	96567	Staples	Inv# 3184022407 Display Protector/Business Card Holder	64.56
Check	11/9/2012	96567	Staples	Inv# 3184844401 Message Book/Copy Paper/Webcam	474.10
Check	11/9/2012	96567	Staples	Inv# 3183655687 Economy Mat/Batteries/Calculator	140.74
Check	11/9/2012	96567	Staples	Inv# 3182829638 Ink Cartridges (8)	286.39
Total 1104528 · Office Supplies					965.79
1104533 · Printing					
Check	10/19/2012	96308	Kwik Print	Inv# 48141 Envelopes	151.10
Check	10/30/2012	96353	Kwik Print	Inv# 48184 Envelopes (2,500)	190.40
Total 1104533 · Printing					341.50
1104535 · Travel					
Check	10/30/2012	96331	Seul, Amy L	Train Ticket/Parking	19.59
Total 1104535 · Travel					19.59
1104537 · Consultants					
Check	10/19/2012	96281	Active Seniors Options	Inv# 80864 Consulting Services Sept 2012	943.00
Total 1104537 · Consultants					943.00
1104538 · Community Affairs					
Check	10/19/2012	96299	Cuisine America	Inv# 2005 Senior Center Anniversary Dinner	1,764.97
Check	11/6/2012	CC O...	JP Morgan Chase	Health Expo Giveaways (1000)	465.04
Total 1104538 · Community Affairs					2,230.01
1104539 · Miscellaneous					
Check	11/6/2012	CC O...	JP Morgan Chase	Accreditation Reception Centerpieces	77.81
Total 1104539 · Miscellaneous					77.81
1104542 · Senior Satellite Service					
Check	10/19/2012	96294	Com Ed 041	Acct# 7923218041 Elgin CRO Monthly Charges (Split Cost)	53.51
Check	10/30/2012	96337	Ace Coffee Bar	Inv# 101506 Machine Rental	14.97
Check	10/30/2012	96344	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges	43.45
Check	10/30/2012	96364	NICOR (79)	Acct# 79-29-75-3728 8 Monthly Charges	17.30
Check	11/9/2012	96524	Renz Center	CRO Rent December 2012	1,308.50
Total 1104542 · Senior Satellite Service					1,437.73
Total 1104ADM · Administration					9,536.51
1104SOC · Social Services					
1104515 · Programming					
Check	10/19/2012	96280	Tranquility Yoga Studio	Yoga Instruction - November 2012	462.50
Check	10/19/2012	96280	Tranquility Yoga Studio	Yoga Instruction - December 2012	487.50
Check	10/30/2012	96327	Deb Kelly	Yoga Class Instruction November and December 2012	175.00

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Type	Date	Num	Name	Memo	Amount
Check	10/30/2012	96328	Steve Cooper Orchestra	Program Fee 11.19.12	195.00
Check	10/30/2012	96328	Steve Cooper Orchestra	Holiday Party Performance 12.11.12	1,600.00
Check	10/30/2012	96332	Susan Kazenas	Craft Supplies	75.75
Check	10/30/2012	96374	Tango Argentina Club	Tango Class Instructor (3 Classes)	150.00
Check	10/30/2012	96380	Wayne Township	San Phillip Mansion Transportation (54)	540.00
Check	11/2/2012	96511	Schweppe	Inv# 293905 Popcorn Supplies	174.79
Check	11/6/2012	CC O...	JP Morgan Chase	Oktoberfest Raffle Basket	18.26
Check	11/6/2012	CC O...	JP Morgan Chase	Health Expo Raffle Basket	35.41
Check	11/6/2012	CC O...	JP Morgan Chase	Name Badge Laminates (200)	162.50
Check	11/6/2012	CC O...	JP Morgan Chase	Coffee Supplies	403.12
Check	11/6/2012	CC O...	JP Morgan Chase	Raffle Prize	350.00
Check	11/6/2012	CC O...	JP Morgan Chase	Just for the Health of It Refreshments	75.00
Check	11/6/2012	CC O...	JP Morgan Chase	Halloween/Oktoberfest Supplies (61)	334.42
Check	11/6/2012	CC O...	JP Morgan Chase	Writers Group Refreshment Supplies	95.44
Check	11/6/2012	CC O...	JP Morgan Chase	Outreach Senior Brochure (1000)	345.79
Check	11/6/2012	CC O...	JP Morgan Chase	Outreach Senior Marketing	5.85
Check	11/6/2012	CC O...	JP Morgan Chase	Scarecrow Donation Supplies	42.99
Check	11/6/2012	CC O...	JP Morgan Chase	Health Expo Document Covers / Tape	122.16
Check	11/6/2012	CC O...	JP Morgan Chase	Health Expo Reception Balloons (20)	82.94
Check	11/6/2012	CC O...	JP Morgan Chase	Party Supplies - Tablecloths	96.93
Check	11/6/2012	CC O...	JP Morgan Chase	Program Supplies -Powerstrip/Space Cube	130.41
Check	11/6/2012	CC O...	JP Morgan Chase	Accreditation Reception Wish Lanterns	68.59
Check	11/6/2012	CC O...	JP Morgan Chase	ITASCSC Web Host (Reimbursed)	101.77
Check	11/6/2012	CC O...	JP Morgan Chase	Supper Club Supplies - Dinnerware/Salad Fixings/Juice	114.32
Check	11/6/2012	CC O...	JP Morgan Chase	Senior Program Game Mixer	40.71
Check	11/6/2012	CC O...	JP Morgan Chase	Dog Party Supplies	52.81
Check	11/6/2012	CC O...	JP Morgan Chase	Accreditation Recreation Supplies	48.75
Check	11/6/2012	CC O...	JP Morgan Chase	Movie Subscription	11.99
Check	11/6/2012	CC O...	JP Morgan Chase	Raffle Tickets (6 Packs)	63.01
Check	11/6/2012	CC O...	JP Morgan Chase	Card Shufflers (2)	36.69
Check	11/6/2012	CC O...	JP Morgan Chase	Card Supplies- Bridge and Pinochle	60.15
Check	11/6/2012	CC O...	JP Morgan Chase	Accreditation Reception Table Decorations	67.60
Check	11/6/2012	CC O...	JP Morgan Chase	Accreditation Reception Soda	45.69
Check	11/6/2012	CC O...	JP Morgan Chase	Dog Party Toys	20.31
Check	11/6/2012	CC O...	JP Morgan Chase	Bingo Wrist Bands (1000)	86.98
Check	11/6/2012	CC O...	JP Morgan Chase	Zoo Outing Tickets (32)	340.50
Check	11/6/2012	CC O...	JP Morgan Chase	Expo Volunteer Lunch	214.40
Check	11/6/2012	CC O...	JP Morgan Chase	Broadway Show Deposit (42)	1,018.50
Check	11/6/2012	CC O...	JP Morgan Chase	Acquaviva Senior Tour /Luncheon	880.33
Check	11/9/2012	96528	Soundz of Time	Valentines Day Party Performance	200.00
Check	11/9/2012	96548	Hobby Lobby	Program Supplies	23.97
Check	11/9/2012	96558	Sam's Club (Snr 0052 8)	Accreditation Supplies	17.54
Check	11/9/2012	96560	Streamwood Park District	Exercise Class Instructor September 2012	625.00
Check	11/9/2012	96560	Streamwood Park District	Exercise Class Instructor October 2012	650.00
Check	11/9/2012	96563	Villa Olivia Country Club Inc	Inv# 4071 Halloween Party Balance Due	1,240.87
Total 1104515 · Programming					12,192.24
1104519 · Senior Assistance					
Check	11/6/2012	CC O...	JP Morgan Chase	Social Services Emergency Senior Fund	100.00
Total 1104519 · Senior Assistance					100.00

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Type	Date	Num	Name	Memo	Amount
1104520 - Volunteer Services					
Check	10/19/2012	96279	Clark Krumpus	Home Delivered Meals Mileage Reimbursement	38.63
Check	10/30/2012	96330	Beth Cooper	Home Delivered Meals Mileage Reimbursement	26.80
Check	10/30/2012	96354	Tom Kuenker	Home Delivered Meals Mileage Reimbursement	77.70
Check	11/2/2012	96484	Jerome Krzywdzinski	Home Delivered Meals Mileage Reimbursement	83.81
Check	11/6/2012	CC O...	JP Morgan Chase	Volunteer Marketing Car Door Magnets (10)	169.34
Check	11/9/2012	96529	Jan Klee	Volunteer Mileage Reimbursement	32.05
Check	11/9/2012	96532	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	14.44
Check	11/9/2012	96533	Gerardo Amargos	Home Delivered Meals Mileage Reimbursement	61.05
Total 1104520 - Volunteer Services					503.82
1104530 - Nutrition					
Check	11/6/2012	CC O...	JP Morgan Chase	Supper Club Supplies (50)	426.55
Total 1104530 - Nutrition					426.55
1104531 - Computer Instruction					
Check	10/30/2012	96348	Dell Marketing L.P.	Inv# xfxmc7k59 Hard Drive / DVD ROM	263.94
Total 1104531 - Computer Instruction					263.94
1104532 - Visual Arts					
Check	10/30/2012	96343	Blick Art Materials	Inv# 1136674 Art Supplies	51.18
Check	10/30/2012	96343	Blick Art Materials	Inv# 1147962 Art Supplies	83.91
Check	10/30/2012	96343	Blick Art Materials	Tax Exempt Inv# 1147962	-6.58
Check	11/6/2012	CC O...	JP Morgan Chase	Newsletter Images/Artwork	229.99
Check	11/6/2012	CC O...	JP Morgan Chase	Creaft Supplies	12.90
Check	11/9/2012	96521	Krall, Marianne	Needle Felting Trip	282.00
Check	11/9/2012	96542	DigiGraphics	Estimate# 21650 Holiday Card Printing Class	402.80
Check	11/9/2012	96548	Hobby Lobby	Program Supplies	43.61
Check	11/9/2012	96549	Midwest Ceramic Art Supply	Ceramic Supplies	189.23
Total 1104532 - Visual Arts					1,289.04
Total 1104SOC - Social Services					14,775.59
1104TRN - Transportation					
1104513 - Alternate Transportation					
Check	11/2/2012	96487	Advantage Ambulance	Transportation Alternative Program	120.00
Total 1104513 - Alternate Transportation					120.00
1104518 - Vehicle Maintenance					
Check	10/19/2012	96291	O'Reilly Auto Parts	Inv# 280770 Brake Pads	165.99
Check	10/19/2012	96291	O'Reilly Auto Parts	Inv# 281269 Muffler Clamp	5.38
Check	10/19/2012	96292	Commercial Tire Services, Inc.	Inv# 2220009512 Tire Repair/Balance	278.00
Check	10/19/2012	96292	Commercial Tire Services, Inc.	Inv# 2220009785 Tires (6)/Balance/Mount	1,126.44
Check	10/19/2012	96292	Commercial Tire Services, Inc.	Credit on Account Inv# 00000001	-186.50
Check	10/19/2012	96293	Carquest Auto Parts Stores	Evolution Wipes/Headlight Bulbs/Coolant Conditioner/Brake Pads	156.73
Check	10/19/2012	96291	O'Reilly Auto Parts	Inv# 278468 Oil Dry	6.49
Check	10/30/2012	96355	Keller Heartt Co., Inc.	Inv# 162288 Oil Drum	382.50
Check	10/30/2012	96370	Safety Lane Inspections	Inv# 9420 Safety Inspection	31.00
Check	11/2/2012	96504	Mitchell 1	Acct# 979637 On Line Technical Support	69.71
Check	11/2/2012	96506	Midwest Transit Equipment, Inc.	Inv# 435040 Switch/Solenoid	71.93
Check	11/2/2012	96506	Midwest Transit Equipment, Inc.	Inv# 432139 Handrail/Handle/Bumper	134.99

