



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of the Township Board**  
*October 16<sup>th</sup>, 2018*  
**7:00 PM**

**A G E N D A**

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
  - A. Veterans Honor Roll – SGT Charles E. Hoke
- V. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Assessor’s Report
  - D. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Regular Meeting Minutes of October 2, 2018
  - B. Resolution Declaring October 24, 2018 World Polio Day in Hanover Township
  - C. Resolution Declaring October 26, 2018 Lillian Henschel Day in Hanover Township
  - D. Resolution to Approve an Agreement with Governmental Accounting, Inc.
  - E. Resolution to Approve the 2019 PACE TRIP Transit Grant and Service Agreement
  - F. Appointment of the Director of Facilities and Road Maintenance
  - G. Appointment of the Assistant Township Administrator
- IX. Executive Session
- X. Other Business
- XI. Adjournment

**Mission Statement**

**Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.**



## VETERANS HONOR ROLL

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

**NAME:** CHARLES F HOKE

**ADDRESS:** 1058 HOUSTON AVE

**CITY/ZIP CODE:** ELGIN 60120

**PHONE #:** 847 722 5946

**DATE OF BIRTH:** 04/02/1942

**BRANCH OF SERVICE:** USAF

**HIGHEST RANK ATTAINED:** E-4

**YEARS OF SERVICE:** FROM NOV 60 TO OCT 69

**MEDALS AWARDED OR OTHER CITATIONS:**  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

Thank you,

*Brian P. McDevil*

Supervisor

# DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for September 2018

SERVICE PROVIDED	SEPTEMBER 2018	SEPTEMBER 2017	FYTD 2019	FYTD 2018
<i>Passports</i>	256	298	2,327	2,742
Photo fees	\$2,000	\$1,990	\$16,990	\$16,930
Fee deposits	\$5,950	\$5,235	\$57,110	\$50,705
<i>Fishing/Hunting licenses</i>	1	2	67	65
<i>Handicap Placards</i>	15	17	133	97
<i>Cook County vehicle stickers</i>	10	2	276	221
<i>Human Resources Requests</i>	162	142	887	944
<i>New Employee Orientations</i>	4	1	15	12
<i>Technology work orders</i>	46	55	300	299
<i>Resident Contacts</i>	1,687	2,146	8,334	12,151
<i>Percent of Budget Expended (50% of year)</i>	10%	11.1%	40.4%	40.5%

## Department Highlights

- The Active Threat Workgroup directed all Township staff to take the Federal Emergency Management Agency online training “Active Shooter: What Can You Do?” The FEMA online training will provide staff with an overview of the topic ahead of building specific trainings, which is anticipated to occur in November and December.
- Administrative Specialist Callahan continues research of facilities management software programs. Three software demonstrations were conducted with Facilities and Road Maintenance staff in September. Administrative Services is currently evaluating the programs and is anticipating making a recommendation in October.
- Assistant Administrator Powers assisted departments with interviews for the Youth and Family Services Open Gym Assistant, Senior Services Kitchen Assistant and part-time Bus Driver.
- Administrative Services staff participated in the Township’s Fall Food Truck Festival.
- JBR Group conducted a lighting audit of the Senior Center, Road Maintenance garage, and exterior property lights. They will be submitting a proposal in October for possible lighting changes that would improve energy efficiencies in those locations.
- Assistant Administrator Powers attended the Illinois Counties Risk Management Trust training on cyber security, public entity property loss mitigation and safety/building audits on September 11<sup>th</sup>.
- Assistant Administrator Powers attended the Illinois Association of Township Administrators meeting at Elk Grove Township on September 19<sup>th</sup>.
- Assistant Administrator Powers attended the Illinois Society for Human Resource Management Conference September 24<sup>th</sup> – 25<sup>th</sup> in Oakbrook.