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Type	Date	Num	Name	Memo	Amount
Check	11/2/2012	96506	Midwest Transit Equipment, Inc.	Credit Memo to Invoice# 431106	-206.18
Check	11/6/2012	CC O...	JP Morgan Chase	IPASS Renewal (2)	100.00
Check	11/9/2012	96540	Commercial Tire Services, Inc.	Inv# 2220010150 Tires (2)/Mounting & Balance	548.44
Check	11/9/2012	96551	Midwest Transit Equipment, Inc.	Inv# 435456 Stainless Steel Bar	47.59
Check	11/9/2012	96551	Midwest Transit Equipment, Inc.	Inv# 435251 Sensor Assembly	194.51
Check	11/9/2012	96551	Midwest Transit Equipment, Inc.	Inv# 435250 Coil	210.31
Check	11/9/2012	96551	Midwest Transit Equipment, Inc.	Inv# 435100 Push Button Switch	18.81
Check	11/13/2012	96586	O'Reilly Auto Parts	Inv# 282678 Stabilizer	32.26
Check	11/16/2012	96715	Carquest Auto Parts Stores	Drain Plug/Gasket/Oil Seal/Circuit Breaker	214.95
Total 1104518 · Vehicle Maintenance					3,403.35
1104550 - Telephone					
Check	10/19/2012	96314	Sprint	Acct# 897162515 Monthly Charges (8) October	224.70
Check	11/16/2012	96726	Sprint	Acct# 897162515 Monthly Charges (8) November	278.00
Total 1104550 · Telephone					502.70
Total 1104TRN · Transportation					4,026.05
Total 1104 · Senior Center - Expenditures					28,338.15
2024 · Welfare Services - Expenditures					
2024ADM - Administration					
2024202 - Office Supplies					
Check	11/6/2012	CC O...	JP Morgan Chase	Food Pantry Items	315.87
Check	11/9/2012	96567	Staples	Inv# 3184022406 Copy Paper	85.98
Check	11/9/2012	96567	Staples	Inv# 3183655686 Calendar Deskpads (4)	135.12
Check	11/16/2012	96728	Staples	Inv# 3185616623 Copy Paper	120.96
Total 2024202 · Office Supplies					657.93
2024204 - Equipment Purchase & Rental					
Check	10/19/2012	96314	Sprint	Acct# 897162515 Monthly Charges October	40.31
Check	10/30/2012	96382	Wells Fargo Financial Leasing 003	Acct# 001-0090075-003 Copy Machine Rental	179.00
Check	11/2/2012	96491	A1 Trophies & Awards, Inc	Inv# 13019 Name Badges (2)	15.90
Check	11/2/2012	96496	Comcast (WS)	Acct# 8771 10 085 0097898 Monthly Charges	92.89
Check	11/16/2012	96713	Ace Coffee Bar	Inv# 101505 Equipment Rental	29.95
Check	11/16/2012	96726	Sprint	Acct# 897162515 Monthly Charges November	40.31
Total 2024204 · Equipment Purchase & Rental					398.36
2024205 - Travel & Training					
Check	10/19/2012	96272	Imperato, Mary Jo	Mileage Reimbursement	29.59
Check	10/30/2012	96333	Orozco, Laura A	Mileage Reimbursement	8.54
Check	11/16/2012	96710	Imperato, Mary Jo	Mileage Reimbursement	156.69
Total 2024205 · Travel & Training					194.82
2024210 - Printing					
Check	11/16/2012	96728	Staples	Inv# 3185616623 Ink Cartridges	93.90
Total 2024210 · Printing					93.90
2024212 - Dues, Pubs & Background Checks					
Check	10/19/2012	96277	Illinois State Police	Fingerprint for Background Check	20.00
Check	10/19/2012	96320	Verify (XHANGA)	Inv# 719062 Background Checks August 2012	96.00

Hanover Township
Board Audit Report
October 17 through November 20, 2012

Type	Date	Num	Name	Memo	Amount
Check	10/19/2012	96320	Verify (XHANGA)	Inv# 726430 Background Checks September 2012	128.00
Check	11/16/2012	96733	Verify (XHANGA)	Inv# 734390 Background Checks Oct 2012	80.00
Total 2024212 · Dues, Pubs & Background Checks					324.00
2024213 · Community Affairs / Misc					
Check	11/6/2012	CC O...	JP Morgan Chase	Customer Forms	53.13
Check	11/6/2012	CC O...	JP Morgan Chase	New Baby Basket - Bucaro	70.00
Check	11/16/2012	96727	Sporty's Catering	Inv#17082 Cater Service	511.96
Check	11/16/2012	96731	Town & Country Gardens	Acct# 15339 Sympathy Flowers	85.99
Total 2024213 · Community Affairs / Misc					721.08
Total 2024ADM · Administration					2,390.09
2024HOM · Home Relief					
2024102 · Rent					
Check	10/23/2012	1896	Guadalupe Sanchez	October 2012 Rent	314.52
Check	10/23/2012	1897	Theodore Urzendowski	October 2012 Rent	293.55
Check	10/23/2012	1899	Old Oak Estates	5 Day Eviction Notice	750.00
Check	10/26/2012	1904	Towne Place West CA	November 2012 Rent	178.39
Check	10/26/2012	1905	Spring Lakes Estates	November 2012 Rent	400.00
Check	10/26/2012	1906	Sheng Guo	November 2012 Rent	650.00
Check	10/26/2012	1907	929 Jefferson, LLC	November 2012 Rent	650.00
Check	10/26/2012	1908	Juan Diaz	November 2012 Rent	650.00
Check	10/26/2012	1909	Forest Ridge Homeowners Association	November 2012 Rent	169.00
Check	10/26/2012	1911	Ralph Kanehl Sr.	November 2012 Rent	400.00
Check	10/26/2012	1912	Shannon Court Apartments	November 2012 Rent	650.00
Check	10/26/2012	1913	Ronald Kuhn	November 2012 Rent	500.00
Check	10/26/2012	1921	Michael Pisto	November 2012 Rent	337.00
Check	10/26/2012	1924	Frank Minnicce	November 2012 Rent	500.00
Check	10/26/2012	1925	William Flaman	November 2012 Rent	107.00
Check	10/26/2012	1928	Guadalupe Sanchez	November 2012 Rent	500.00
Check	10/26/2012	1930	Cook County Treasurer	Property Tax Assessment	300.00
Check	10/26/2012	1932	Bartlett Green V Condo Assoc.	November 2012 Rent	146.83
Check	10/26/2012	1935	CarolAnn Sansone	November 2012 Rent	250.00
Check	10/26/2012	1936	Adam Zeliz	November 2012 Rent	500.00
Check	10/26/2012	1937	Theodore Urzendowski	November 2012 Rent	500.00
Check	10/26/2012	1938	Brookside Condominium Association	November 2012 Rent	500.00
Check	10/26/2012	1939	Brookside Property Owners Association	November 2012 Fees	50.00
Check	10/26/2012	1940	Spring Lakes Estates	November 2012 Rent	121.00
Check	10/26/2012	1943	Harinarayan Subbarao	November 2012 Rent	515.52
Check	10/26/2012	1943	Harinarayan Subbarao	October 2012 Rent	133.04
Check	11/2/2012	1945	Grant and Linda Muscavitch	November 2012 Rent	650.00
Total 2024102 · Rent					10,715.85
2024103 · Utilities					
Check	10/26/2012	1910	Veolia Solid Waste Midwest, LLC	Utilities Assistance	50.61
Check	10/26/2012	1914	Com Ed 042 (GA)	Utilities Assistance Acct# 7744326017	57.91
Check	10/26/2012	1915	Veolia Solid Waste Midwest, LLC	Utilities Assistance Acct# T0019682	52.20
Check	10/26/2012	1916	Village of Streamwood	Utilities Assistance 227-0018-00-01	17.51
Check	10/26/2012	1917	Com Ed 042 (GA)	Utilities Assistance Acct# 77490621010	87.95
Check	10/26/2012	1918	Village of Bartlett	Utilities Assistance Acct# 51761	51.26

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Accrual Basis

Hanover Township Board Audit Report October 17 through November 20, 2012

Type	Date	Num	Name	Memo	Amount
Check	10/26/2012	1919	NICOR (GA)	Utilities Assistance Acct# 05-54-42-2868	50.00
Check	10/26/2012	1920	Com Ed 042 (GA)	Utilities Assistance Acct# 77490621010	100.00
Check	10/26/2012	1922	NICOR (GA)	Utilities Assistance Acct#28-97-10-7798	13.00
Check	10/26/2012	1923	Com Ed 042 (GA)	Utilities Assistance Acct# 7490543057	150.00
Check	10/26/2012	1926	NICOR (GA)	Utilities Assistance Acct#79-33-83-5263	39.69
Check	10/26/2012	1927	Com Ed 042 (GA)	Utilities Assistance Acct# 7574291050	353.31
Check	10/26/2012	1929	Com Ed 042 (GA)	Utilities Assistance Acct# 7490495001	353.31
Check	10/26/2012	1931	Village of Bartlett	Utilities Assistance Acct# 51869	26.38
Check	10/26/2012	1934	Village of Bartlett	Utilities Assistance Acct# 52229	78.37
Check	10/26/2012	1941	Com Ed 042 (GA)	Utilities Assistance Acct# 8414153038	105.60
Check	10/26/2012	1942	NICOR (GA)	Utilities Assistance Acct#42-79-05-6865	39.69
Check	10/26/2012	1944	Village of Streamwood	Utilities Assistance 144-0264-00-01	41.08
Total 2024103 - Utilities					1,667.87
2024105 - Clothing					
Check	10/26/2012	1903	Walmart	Personal Essentials Gift Cards (16 Clients)	2,187.00
Total 2024105 - Clothing					2,187.00
2024106 - Travel Expenses					
Check	10/26/2012	1902	BP Gas Station	Fuel Assistance Gas Cards (37)	675.00
Check	10/26/2012	1933	Travelers Personal Insurance	Car Insurance #989 635 806 101 1	64.67
Check	11/6/2012	CC O...	JP Morgan Chase	Prepaid Gas Cards (20)	500.01
Total 2024106 - Travel Expenses					1,239.68
2024119 - Emergency Assistance					
Check	10/23/2012	1898	CEDA Northwest	Eviction Notice	750.00
Check	10/23/2012	1900	Squire Village	Eviction Notice	643.00
Check	10/26/2012	1901	Blackhawk Apartments	5-day Eviction Notice	750.00
Total 2024119 - Emergency Assistance					2,143.00
Total 2024HOM - Home Relief					17,953.40
Total 2024 - Welfare Services - Expenditures					20,343.49
3034 - Road & Bridge - Expenditures					
3034ADM - Administration					
3034701 - Legal					
Check	11/13/2012	96583	Kopon Airdo, LLC	Inv# 154-0001-10307 Legal Fees	1,131.33
Total 3034701 - Legal					1,131.33
3034702 - Insurance					
Check	10/30/2012	96377	United Healthcare	Cust# 530960 Policy Coverage	552.65
Total 3034702 - Insurance					552.65
3034704 - Telephone					
Check	11/2/2012	96512	Sprint (HWY)	Acct# 162978503 Monthly Charges	288.30
Total 3034704 - Telephone					288.30
3034708 - Training & Conferences					
Check	11/16/2012	96729	TOCC	TOCC Spring Conference Registration C. Ochoa	15.00

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Accrual Basis

Hanover Township
Board Audit Report
 October 17 through November 20, 2012

Type	Date	Num	Name	Memo	Amount
Total 3034708 · Training & Conferences					15.00
3034710 · Community Affairs					
Check	10/19/2012	96287	Business Card - Bank of America	Lunch Meeting	21.71
Check	10/30/2012	96368	Paddock Publications, Inc	Inv# 49912501 Streamwood Directory Ad	582.75
Check	11/2/2012	96515	TLS Foundation	Underwriter	500.00
Check	11/9/2012	96559	Streamwood Chamber of Commerce	Chamber Annual Meeting/Dinner	35.00
Check	11/16/2012	96712	A1 Trophies & Awards, Inc	Inv# 13060 Nameplates	7.95
Total 3034710 · Community Affairs					1,147.41
3034711 · Utilities					
Check	10/30/2012	96361	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	168.16
Check	11/13/2012	96578	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	129.90
Total 3034711 · Utilities					298.06
Total 3034ADM · Administration					3,432.75
3034ROD · Road Maintenance					
3034600 · Controlled Substance Testing					
Check	11/2/2012	96485	Township Officials of Illinois	2013 TOI Consortium Member Renewal	340.00
Total 3034600 · Controlled Substance Testing					340.00
3034602 · Operating Supplies & Materials					
Check	10/19/2012	96282	A to Z Rentals	Con# 66711 Roller / Trailer	177.38
Check	10/19/2012	96282	A to Z Rentals	Con# 66679 60 Lb Hammer / Extension Cord	90.50
Check	10/19/2012	96309	Martin Implement Sales, Inc	Inv# A22025 Spring/Pawl/Miscellaneous	157.26
Check	10/19/2012	96316	Safety Lane Inspections	Inv# 9403 Safety Inspection	33.48
Check	10/19/2012	96318	Terrace Supply Company	Inv# 70110824 Cylinder Rental	193.59
Check	10/19/2012	96318	Terrace Supply Company	Inv# 919276 Cylinder Rental	9.90
Check	10/30/2012	96340	A to Z Rentals	Con# 66729 60 Lb Hammer / Extension Cord	85.25
Check	10/30/2012	96370	Safety Lane Inspections	Inv# 9420 Safety Inspection	35.96
Check	10/30/2012	96376	The Home Depot	Broom / Gloves / Utility Brushes	48.60
Check	11/2/2012	96489	Allied Asphalt Paving Company	Inv# 171300 Surface Material	256.57
Check	11/2/2012	96490	A to Z Rentals	Con# 66825 Asphalt Roller / Trailer	243.38
Check	11/2/2012	96502	Lafarge Aggregates Illinois Inc	Inv# 25608063 Base Stone	33.48
Check	11/2/2012	96504	Mitchell 1	Acct# 979637 On Line Technical Support	69.71
Check	11/2/2012	96505	Menard's	Inv# 6367 Dishwasher Connector	14.98
Check	11/9/2012	96568	Terrace Supply Company	Inv# 00920276 Cylinder Rental	10.23
Check	11/9/2012	96572	Welch Bros., Inc	Inv# 1429539 Precast Parking Bumper	49.78
Check	11/13/2012	96574	Allied Asphalt Paving Company	Inv# 171625 Surface Material	128.96
Check	11/16/2012	96724	Safety Lane Inspections	Inv# 9513 Safety Inspection	33.48
Total 3034602 · Operating Supplies & Materials					1,672.49
3034603 · Gasoline					
Check	11/9/2012	96566	Village of Bartlett - Fuel	Inv# 2797 Sept 2012 Fuel	401.27
Total 3034603 · Gasoline					401.27
3034607 · Contract Work					
Check	11/13/2012	96575	Allstar Asphalt, Inc.	Inv# 3541 Parking Lot Reconstruction Contract	204,716.50
Check	11/13/2012	96581	Done Rite Sealcoating, Inc	Inv# 3546 Hot Pour Cracksealing	2,520.00

Hanover Township
Board Audit Report
 October 17 through November 20, 2012

Type	Date	Num	Name	Memo	Amount
Total 3034607 · Contract Work					207,236.50
3034610 · Street Lighting					
Check	10/19/2012	96296	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	15.41
Check	11/9/2012	96538	Com Ed 051	Acct# 5619024051 Monthly Charges	33.86
Check	11/13/2012	96576	Com Ed 152	Acct# 0045120152 Monthly Charges	286.74
Check	11/13/2012	96582	Highway Technologies	Inv# 65112642 Solar Assisted Lights (2)	185.98
Check	11/13/2012	96582	Highway Technologies	Inv# 65888856 Street Sign	27.12
Check	11/16/2012	96714	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	16.21
Total 3034610 · Street Lighting					565.32
Total 3034ROD · Road Maintenance					210,215.58
303EQM - Equipment					
3034609 - Maintenance Vehicles & Equip					
Check	10/19/2012	96293	Carquest Auto Parts Stores	Cap Screws/Fuel & Oil Filters/Exhaust Pipe/Battery Terminal & Cleaner/	599.48
Check	10/30/2012	96355	Keller Heartt Co., Inc.	Inv# 162287 Oil Drum	484.00
Check	11/9/2012	96540	Commercial Tire Services, Inc.	Inv# 2220010150 Tire Balance	12.00
Check	11/13/2012	96580	Chicago International Trucks, LLC.	Gaskets/Bolts	527.31
Check	11/13/2012	96585	Martin Implement Sales, Inc	Inv# A22622 Wheel Assembly/Rim and Valve	286.49
Check	11/13/2012	96585	Martin Implement Sales, Inc	Inv# A22150 Torsion Spring	3.85
Check	11/13/2012	96585	Martin Implement Sales, Inc	Inv# A22124 Credit	-5.80
Check	11/13/2012	96586	O'Reilly Auto Parts	Inv# 276243 Clinic Supplies	89.95
Check	11/13/2012	96586	O'Reilly Auto Parts	Inv# 279600 Disc Pad Set (2)	161.42
Total 3034609 · Maintenance Vehicles & Equip					2,158.70
Total 303EQM · Equipment					2,158.70
Total 3034 · Road & Bridge - Expenditures					215,807.03
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054002 · Legal					
Check	11/16/2012	96700	Bryan E. Mraz & Associates	Legal Fees October 2012	145.00
Total 5054002 · Legal					145.00
5054005 · Conference & Training					
Check	11/6/2012	CC O...	JP Morgan Chase	Township Management Academy - S. Powers	300.00
Total 5054005 · Conference & Training					300.00
5054010 · Employee Insurance					
Check	10/30/2012	96377	United Healthcare	Cust# 530960 Policy Coverage	482.68
Total 5054010 · Employee Insurance					482.68
5054537 · Community Relations					
Check	11/6/2012	CC O...	JP Morgan Chase	Focus Group Refreshments	66.91
Check	11/6/2012	CC O...	JP Morgan Chase	Focus Group Refreshments	306.90
Total 5054537 · Community Relations					373.81
5054538 · Miscellaneous					
Check	11/16/2012	96712	A1 Trophies & Awards, Inc	Inv# 13060 Nameplates	10.00