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# OFFICE OF THE ASSESSOR

Report for September 2018

SERVICE PROVIDED	SEPTEMBER 2018	SEPTEMBER 2017	FYTD 2019	FYTD 2018
<i>Administration</i>				
Office visits	617	628	1,837	1,760
Building permits processed	546	577	3,292	3,126
Change of Name	19	13	49	51
Property tax appeals	434	508	434	508
Certificate of Errors	65	49	518	708
Property location updates	1	2	4	8
Sales Recording	707	NA	1,104	NA
New owner mailing	567	NA	990	NA
<i>Exemptions</i>				
Homeowner exemptions	33	27	150	195
Senior homeowner exemptions	18	12	237	308
Senior Freeze exemptions	3	7	141	170
Disabled person & Veteran exemptions	12	3	79	126
Miscellaneous exemptions	0	5	13	23

## Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. September had a total of 31 visitor after 4:30pm.
- The department has a total of 2,686 e-mails on the contact list. 68 e-mails were added in September.
- Chief Deputy Glascott attended the Township Officials of Cook County/Metropolitan Township Association Summer Symposium on September 8<sup>th</sup>.
- Assessor Smogolski hosted a taxpayer outreach with the Cook County Assessor's office on September 26<sup>th</sup>.
- Deputy Assessor Christopher attended the Township Day Food Truck Fall Festival on September 27<sup>th</sup>.
- Chief Deputy Assessor Glascott attended the Cook County Township Assessors Association meeting September 28<sup>th</sup>.
- Hanover Township Assessor appeals ended October 1<sup>st</sup>.

*Office of the Assessor Mission Statement:*

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

# OFFICE OF COMMUNITY HEALTH

Report for September 2018

SERVICE PROVIDED	SEPTEMBER 2018	SEPTEMBER 2017	FYTD 2019	FYTD 2018
<i>Appointments</i>				
ProTimes	11	19	66	107
TB skin test	7	6	45	60
Cholesterol	62	49	74	58
Pharmaceutical Assistance Programs	1	1	11	3
Miscellaneous labs	10	11	66	61
Wellness Screening (BP, diabetes, anemia)	7	55	200	294
Other	22	40	162	247
<i>Clinic Clients</i>				
Senior Center/ home visits	65	73	465	535
Astor Avenue	4	9	22	51
Elgin, Izaak Walton Center	0	6	4	23
Offsite clinics	3	15	64	77
Total clients (unduplicated)	28	38	261	309
<i>Public Education &amp; Health Promotion</i>				
Media coverage	6	5	26	25
Informational seminars/Program	2	4	29	35
Program Participants	421	436	1,231	1,289
<i>Primary Care Provider Support</i>	9	4	40	25

## Department Highlights

- Community Health Nurses provided 4 home visits for residents in the month of September.
- The Office of Community Health hosted the 11<sup>th</sup> Annual Just For the Health of It health and wellness expo on September 13<sup>th</sup>. Several hundred residents attended to receive free health screenings as well as health related information and resources.
- Community Health Assistant Daccardo became a certified Basic Life Support (BLS) CPR instructor on September 18<sup>th</sup>.
- Ariel Court, the new Community Health Nurse, started on September 24<sup>th</sup>.
- Community Health Assistant Daccardo completed Senior Health Insurance Program (SHIP) training in the month of September.
- Director Smith attended the Human Services Coordinating Council meeting on September 26<sup>th</sup>.
- The Office of Community Health staff attended the Hanover Township Food Truck Festival for Illinois Township Day on September 27<sup>th</sup> and provided participants with department information and resources.

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

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

# OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for September 2018

SERVICE PROVIDED	SEPTEMBER 2018	SEPTEMBER 2017	FYTD 2019	FYTD 2018
<i>Website Visit (total)</i>	5,289	4,833	29,752	26,209
<i>Website Visits (unique)</i>	4,674	3,535	25,111	14,676
<i>Facebook Likes*</i>	95	46	440	212
<i>Facebook Reach</i>	32,385	N/A	214,653	N/A
<i>Twitter Followers</i>	5	11	49	196
<i>YouTube Views</i>	397	323	1,721	1,718
<i>Media Releases</i>	2	5	17	23
<i>Veteran Contacts</i>	49	77	345	251
<i>Total Veterans Served</i>	49	74	381	224
<i>Total Resident Contacts (Elgin office)</i>	102	291	2,606	4,580