Hanover Township
Board Audit Report
 October 17 through November 20, 2012

Type	Date	Num	Name	Memo	Amount
Total 5054538 · Miscellaneous					10.00
Total 5054ADM · Administration					1,311.49
5054COM · Community Resource Center					
5054210 · Utilities					
Check	11/16/2012	96701	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Water/Sewer	18.96
Check	11/16/2012	96703	Nicor (MHB)	Acct# 84-67-77-1000 0 Monthly Charges	158.13
Check	11/16/2012	96704	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	226.63
Total 5054210 · Utilities					403.72
5054213 · Janitorial					
Check	11/16/2012	96705	JaniKing	Inv# 11120558 Monthly Contract Billing	414.00
Total 5054213 · Janitorial					414.00
5054250 · Building Maintenance					
Check	11/16/2012	96696	Bade Paper Products, Inc	Inv# 186748 Toilet Tissue/Roll Towels	79.00
Check	11/16/2012	96697	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	35.89
Check	11/16/2012	96699	Mid Central Pest Control	Inv# 44096 Pest Control 10.9.12 MHB	45.00
Check	11/16/2012	96702	Fox Valley Fire & Safety	Inv# 722045 Security System Inspection	322.00
Total 5054250 · Building Maintenance					481.89
5054286 · Agency Support Services					
Check	11/16/2012	96698	PAETEC	Acct# 9097797 Monthly Charges	1,112.89
Check	11/16/2012	96698	PAETEC	Acct# 1173538 Monthly Charges	134.00
Check	11/16/2012	96706	Hinckley Springs (MHB)	Acct# 16681552567400 Monthly Charges	35.02
Total 5054286 · Agency Support Services					1,281.91
Total 5054COM · Community Resource Center					2,581.52
5054SVC · Service Contracts					
5054100 · Children's Advocacy Ctr - CASI					
Check	11/16/2012	96689	Childrens Advocacy Ctr of Nwst Co Cou...	CASI	5,000.00
Total 5054100 · Children's Advocacy Ctr - CASI					5,000.00
5054130 · Northwest Casa					
Check	11/16/2012	96686	Northwest CASA	Counseling Services	2,111.50
Total 5054130 · Northwest Casa					2,111.50
5054138 · Contract Support Services					
Check	11/16/2012	96694	Alexian Brothers	Emergency Grant Award	25,000.00
Total 5054138 · Contract Support Services					25,000.00
5054142 · Centro De Informacion					
Check	11/16/2012	96690	Centro de Informacion	Mental Health Services at Glendale Terrace	7,500.00
Total 5054142 · Centro De Informacion					7,500.00
5054162 · Tide Project					
Check	11/16/2012	96695	A#1 Cab Dispatch Inc	TIDE Invoices	1,654.50
Total 5054162 · Tide Project					1,654.50

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Accrual Basis

Hanover Township Board Audit Report October 17 through November 20, 2012

Type	Date	Num	Name	Memo	Amount
5054165 - Alexian Bros - Outpatient Psych					
Check	11/16/2012	96693	Alexian Mental Health Center	Outpatient Psychiatric Services	1,906.17
Total 5054165 - Alexian Bros - Outpatient Psych					1,906.17
5054166 - Pads of Elgin					
Check	11/16/2012	96691	PADS of Elgin	Homelessness Service	4,250.00
Total 5054166 - Pads of Elgin					4,250.00
5054172 - Couttryside In-Home Respite					
Check	11/16/2012	96692	Countryside Association	In Home Respite	181.50
Total 5054172 - Couttryside In-Home Respite					181.50
5054193 - Boys and Girls Club					
Check	11/16/2012	96687	Boys & Girls Club of Elgin	Boys and Girls Club	1,250.00
Total 5054193 - Boys and Girls Club					1,250.00
5054195 - Autism Society of IL					
Check	11/16/2012	96688	Autism Society of Illinois	Outreach/Education Apr - June	250.00
Check	11/16/2012	96688	Autism Society of Illinois	Outreach/Education July - Sept	250.00
Total 5054195 - Autism Society of IL					500.00
Total 5054SVC - Service Contracts					49,353.67
Total 5054 - Mental Health - Expenditures					53,246.68
7004 - Vehicle Replcmnt - Expenditures					
7004408 - Vehicle Purchase					
Check	10/19/2012	96285	Auto Truck Group	Inv# 1092814 Light / Assembly	1,388.48
Check	11/16/2012	96719	Mark Your Space, Inc.	Inv# 1637 Sign Installation	1,536.81
Check	11/16/2012	96719	Mark Your Space, Inc.	Tax Exempt	-48.20
Total 7004408 - Vehicle Purchase					2,877.09
7004540 - Bus Purchase					
Check	11/2/2012	96507	Pace	Acct# 30896 November Lease	100.00
Total 7004540 - Bus Purchase					100.00
Total 7004 - Vehicle Replcmnt - Expenditures					2,977.09
8084 - Capital Projects - Expenditures					
8084414 - Senior Park					
Check	10/30/2012	96381	W-T Mechanical/Electrical Engineering	Inv# CE 12272-2 Runzel Reserve Engineering	539.34
Check	11/16/2012	96717	Hitchcock Design Group	Inv# 14847 Runzel Reserve Design Charges	685.55
Total 8084414 - Senior Park					1,224.89
Total 8084 - Capital Projects - Expenditures					1,224.89
TOTAL					452,714.62



Minutes of a workshop of the
Hanover Township Board
“Breakfast with the Board”
Saturday, November 3, 2012 **DRAFT**

- I. Call to Order: Supervisor McGuire called the meeting to order at 8:35 a.m.
- II. Present were Supervisor McGuire, and Trustees Benoit, Krick and Burke. Also present were Commissioner Ochoa, Village of Streamwood Trustee Mike Baumer and representative from State Representative Fred Crespo’s office Steve Caramelli, and twenty residents.
- III. Supervisor McGuire announced the upcoming Holiday Bazaar and the Veterans Day events throughout the Township and other Township events.
- IV. Supervisor McGuire solicited questions from the residents. One resident mentioned that coyotes travel in packs and could we have a couple more statues on the lawn; this suggestion will be forwarded to Facilities & Maintenance Director Spejcher for follow-up. Concerns were raised regarding the polling place changes and Clerk Dolan Baumer addressed that issue. Victory Center will have a shuttle for those in precinct 42 to go to Villa Olivia on November 6 Election Day. Commissioner Ochoa reminded the residents that the last brush pick-up for unincorporated Cook County Hanover Township will be this week. Village Trustee Baumer asked everyone to attend the Veterans Day remembrance on Sunday. Mr. Caramelli reminded everyone to vote on Tuesday.
- V. No motion was made to go into Executive Session.
- VI. No other business was discussed.
- VII. The workshop adjourned at 8:47 a.m. and everyone enjoyed breakfast.



Minutes of a Meeting of the
Hanover Township Board
240 S. Route 59, Bartlett, Illinois
October 16, 2012 **DRAFT**

- 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 Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Absent: Trustee Benoit.

Elected and appointed officials present: Assessor Thomas Smogolski and Collector Frank Liquori, Highway Commissioner P. Craig Ochoa.

Staff and others present Administrator James Barr, Assistant Administrator Katie Delaney, Welfare Services Director Mary Jo Imperato, Community Relations Manager Tom Kuttentberg, Interim Director of Community Health Stacy Arriola, Senior Services Director Barb Kurth-Schuldt, Youth & Family Services Director John Parquette, Mental Health Board Coordinator Suzanne Powers, Facilities & Maintenance Director Steve Spejcher, Director of Emergency Services Dan Palmer, Attorney Larry Mraz and Mrs. Hope Duval; also present was Boy Scout Troop #26.
- II. Presentation of the Colors by Boy Scout Troop#26. Supervisor McGuire asked everyone to stand and join him 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 minutes reflect that on this day, SSGT Wayne H. Scharringhausen was inducted into the Veterans Honor Roll.
- VI. Reports:
 - A. *Supervisor's Report:* Supervisor McGuire offered no report.
 - B. *Clerk's Report:* Clerk Dolan Baumer provided a written report for the Board's review.
 - C. *Assessor's Report:* Assessor Smogolski reported that the recent Homeowner Outreach drew over 150 people, mostly new residents.
 - D. *Highway Commissioner's Report:* Commissioner Ochoa offered no report.
 - E. *Treasurer's Report:* A motion was made by Trustee Westlund-Deenihan and seconded by Trustee Burke to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Ayes: Trustees Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: None. Motion carried.
 - F. *Department Reports:* Departments of Administrative Services, Assessors Office, Community & Veterans Affairs, Emergency Services, Highway Department, Mental Health Board, Welfare Services, Youth & Family Services, Senior Services, and Community Health provided reports for the Board's review.
 - a. *Senior Services* added an invitation for the Fall Senior Events. Director Kurth Schultz also mentioned that the department met with the Senior Citizen Services Committee to review goals for FY13 and they are in accord.
 - b. *Mental Health Board* Coordinator Powers noted that with the resignation of member Bice, two vacancies exist on the Board.

VII. Bill Paying

Mr. Barr asked that the Board approve the bills from October 3 through October 16, 2012 as presented.

a. Town Fund	\$58,519.08
b. Senior Center Fund	34,662.14
c. Welfare Services Fund	2,791.85
d. Road and Bridge Fund	4,357.37
e. Mental Health Fund	53,291.83
f. Retirement Fund	0.00
g. Vehicle Fund	100.00
h. Capital Fund	<u>300.00</u>
Total All Funds:	<u>\$154,022.27</u>

A motion was made by Trustee Burke to approve the bill as presented for October 3 through October 16, 2012; Trustee Westlund-Deenihan seconded the motion. Roll call: Ayes: Trustees Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Nays: None. Motion carried.

VIII. Unfinished Business: Supervisor McGuire reported that he and Mr. Kutteneberg met with the home corporation of the Izaak Walton League and had an informal discussion on the gifting of the IWL land in Elgin. They are working on the proposal and we should expect some questions to be forthcoming regarding access by IWL after we (Hanover Township) take possession.

IX. New Business:

A. Approval Regular Meeting Minutes of October 2, 2012: Clerk Dolan Baumer submitted the Regular Meeting Minutes of October 2, 2012 for review and approval by the Board. A motion was made by Trustee Burke to approve the Regular Meeting Minutes of October 2, 2012 with a second by Trustee Krick. Roll call: Ayes: Trustees Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.

B. Set Estimate of Levy for Hanover Township for the Fiscal Year beginning April 1, 2012 and ending March 31, 2013: A motion was made by Trustee Westlund-Deenihan that the Board determines the estimate of taxes to be levied for Hanover Township for the fiscal year beginning April 1, 2012 and ending March 31, 2013 as follows:

Corporate/Town Fund	\$3,297,992
IMRF Fund	165,352
Social Security fund	133,641
Mental Health Fund	996,646
General Assistance Fund	339,766
Senior Citizens Services Fun	978,524
Debt Service & Public Building Commission	<u>0</u>
Estimated total taxes to be levied for said fiscal year:	<u>\$5,911,921</u>

The motion was seconded by Trustee Burke. Supervisor McGuire noted that this is a zero increase levy, the second year in a row that the Township is taking a conservative fiscal tack. Roll call: Ayes: Trustees Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.