\*Facebook Reach: The number of people who had any posts from the township page enter their screen (mobile & desktop)

## Department Highlights

- Director Kuttenberg assisted in coordinating the Metropolitan Township Association and Township Officials of Cook County Summer Symposium on September 8<sup>th</sup> at the Senior Center.
- Community and Veterans Affairs coordinated the Township’s participation at the 2018 Bartlett Heritage Days in downtown Bartlett on September 8<sup>th</sup> and 9<sup>th</sup>.
- Director Kuttenberg attended the September 10<sup>th</sup> meeting of the Streamwood Community Relations Commission at the Streamwood Police Department. The commission’s Art Around the World event is on Saturday, November 10<sup>th</sup> at the Poplar Creek Library.
- Director Kuttenberg met with officers of the Izaak Walton League of America – Elgin Chapter on September 12<sup>th</sup>.
- Director Kuttenberg, Trustee Essick and Clerk Dolan Baumer attended the Hoffman Estates’ Chamber of Commerce Legislative Luncheon on September 14<sup>th</sup> at the Alexian Women and Children’s Hospital. Legislators answered questions on the state’s budget and pension issues, as well as addressed economic development concerns.
- Director Kuttenberg and Trustee Martinez attended a substance abuse prevention presentation by Youth and Family Services Clinical Interventionist Ryan Dickinson at Tefft Middle School on September 17<sup>th</sup>.
- Director Kuttenberg attended the Federal Emergency Management Agency’s (FEMA) Public Information Officer Basic Training Class on September 18 – 19 at the Grundy County Emergency Operations Center. The class provided guidance on how to work with the media on the scene and in the office. Director Kuttenberg is registered to attend the next FEMA Public Information Officer class in sequence at the DuPage County Emergency Operations Center in December.
- Director Kuttenberg joined Supervisor McGuire and Trustee Martinez at the Bluff City Cemetery Generals Heritage Marker Dedication on September 22<sup>nd</sup>.
- Veterans Specialist Cyndi Wollack attended and successfully completed Veterans Service Officer training September 24 – 28 in Peoria, Illinois. The training was conducted by the National Association of County Veterans Services Officers. Specialist Wollack will now have direct access to the U.S. Department of Veterans Affairs computer system to submit and track the status of claims.

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# DEPARTMENT OF EMERGENCY SERVICES

Report for September 2018

SERVICE PROVIDED	SEPTEMBER 2018	SEPTEMBER 2017	FYTD 2019	FYTD 2018
<i>Volunteers</i>				
Total volunteers	34	27	34	32
New volunteers	0	1	8	6
<i>Hours</i>				
Volunteer Detail Hours	694	324.9	2,618.5	2,226
Volunteer Work Hours	368	180.5	800	898.75
Volunteer Training Hours	298	260	1,784	1,432
<i>Total Volunteer Hours</i>	1,360	765.4	6,890.5	4,556.75
<i>Details</i>				
Emergency Call Outs	4	8	34	21
Safety Patrols	4	3	21	23
Township Sponsored Events	5	3	13	19
Other Community Events	10	6	48	27
Miscellaneous	0	0	0	0
<i>Total Details</i>	23	20	116	82

## Department Highlights:

- HTES assisted the Bartlett Police Department with traffic control following a significant automobile accident at Munger Road and Stearns Road on September 25<sup>th</sup>. HTES directed traffic at Munger Road and Hambrecht Road, Stearns Road and Brewster Creek Drive, Stearns Road and Florence Drive, and Munger Road at Forest Preserve Drive. Emergency Services members were on the scene for approximately ten hours.
- HTES responded to the Hanover Park Fire Department for a reported structure fire on Scott Lane on September 1<sup>st</sup>.
- On September 3<sup>rd</sup>, HTES responded to the Wayne Police Department to provide traffic control at Army Trail Road between School Street and Railroad Street.
- On September 15<sup>th</sup>, HTES responded to an Illinois Search and Rescue Council (ISARC) call for assistance with an evidence search at the Kankakee River State Park.
- HTES conducted an open house as part of Bartlett Heritage Days Festival on September 8<sup>th</sup> and 9<sup>th</sup>.
- HTES provided traffic control for Just for the Health of It Fair on September 12<sup>th</sup> and provided traffic control and light trucks for the Fall Food Truck Festival on September 28<sup>th</sup>.
- An Emergency Services informational meeting was held on September 26<sup>th</sup> with representatives from 10 area police departments attending.
- On September 14<sup>th</sup>, HTES provided traffic control for the Streamwood High School football game.
- HTES provided traffic control on September 15<sup>th</sup> at the St. Ansgar Church Mexican Independence Day Parade.
- HTES assisted Streamwood High School with homecoming activities including the annual bonfire, powder puff football game, and football game.
- September 22<sup>nd</sup>, HTES participated in the Elgin Fire Museum annual open house.
- HTES assisted the Elgin Police Department with traffic control for the Let's Move Elgin 5k and 10k run/walk event on September 30<sup>th</sup>.
- Safety Patrols were conducted on September 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>.

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# DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for September 2018

SERVICE PROVIDED	SEPTEMBER 2018	SEPTEMBER 2017	FYTD 2019	FYTD 2018
<i>Administration</i>				
Vehicle service calls	13	0	93	29
Work orders	45	59	246	366
Event set-ups/tear downs	155	182	1,168	1,125
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	5,164	4,849	29,923	29,669
Town Hall	9,000	7,860	50,340	46,732
Senior Center	40,252	33,989	213,988	206,467
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	0	0	471.35	503.78
Town Hall	6.21	226.06	1,260.77	1,188.04
Senior Center	1,081.61	972.41	6,389.94	6,085.03
<i>Road Maintenance</i>				
Salt Usage (Tons)	0	0	71	0

## Department Highlights

- The Facilities and Road Maintenance department completed the set ups and take downs for the Fall Food Truck Festival and the Just for the Health of It fair in the month of September.
- The Naomi Walters Lenoci Reserve path bid opening was held on September 21<sup>st</sup>. The project was awarded to A Lamp Construction. Construction is anticipated to begin in mid-October with project completion planned for mid-November.
- Facilities Technician O’Neil continues to oversee renovations for Downey Hall. Renovations began in September and are anticipated to be completed by the end of November.
- Maintenance Associate Rundquist replaced the safes from the Senior Services buses.
- Facilities and Road Maintenance staff completed the set ups and take down of all the tables, chairs and tents at the Bartlett Heritage Days festival. Department staff were also onsite throughout the weekend event to assistance with garbage disposal.

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# OFFICE OF THE MENTAL HEALTH BOARD

Report for September 2018

SERVICE PROVIDED	AUGUST 2018	AUGUST 2017	FYTD 2019	FYTD 2018
<i>Grant Funding</i>				
New clients	486	471	2,366	1,880
Ongoing Clients	650	507	NC	NC
Closed Cases	85	59	353	356
Prevention Programming Presentations	22	8	314	120
Number in audience	248	140	2,735	4,082
<i>TIDE</i>				
Participants	19	16	18	17
Rides	149	NA	607	343
<i>Resource Center</i>				
Organizations providing services	6	6	6	6
Clients served	*24	74	*208	403

\*two agencies not reporting

## Department Highlights

- The Mental Health Board met on September 25<sup>th</sup> and awarded the following:
  - Little City Foundation received \$12,500 in capital funding to assist with the cost of capital improvements to their Community Integrated Living Arrangement (CILA) home in Hanover Park. 8 individuals with disabilities live in this home and all are residents of Hanover Township.
  - Leyden Family Services received \$2,000 in capital funding to assist with replacement of broken equipment in the gym at the agency's rehabilitation and detoxification center in Hoffman Estates. The program served 21 Hanover Township residents last fiscal year.
  - DayOne PACT received \$3,000 in staff development funding for case managers to attend the Arc of Illinois Autism conference in October. DayOne PACT served 95 Hanover