- C. Set Estimate of Levy for Hanover Township Road District for the Fiscal Year beginning April 1, 2012 and ending March 31, 2013: A motion was made by Trustee Krick that the Board determines the estimate of taxes to be levied for Hanover Township Road District for the fiscal year beginning April 1, 2012 and ending March 31, 2013 as follows:

Corporate and Special Purposes	\$1,562,921
Debt Service & Public Building Commission	0
Estimated total taxes to be levied for said fiscal year:	<u>\$1,562,921</u>

The motion was seconded by Trustee Burke. Roll call: Ayes: Trustees Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.

- X. Executive Session: Motion was made to go into Executive Session at 7:14 p.m. pursuant to the Illinois Open Meeting Act section 2(c)11 (Probable or imminent litigation affecting the Township), by Trustee Westlund-Deenihan and seconded by Trustee Burke. Roll call: Ayes: Trustees Burke, Krick and Westlund-Deenihan and Supervisor McGuire. Nays: none. Motion carried.

The Board returned from Executive Session at 7:56 p.m. Present were Trustees Burke, Krick and Westlund-Deenihan and Supervisor McGuire.

- XI. Other Business: Mr. Barr noted that the next regularly scheduled meeting falls on the second day of the TOI conference and suggested the Board consider changing it. The Board reached consensus that it would cancel that meeting on November 6 and consolidate the November 20 meeting to accommodate business on that day. Note that no publication of the levies, nor do we need to hold a hearing on the levies. In addition, he asked that December 18 be the only meeting in December. The Board concurred and it will be posted accordingly. The December meeting will be in Downey Hall due to the gift-wrapping that will take space in the Senior Center.

Mr. McGuire noted that the Bartlett High School Football Booster Club is honoring the team for its qualification for the playoffs and would like to use Veterans Hall on Saturday; the Board concurred and congratulated them.

Mr. Barr reported that ITASC has selected Hanover Township as the Township of the Year!

- XII. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 8:03 p.m. A motion to adjourn was made by Trustee Westlund-Deenihan seconded by Trustee Burke. Roll call: Ayes: Trustees Burke, Krick and Westlund-Deenihan and Supervisor McGuire. Nays: none. Motion carried.

Respectfully submitted,



Katy Dolan Baumer
Clerk

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

**Hanover Township
Tax Levy Ordinance**

Ordinance _____

An Ordinance levying taxes for all corporate purposes for **HANOVER TOWNSHIP , COOK COUNTY, ILLINOIS**, for the fiscal year beginning **April 1, 2012** and ending **March 31, 2013**.

BE IT ORDAINED by the **Board of Trustees of Hanover Township**, Cook County, Illinois, as follows:

SECTION 1: That the sum of **FIVE MILLION NINE HUNDRED AND ELEVEN THOUSAND NINE HUNDRED TWENTY-ONE DOLLARS (\$5,911,921)** is hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized for the current year, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with the law, for such purposes as:

ADMINISTRATION

FACILITIES & MAINTENANCE

COMMUNITY MENTAL HEALTH

RETIREMENT

VEHICLE REPLACEMENT FUND

YOUTH AND FAMILY SERVICES

ASSESSOR

CLERK

EMERGENCY SERVICES & DISASTER

GENERAL ASSISTANCE

SENIOR CITIZENS SERVICES

COMMUNITY & VETERANS AFFAIRS

SECTION 2: That the amounts to be levied of each object and purpose shall be as follows:

GENERAL TOWN/CORPORATE FUND:

1.1 ADMINISTRATION

Personnel	823,183	
Contractual Services	186,210	
Commodities	57,700	
Other Expenditures	498	
Capital Outlay	409,174	
TOTAL ADMINISTRATION		<u>1,476,765</u>

1.2 ASSESSOR

Personnel	124,278	
Contractual Services	17,915	
Commodities	4,674	
Other Expenditures	214	
Capital Outlay	0	
TOTAL ASSESSOR		<u>147,081</u>

1.3 FACILITIES & MAINTENANCE

Personnel	215,000	
Contractual Services	140,722	
Commodities	4,100	
Other Expenditures	436	
Capital Outlay	0	
TOTAL FACILITIES & MAINTENANCE		<u>360,258</u>

1.4 COMMUNITY HEALTH NURSE

Personnel	90,782	
Contractual Services	<u>17,158</u>	
Commodities	<u>4,500</u>	
Other Expenditures	<u>494</u>	
Capital Outlay	<u>0</u>	
TOTAL COMMUNITY HEALTH NURSE		<u>112,934</u>

1.5 CLERK

Personnel	75,415	
Contractual Services	<u>13,815</u>	
Commodities	<u>6,280</u>	
Other Expenditures	<u>493</u>	
Capital Outlay	<u>0</u>	
TOTAL CLERK		<u>96,003</u>

1.6 EMERGENCY SERVICES & DISASTER AGENCY

Personnel	40,600	
Contractual Services	<u>32,505</u>	
Commodities	<u>4,000</u>	
Other Expenditures	<u>495</u>	
Capital Outlay	<u>21,750</u>	
TOTAL EMERGENCY SERVICES & DISASTER AGENCY		<u>99,350</u>

1.7 COMMUNITY & VETERANS AFFAIRS

Personnel	78,000	
Contractual Services	<u>76,000</u>	
Commodities	<u>3,150</u>	
Other Expenditures	<u>200</u>	
TOTAL VETERANS AFFAIRS		<u>157,350</u>

1.8 YOUTH AND FAMILY SERVICES

Personnel	736,950	
Contractual Services	<u>96,950</u>	
Commodities	<u>10,400</u>	
Other Expenditures	<u>451</u>	
Capital Outlay	<u>3,500</u>	
TOTAL YOUTH AND FAMILY SERVICES		<u>848,251</u>

(REF: 60 ILCS 1/235 &1/215-5)

TOTAL GENERAL TOWN/CORPORATE FUND

		<u>3,297,992</u>
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(REF: GENERAL CORPORATE TAX 60 ILCS 1/235-5)

2. SENIOR CITIZENS SERVICES FUND**2.1 ADMINISTRATION**

Personnel	<u>449,600</u>	
Contractual Services	<u>107,931</u>	
Commodities	<u>12,500</u>	

TOTAL ADMINISTRATION570,031**2.2 SOCIAL SERVICES**

Commodities	<u>164,996</u>	
Other Expenditures	<u>149</u>	

TOTAL SOCIAL SERVICES165,145**2.3 SENIOR COMMUNITY HEALTH**

Personnel	<u>73,528</u>	
Commodities	<u>2,000</u>	

TOTAL SENIOR COMMUNITY HEALTH75,528**2.4 TRANSPORTATION**

Personnel	<u>89,320</u>	
Commodities	<u>48,500</u>	
Bus Maintenance	<u>30,000</u>	

TOTAL TRANSPORTATION167,820**TOTAL SENIOR CITIZENS SERVICES**978,524

(REF: SENIOR CITIZENS SERVICES TAX 60 ILCS 1/35-55)

3. GENERAL ASSISTANCE**3.1 HOME RELIEF**

Contractual Services	148,000	
Other Expenditures	<u>0</u>	

TOTAL HOME RELIEF148,000**3.2 ADMINISTRATION**

Personnel	<u>186,000</u>	
Commodities	<u>5,766</u>	

TOTAL ADMINISTRATION191,766**TOTAL GENERAL ASSISTANCE**339,766

(REF: GENERAL ASSISTANCE TAX (60 ILCS 1/235-20))

4. SOCIAL SECURITY

Personnel	<u>133,641</u>	
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TOTAL SOCIAL SECURITY133,641

(REF: SOCIAL SECURITY TAX (40 ILCS 5/21-110 &110.1))

5. IMRF

Personnel	<u>165,352</u>	
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TOTAL IMRF

(REF: IMRF TAX (40 ILCS 5/7-171))

TOTAL RETIREMENT165,352**6. COMMUNITY MENTAL HEALTH FUND**

Personnel	<u>62,250</u>	
Contractual Services	<u>864,416</u>	
Commodities	<u>19,500</u>	
Other Expenditures	<u>480</u>	
Capital Outlay	<u>50,000</u>	

TOTAL COMMUNITY MENTAL HEALTH FUND996,646

(REF: COMMUNITY MENTAL HEALTH TAX 405 ILCS 20/4)

TAX LEVY SUMMARY

General Corporate Tax	<u>3,297,992</u>	
Senior Citizens Services Tax	<u>978,524</u>	
General Assistance (Public Assistance) Tax	<u>339,766</u>	
Social Security Tax	<u>133,641</u>	
Retirement (IMRF) Tax	<u>165,352</u>	
Community Mental Health Tax	<u>996,646</u>	

TOTAL TAXES LEVIED5,911,921

SECTION 3: That the Town Clerk shall make and file with the Clerk of said County of Cook, before the time required by law, a duly certified copy of this Ordinance, and it is hereby directed that the aforesaid sum of **\$ 5,911,921.00** be raised by taxation in the manner provided by law.

SECTION 4: That if any section, subdivision or sentence of this Ordinance shall for any reason be held invalid or found to be unconstitutional, such finding shall not affect the remaining portion of this Ordinance.

SECTION 5: That this Ordinance shall be in full force and effect upon its adoption as provided by law.

SECTION 6: That all prior ordinances and resolutions in conflict or inconsistent herewith are expressly repealed only to the extent of such conflict or inconsistency.

ADOPTED on this 20th day of November, 2012, by the Board of Trustees of Hanover Township.

ROLL CALL:

AYES

NAYS

ABSENT

TOWN CLERK

SUPERVISOR

Hanover Township
Single Township Road District Tax Levy Ordinance

Ordinance _____

An Ordinance levying taxes for all corporate purposes for the **HANOVER TOWNSHIP ROAD DISTRICT, COOK COUNTY, ILLINOIS**, for the fiscal year beginning **April 1, 2012** and ending **March 31, 2013**.

BE IT ORDAINED by the **Board of Trustees of Hanover Township**, Cook County, Illinois, as follows:

SECTION 1: That the Highway Commissioner of the Hanover Township Road District does hereby determine and declare that the sum of **ONE MILLION, FIVE HUNDRED AND SIXTY-TWO THOUSAND, NINE HUNDRED AND TWENTY-ONE DOLLARS (\$1,562,921.00)** is hereby levied upon all property subject to taxation within the Road District as that property is assessed and equalized for the current year, in order to meet and defray all the necessary expenses and liabilities of the Road District as required by statute or voted by the people in accordance with the law, for such purposes as:

GENERAL ROAD FUND for the fiscal year beginning **April 1, 2012** and ending **March 31, 2013**.

SECTION 2: That the amounts to be levied for each object and purpose shall be as follows:

1.1 ADMINISTRATION

Personnel	39,525	
Contractual Services	<u>0</u>	
Commodities	<u>14,137</u>	
Other Expenditures	<u>2,260</u>	
Capital Outlay	<u>0</u>	
TOTAL ADMINISTRATION		<u>55,922</u>

1.2 MAINTENANCE

Personnel	183,750	
Contractual Services	<u>520,000</u>	
Commodities	<u>58,688</u>	
Capital Outlay	<u>240,941</u>	
TOTAL MAINTENANCE		<u>1,003,379</u>

1.3 BUILDINGS

Building/Building Improvements	<u>503,620</u>	
TOTAL BUILDINGS		<u>503,620</u>

TOTAL GENERAL ROAD FUND

(REF: GENERAL ROAD & BRIDGE TAX. (605 ILCS 5/6-501 &6-504)		<u>1,562,921</u>
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TAX LEVY SUMMARY

Road and Bridge Tax	<u>1,562,921</u>	
TOTAL TAXES LEVIED		<u><u>1,562,921</u></u>

THE AMOUNTS TO BE LEVIED were determined and certified by the **Highway Commissioner of the Hanover Township Road District**.

P. Craig Ochoa
Highway Commissioner

SECTION 3: The Hanover Township Board of Trustees certifies to the Cook County Board and Clerk that the amounts levied herein are the amounts necessary to be levied for Hanover Township Road District purposes. It is hereby directed that the aforesaid sum of **\$1,562,921.00** be raised by taxation in the manner provided by law.

SECTION 4: That the ex-officio Road District Clerk shall make and file with the County Clerk of said County of Cook, on or before the time required by law, a duly certified copy of this Ordinance.

SECTION 5: That if any subdivision or sentence of this Ordinance shall for any reason be held invalid or be unconstitutional, such finding shall not affect the validity of the remaining portion of this Ordinance.

SECTION 6: That this Ordinance shall be in full force and effect upon its adaption, as provided by law.

SECTION 7: That all prior ordinances and resolutions in conflict or inconsistent herewith are expressly repealed only to the extent of such conflict or inconsistency.

ADOPTED AND CERTIFIED this 20th day of November, 2012, by the Board of Trustees of Hanover Township.

ROLL CALL:

AYES	_____	NAYS	_____	ABSENT	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____

Road District Clerk

Supervisor



250 S. Route 59
Bartlett, IL 60103-1648
(630) 837-0301
Hanover-township.org

2013 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.

Tuesday, January 16

Tuesday, February 6

Tuesday, February 20

Tuesday, March 5

Tuesday, March 19

Tuesday, April 2

Tuesday, April 16 – Annual Town Meeting 7:30 PM (60 ILCS 1/30-5)

Tuesday, April 16

Tuesday, May 7

Tuesday, May 21

Tuesday, June 4

Tuesday, June 18

Tuesday, July 2

Tuesday, July 16

Tuesday, August 6

Tuesday, August 20

Tuesday, September 3

Tuesday, September 17

Tuesday, October 1

Tuesday, October 15

Tuesday, November 5

Tuesday, November 19

Tuesday, December 3

Tuesday, December 17

Brian P. McGuire, Supervisor
Katy Dolan Baumer, Clerk
Thomas C. Smogolski, Assessor
P. Craig Ochoa, Highway Commissioner
Frank Liquori, Collector

Sandra Westlund-Deenihan, Trustee
Howard Krick, Trustee
William T. Burke, Trustee
Mary Alice Benoit, Trustee
James C. Barr, Administrator



250 S. Route 59
Bartlett, IL 60103-1648
(630) 837-0301
Hanover-township.org

2013 Board of Trustees Workshop Meeting Dates

“Breakfast with the Board”

Pursuant to 5 ILCS 120/2.0 and 2.03, the Hanover Township Board of Trustees meet on the first Saturday, except as noted, of each month 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.

Saturday, February 2

Saturday, March 2

Saturday, May 4

Saturday, June 1

Saturday, October 5

Saturday, November 2

Saturday, December 7

No workshops will be held in January, July, August or September on Saturday.

Brian P. McGuire, Supervisor
Katy Dolan Baumer, Clerk
Thomas C. Smogolski, Assessor
P. Craig Ochoa, Highway Commissioner
Frank Liquori, Collector

Sandra Westlund-Deenihan, Trustee
Howard Krick, Trustee
William T. Burke, Trustee
Mary Alice Benoit, Trustee
James C. Barr, Administrator



250 S. Route 59
Bartlett, Illinois 60103-1648
(630) 837-0301
hanover-township.org

2013 Holiday Closing Dates

Tuesday, January 1 (New Year's Day)

Monday, January 21 (Martin Luther King Birthday observed)

Monday, February 18 (President's Day)

Monday, May 27 (Memorial Day)

Thursday, July 4 (Independence Day)

Monday, September 2 (Labor Day)

Monday, November 11 (Veteran's Day observed)

Thursday, November 28 (Thanksgiving Day)

Friday, November 29 (day after Thanksgiving)

Tuesday, December 24 (Christmas Eve)

Wednesday, December 25 (Christmas)

Brian P. McGuire, Supervisor
Katy Dolan Baumer, Clerk
Thomas C. Smogolski, Assessor
P. Craig Ochoa, Highway Commissioner
Frank Liquori, Collector

Sandra Westlund-Deenihan, Trustee
Howard Krick, Trustee
William T. Burke, Trustee
Mary Alice Benoit, Trustee
James C. Barr, Administrator



TO: James Barr, Township Administrator
Katie Delaney, Assistant Township Administrator
FROM: Thomas Warfield, Management Analyst
DATE: 16 November, 2012
SUBJECT: Hanover Township Financial Policies

As part of the Fiscal Year 2013 budget cycle, administrative staff submitted the operating budget to the Government Finance Officer's Association (GFOA) Distinguished Budget Presentation Award Program. As part of this program the budget is evaluated by three peer practitioners against a set of GFOA recommended best practices. If all three evaluators deem that the budget is of sufficient quality then the submitting organization receives the budget award for the fiscal year. The Township received this distinguished awarded for FY 2013.

An additional aspect of this award process is that the Township receives copies of the detailed analysis from each of the three peer evaluators. Their analysis included numerous recommendations on how the Township could further improve the budget in the future, resulting in a more effective document. One major recommendation by these evaluators was that the Township adopt a set of official financial policies that are consistent with recommended best practices that have been developed by the GFOA membership.

Per instructions from the Township Administrator a review was conducted of GFOA recommended financial policies to specifically identify best practices. Additionally, sample financial policies from the municipalities of Bartlett, Elgin, Schaumburg, and Streamwood were reviewed to identify common language in enacted policies. Some examples of policies include defining what a balanced budget is for the Township, how the Township will utilize one time revenue sources, and how capital assets are classified.

Many of the recommendations are already the current practice of the Township, but these practices have not been put into official policy. Some language has already been drafted per the Hanover Township FY 2013 Operating Budget, and much of that language has been included. Once language for the proposed policies had been drafted an extensive review was undertaken by the administrative staff, Township accountants, and the Township attorney to ensure that the language was sufficient to meet the requirements for the GFOA recommendations, but also flexible enough to meet the specific needs of Hanover Township. The proposed policies were then entered into an ordinance and have been provided for your review.

The Hanover Township Finance Committee reviewed the proposed policies at the October 16, 2012 meeting, and recommended the policies for approval at that time.

ORDINANCE _____

**AN ORDINANCE ESTABLISHING FINANCIAL POLICIES FOR
HANOVER TOWNSHIP**

RECITALS

A. The Government Finance Officers Association (GFOA) has recommended Best Practices in Public Budgeting reflecting recommended budget practices established by the National Advisory Council on State and Local Budgeting (NACSLB).

B. The Hanover Township Supervisor and Board of Trustees (the "Board") have made the following findings based on recommendations by GFOA and/or NACSLB regarding financial policies and budgeting:

1. **Balanced Budget** – Hanover Township (the "Township") should adopt a policy that defines a balanced operating budget, encourages commitment to a balanced budget under normal circumstances, and provides for disclosure when a deviation from a balanced operating budget is planned or when it occurs. (NACSLB Practice 4.5)

2. **Long-Range Planning** – The Township should adopt a policy that supports a financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets, budget policies, cash management and investment policies, programs and assumptions. (NACSLB Element 9, GFOA Recommended Practice)

3. **Asset Inventory** – The Township should adopt a policy to inventory and assess the condition of all major capital assets. This information should be used to plan for the ongoing financial commitments required to maximize the public's benefit. (NACSLB Practice 2.2)

4. **Revenue Diversification** – The Township should adopt a policy that encourages a diversity of revenue sources in order to improve the ability to handle fluctuations in individual sources. (NACSLB Practice 4.6)

5. **Fees and Charges** – The Township should adopt policy that identifies the manner in which fees and charges are set and the extent to which they cover the cost of the service provided. (NACSLB Practice 4.2)

6. **Use of One-time Revenues** – The Township should adopt a policy that discourages the use of one-time revenues for ongoing expenditures. (NACSLB Practice 4.4)

7. **Use of Unpredictable Revenues** – The Township should adopt a policy on the collection and use of major revenue sources it considers unpredictable. (NACSLB Practice 4.4a)

8. **Debt Capacity, Issuance, and Management** – The Township should adopt a policy that specifies appropriate uses for debt and identifies the maximum amount of debt and debt service that should be outstanding at any time. (NACSLB Practice 4.3, 4.3a, GFOA Recommend Practices pp.90-92)

9. **Reserve or Stabilization Accounts** – The Township should adopt a policy to maintain a prudent level of financial resources to protect against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. (NACSLB Practice 4.1)

10. **Fund Balances** - The Township should adopt a policy on the level of unrestricted fund balance that should be maintained in the general fund. The Policy should provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy.

GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.

11. Operating/Capital Expenditure Accountability – The Township should adopt a policy to compare actual expenditures to budget periodically (e.g., quarterly) and decide on actions to bring the budget into balance, if necessary. (NACSLB Practice 7.2)

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of Hanover Township, Cook County, Illinois as follows:

SECTION ONE: Incorporation of Recitals.

The findings and determinations set forth in the above Recitals are incorporated into and made a part of the body of this Ordinance as though fully set forth herein.

SECTION TWO: Balanced Budget.

A. Hanover Township will adopt and maintain a balanced budget in which expenditures will not be allowed to exceed reasonably estimated revenues and other available funds while at the same time maintaining fund balances according to levels as set out in policy.

B. Development of the budget will be directed by specific goals and objectives as identified in the Township's annual strategic planning session to include both organizational and department specific goals.

C. The proposed budget shall be prepared in a manner which maximizes the understanding of residents and public officials and provides meaningful information as to the Township's financial status and activities. Copies of the budget shall be made available electronically via the Township's website and as hardcopies to any interested

parties after approval from the Township Board. A public hearing will be conducted prior to approval of the budget in accordance with applicable law. Copies of the tentative budget prepared by the Township Board shall be made conveniently available for public inspection for at least thirty (30) days prior to the Board taking final action on the budget.

D. Budgets are adopted on a basis consistent with GAAP. Annually appropriated budgets are adopted at the fund level for the general, special revenue, and capital projects funds. The annual appropriated budget is legally enacted and provides for a legal level of control at the fund level. All annual appropriations lapse at fiscal year end. The budget is prepared by fund, function, and activity, and includes information on the past year, current year estimates, and requested appropriations for the next fiscal year. The tentative budget is prepared by the Township Board. The Township Board holds public hearings and may add to, subtract from, or change appropriations, but may not change the form of the tentative budget. Expenditures may not legally exceed budgeted appropriations at the fund level.

SECTION THREE: Budget Amendment.

In accordance with Section 3 of the Municipal Budget Law, the Township Board may make transfers between the various line items in any fund in the appropriation ordinance so long as the transfers do not exceed in the aggregate ten per cent of the total amount appropriated in such fund by such ordinance. If the Township Board is required to amend the original budget and appropriations ordinance it may do so by the same procedure that is used for the original adoption of the budget and appropriation ordinance; provided that nothing in this section shall be construed to permit transfers between funds required by law to be kept separate.

SECTION FOUR: Long Range Planning.

As part of the annual budget review process the Township shall project fund revenues and expenditures one year beyond the current budget year for the General Town fund and five years for the Capital Improvement and Vehicle Replacement funds. The Township will estimate annual revenues on an objective, reasonable, and conservative basis. Most revenues will be estimated based upon a historical trend analysis model.

SECTION FIVE: Asset Inventory.

Capital assets, which include property, equipment, and certain intangible assets, are recorded in the applicable governmental activities columns in the government-wide financial statements. Capital assets are defined by the Township as assets with an estimated useful life in excess of one year and an initial individual cost of more than \$2,500. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Property and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	30
Building Improvements	5-20
Vehicles	7-20
Infrastructure	7-20
Furniture and Equipment	5-10

SECTION SIX: Revenue Diversification.

The Township shall endeavor to develop and maintain a diversified and stable revenue base to the extent allowable as a non-home rule unit of local government, in order to shelter it from short-term fluctuations in any one revenue source.

SECTION SEVEN: Fees and Charges.

On a bi-annual basis and as a part of the regular budget process, all charges for services and user fees shall be reviewed to ensure that rates are at an appropriate level in relation to the cost of providing individual services, are competitive with similar services provided within the area, and reflective of the residents ability to pay. If a subsidy is deemed to exist it shall be justified in terms of the public purpose being served and applicable law. Once set, the complete schedule of Township charges and fees shall be posted on the Township website to provide full transparency and access to the public. For programs or services with highly variable fees all costs will be published in the community newsletter.

SECTION EIGHT: Use of One-time Revenues.

Revenues which are considered to be one-time shall only be utilized to pay for one-time expenses. Under no circumstance shall one-time revenues be utilized to fund general, ongoing operations of the Township.

SECTION NINE: Use of Unpredictable Revenues.

The Township does not have a major revenue source that is considered to be unpredictable. As a non-home rule unit of local government approximately 85% of revenue is derived strictly from property taxes while other revenues are highly predictable.

SECTION TEN: Debt Capacity, Issuance, and Management.

A. The Township will confine long-term borrowing to capital improvements or one-time debt obligations that cannot be financed from current revenues or reserves. Debt or bond issuance will not be used to finance current operating expenditures. Capital projects financed through the issuance of bonds shall be financed for a period not to exceed the expected useful life of the improvement and in accordance with applicable law, including but not limited to referendum approval authorizing the issuance of such bonds. A policy of full disclosure on every financial report and bond prospectus shall be followed at all times.

B. As a non-home rule unit of government, the Local Government Debt Limitation Act (50 ILCS 405/1), sets the legal debt limitation for Hanover Township. Per this Act, total debt may not exceed 2.875% of the value of the taxable property within the Township including existing debt. Additionally, pursuant to Section 240-5 of the Township Code, the Township Board may borrow money (i) from any bank or financial institution (as defined in said Section 240-5) if the money is to be repaid within 10 years from the time it is borrowed or (ii) with the approval of the Highway Commissioner, from a Township road district fund, if the money is to be repaid within one year from the time it is borrowed.

SECTION ELEVEN: Reserve or Stabilization Accounts.

A. The Township shall maintain an Emergency Contingency line item in the General (Town) Fund in addition to the general fund reserve, so as to provide for emergencies, unanticipated expenditures, and revenue shortfalls. Expenditures may be made from the contingency fund only upon approval of the Township Administrator.

B. The objectives of the fund balance reserve practices are: to provide for contingency or emergency spending; to preserve the credit worthiness of the Township; to avoid interest expenses for operating budget needs; and to stabilize fluctuations from year to year in property taxes collected and paid to the Township.

C. Annual appropriation budgets are adopted for General and Special Revenue funds. The Financial Statements and Independent Auditor's Report are prepared at the end of the fiscal year. The Financial Statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. All appropriations lapse at the end of the fiscal year. Excess revenues over expenditures for the fiscal year accumulate in the fund balance for the associated fund.

D. The Township seeks to maintain an unreserved undesignated General Fund and Special Revenue Funds that, as of March 31 of each year, is equal to a minimum of four months of the ensuing years budgeted fund expenditures, with a target of six months of the ensuing year's budgeted expenditures. The Township will exercise diligence in avoiding the appropriation of fund balance for recurring operating expenditures. Fund balances that exceed the maximum level established for each fund will be appropriated for non-recurring capital projects or programs. Use of operating surpluses is the primary method of the Township with which to finance capital projects.

E. If the unrestricted balance for the General (Town Fund) falls below the minimum levels as set forth in this Policy, a plan shall be developed to return to the minimum balance within a reasonable period of time.

SECTION TWELVE: Operating/Capital Expenditure Accountability.

A. Monthly financial reports will be prepared by the Township accountants and shall be provided to staff. Staff shall review and monitor expenditures to ensure

control of spending within available revenues. The Township Administrator shall impose spending limits if, in his judgment, revenues fall below original estimates or if expenditures exceed reasonable limits.

B. A position analysis will be conducted for the replacement of any employee who resigns, retires or is terminated for any reason. The analysis of the worker's responsibilities and a replacement recommendation will be undertaken by Township Administrative staff and the associated department heads. The Township Administrator will take this information, as well as the current status of the Township's financial condition, into consideration when making a final replacement decision. The Township Board will be notified of any replacement actions.

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

SECTION FOURTEEN: Repeal of Prior Ordinances. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIFTEEN: Effective Date. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: November 20, 2012

APPROVED: November 20, 2012

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance _____, enacted on November 20, 2012, and approved on November 20, 2012, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



250 South Route 59
Bartlett, Illinois 60103-1648

• email: hanover@hanover-township.org
• www.hanover-township.org

• Phone: 630-837-0301
• FAX: 630-837-9064

Where Great Service Happens!

Supervisor
Brian P. McGuire

Clerk
Katy Dolan Baumer

Assessor
Thomas S. Smogolski

Highway Commissioner
P. Craig Ochoa

Collector
Frank Liquori

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

Administrator
James C. Barr

Memorandum

Date: November 16, 2012

To: Hanover Township Board

From: *KMD*
Katie Delaney, Assistant Township Administrator

Re: Updated Anti-Harassment and Sexual Harassment Policy

The attached ordinance amends the personnel policy regarding updates to the Township's anti-harassment and sexual harassment policies.

The major changes to the policies includes updating the definition of harassment, more specifically detailing the procedure for filing a complaint, and includes a provision that all employees are to comply with a harassment investigation. These amendments have been reviewed and approved by counsel.

Should you have any questions, please feel free to contact me at extension 2124.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE
HANOVER TOWNSHIP PERSONNEL POLICY REGARDING THE TOWNSHIP'S
ANTI-HARASSMENT AND SEXUAL HARASSMENT POLICIES**

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: Article X, "Anti-Harassment and Sexual Harassment Policies", of the Hanover Township (the "Township") Personnel Policy dated June 10, 2008 (the "Personnel Policy") is hereby amended to read as follows:

"Article X Anti-Harassment and Sexual Harassment Policies

A. Anti-Harassment Policy

- 1.) The Township is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the Township will not tolerate harassment of Township employees by anyone, including any manager, administrator, official, co-worker, vendor, client, or guest of the Township or any third party. The Township will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, ancestry, marital status, age, religion, sexual orientation, civil union partnership, disability, or any other legally protected characteristic will not be tolerated.
- 2.) All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as harassment.

3.) All employees are expected to make it known promptly, through the avenues identified below, whenever they experience or witness offensive or unwelcome conduct.

4.) This Policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, marital status, sexual orientation, civil union partnership, race, color, ancestry, national origin, religion, disability, pregnancy, child birth, and/or related medical conditions, or any other protected characteristic, from participating in business or work -related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Township prohibit discrimination on the basis of sex, sexual orientation, civil union partnership, race, national origin, religion, disability, pregnancy, child birth or related medical condition, or any other protected characteristics, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

5.) The Township will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an employee's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.

6.) Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including termination of employment.

B. Definition of Harassment

- 1.) Harassment is a verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, civil union partnership, marital status, age, national origin, ancestry, disability, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that has the purpose or effect of or creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.
- 2.) Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).
- 3.) Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

C. Sexual Harassment

- 1.) Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct of a sexual nature constitute sexual harassment when:
 - a. submission to the conduct is an explicit or implicit term or condition of employment,
 - b. submission to or rejection of the conduct is used as the basis for an employment decision, or

- c. the conduct has the purpose or effect of unreasonably or substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2.) Sexual harassment may involve individuals of the same or different gender.

Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal, or visual conduct of a sexual nature.

D. Reporting Procedures

1.) All Township employees are responsible to help assure that we avoid harassment. If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate manager, your department head or Township official that oversees your job, and/or the Township Administrator. You should also document or record each incident (what was said or done, by whom, the date, time, and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

2.) Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending

person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of these individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

3.) Report to Manager and Administrative Personnel: At the same time direct communication is undertaken; or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate manager, department head or the Township Administrator. If the Township Administrator is the source of the problem, condones the problem, or ignores the problem, you should contact the Township Supervisor.

4.) Report to the Township Administrator or Supervisor: An employee may also report incidents of harassment or discrimination directly to the Township Administrator. The Township Administrator or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Township Administrator, or if the Township Administrator condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the Township Supervisor. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

E. Prohibition Against Retaliation

1.) The Township forbids retaliation against anyone for reporting harassment or discrimination, assisting in making a harassment or discrimination complaint, or cooperating or participating in a harassment or discrimination investigation. If you feel you have been retaliated against, you are to notify the Township Administrator, your department head or official overseeing your job. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this Policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination of employment.

2.) Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Township will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Township reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

3.) The Township will determine what constitutes harassment, discrimination, or retaliation based on a review of the facts and circumstances of each situation.

Misconduct constituting harassment, discrimination, or retaliation will be dealt with

appropriately. Responsive actions may include, for example, training, referral to counseling, and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination of employment, as the Township believes appropriate under the circumstances.

F. Harassment by Non-Employees/Third Parties

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Township programs or facilities, the Township Administrator, or his designee will investigate the incident(s) and determine the appropriate action, if any. The Township will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the Township has limited control over the actions of non-employees.

Employees who have experienced conduct that they believe is contrary to this Policy have an obligation to take advantage of this reporting procedure.

G. False or Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual harassment, harassment, and/or discrimination, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination of employment.

H. Illinois Department of Human Rights

1.) An employee who believes that he/she has been the subject of harassment or retaliation for complaining about harassment also has a right to file a charge of civil rights violations with the Illinois Department of Human Rights, to have that charge investigated by the Department and, if substantial evidence to support the charge is

found to exist, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the Township and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission. For further information, contact the Illinois Department of Human Rights at 100 West Randolph Street, Room 10-100, Chicago, Illinois 60601, (312) 814-6200”.

SECTION TWO: Nothing herein shall alter the “at will” status of any Township employee.

SECTION THREE: The Township Administrator, or his designee, shall provide copies of the amended Personnel Policy to all Township staff and officials, and a copy of the Anti-Harassment and Sexual Harassment Policies, as amended herein, shall be posted on the Township’s website.

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

**2013 TRIP TRANSIT GRANT and
SERVICE AGREEMENT**

THIS AGREEMENT, made and entered into by and between the **SUBURBAN BUS DIVISION OF THE REGIONAL TRANSPORTATION AUTHORITY**, operating under the name and hereinafter referred to as "Pace" and Elk Grove, Hanover, Palatine, Schaumburg and Wheeling Townships (hereinafter referred to as Townships).

WITNESSETH:

WHEREAS, Pace was created as the Suburban Bus Division of the Regional Transportation Authority to be responsible for providing public transportation by bus, (70 ILCS 3615/3A.01); and

WHEREAS, Pace may enter into grant agreements with governmental and private sector entities to obtain public bus service and to provide for payment of operating and other expenses upon such terms and conditions as Pace shall provide in any such agreements; and

WHEREAS, Pace agrees to provide the transportation services as hereinafter described in Exhibit A attached hereto upon the terms and conditions set forth therein;

WHEREAS Pace shall fund its provision of transportation services as described in Exhibit A up to \$250,000 (hereinafter referred to as "Pace Grant").

NOW, THEREFORE, in consideration of the promises and agreements herein set forth, Pace and the Townships **AGREE** as follows:

1. The parties agree that the recitals hereinabove set forth are incorporated as terms and conditions of this Agreement as though fully set forth herein and binding on the parties.
2. Pace shall provide the services as fully described in Exhibit A attached hereto and the parties agree to comply with the service standards, procedures and parameters provided in Exhibit A attached hereto and made a part hereof.
3. Pace shall provide the funding up to \$250,000 (Pace Grant) for Pace to provide the transportation services as described in Exhibit A.
4. Calculation of monthly Invoice – Pace shall provide a monthly report to the Townships to give an accounting of expended funds. The monthly report shall be based on service costs calculated using actual costs to provide the services less revenue received. The Townships will be responsible for any deficit after the Pace Grant of \$250,000 is expended.
5. Term - This Agreement is effective January 1, 2013, through December 31, 2013 or either party exercises their right to terminate this Agreement under Paragraph 7.

6. Service Provision - Pace shall not be responsible for any failure to provide the Service due to circumstances beyond the control of Pace. However, Pace shall make every reasonable effort to restore Service as soon as practical under the circumstances. Pace shall have the right to make minor revisions to the Service during the term of this Agreement upon written notification to and concurrence by the Townships.

7. Termination of Service - Either party may terminate this Agreement with sixty (60) days advance written notification to the other party.

8. Independent Relationship - Pace is an independent contractor and not an employee, agent, joint venturer, or partner of the Townships, and nothing in this Agreement shall be construed as creating any other relationship between the Townships and Pace, or between any employee or agent of Pace and the Townships. Pace employees shall at all times remain employees of Pace, which shall be solely responsible for all aspects of their employment, including, without limitation, compensation, benefits, payment or withholding of taxes, Social Security, Medicare, unemployment or other insurance, and workers' compensation.

9. Severability - The provisions of this Agreement shall be severable. The unenforceability or invalidity of any one or more provisions, clauses or sentences hereof shall not render any other provision, clause or sentence herein contained unenforceable or invalid. The portion of the Agreement which is not invalid or unenforceable shall be considered enforceable and binding on the parties and the invalid or unenforceable provision(s), clause(s) or sentence(s) shall be deemed excised, modified or restricted to the extent necessary to render the same valid and enforceable, and this Agreement shall be construed as if such invalid or unenforceable provision(s), clause(s) or sentence(s) were omitted. The provisions of this paragraph shall survive the termination of this Agreement for any reason.

10. Binding Agreement - This Agreement supersedes any and all prior agreements between the parties, whether written or oral, and shall be binding upon the parties.

11. Authority - Pace and the Townships represent and warrant that their representatives whose signatures appear below have the power and authority to enter into this Agreement and to obligate Pace and the Townships to the terms of this Agreement.

12. Complete Agreement - This Agreement constitutes the entire Agreement between the parties hereto. Any proposed change in this Agreement shall be submitted to Pace for its prior approval. No modification, addition, or deletion to this Agreement shall be effective unless and until such changes are reduced to writing and executed by the authorized officers of each party. Any changes in service description, payment rates or pass allocations shall be reflected in a revised Exhibit attached hereto reduced to writing and signed by both parties.

13. Notices - All notices due to the other party shall be delivered to the address indicated below:

Pace
550 W. Algonquin Road
Arlington Heights, IL 60005
Attn: Executive Director

Townships:
Wheeling Township
1616 N. Arlington Heights Rd.
Wheeling, IL 60004

Hanover Township
250 S. Rte 59
Bartlett, IL 60103

Schaumburg Township
1 Illinois Blvd.
Hoffman Estates, IL 60129

Elk Grove Township
2400 S. Arlington Heights Rd.
Arlington Heights, IL 60005

Palatine Township
7215 S. Quentin Road, Ste. 101
Palatine, IL 60067

15) Governing Law - This Agreement shall be construed in accordance with the laws of the State of Illinois.

16) This Agreement may be executed by the parties in several counterparts, each of which so executed shall be deemed an original, and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be made effective as of the date set forth above and executed by their duly authorized officials.

Pace

Wheeling Township

By: _____

By: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

Schaumburg Township

Hanover Township

By: _____

By: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

Elk Grove Township

Palatine Township

By: _____

By: _____

Title: _____

Dated: _____

Title: _____

Dated: _____

Exhibit A

TRANSPORTATION SERVICES

HANOVER TOWNSHIP – TRIP PROGRAM

TYPE OF SERVICE	Curb to curb, dial-a-ride bus service
SERVICE OPERATED BY	Pace private contractor
RESERVATION DAYS & HOURS	Monday through Friday – 9:00 AM to 2:00 PM
RESERVATION METHOD	Reservations shall be accepted at the Pace call center via email a maximum of seven (7) days in advance and a minimum of two (2) days in advance of the day of service. Note: Friday reservations are for Tuesday service.
REGISTRATION METHOD	All riders register through the Township. Registration information is sent to Pace via email and riders are registered with the transportation provider within five (5) business days.
SERVICE AREA	Medical facilities within Palatine, Wheeling, Hanover, Schaumburg and Elk Grove Townships and the Chicago Illinois Medical District which include the following medical centers: <ul style="list-style-type: none">• The University of Illinois Medical Center• The John H. Stroger, Jr. Hospital of Cook County• Rush University Medical Center• Jesse Brown VA Medical Center
SERVICE DAY & HOURS	Monday through Friday – 5:00 AM to 9:00 PM Saturday – 5:00 AM to 4:00 PM Whenever possible, pick-up times are negotiated in order to optimize the efficiency of daily routes.
HOLIDAYS	Service will <i>not</i> operate on the following holidays: <ul style="list-style-type: none">• New Year's Day• Memorial Day• Independence Day• Labor Day• Thanksgiving Day• Christmas Day
ONE-WAY FARE	Trips within the Township \$5.00 Trips across Townships \$10.00 <ul style="list-style-type: none">• No trip will exceed a \$10.00 fare per rider.
SUBSCRIPTIONS	Subscriptions are allowed per the approval of the Township. Subscriptions are submitted via email a minimum of five (5) days in advance of service.
COMPANIONS	One (1) free companion is allowed however they must be registered through the Township.
RIDER ELIGIBILITY	Rider eligibility is determined by the sponsor. Registered riders are seniors who are 60 years and older or persons with disabilities who are 18 years or older.

PASSED: November 20, 2012

APPROVED: November 20, 2012

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance _____ adopted on November 20, 2012 and approved on November 20, 2012, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk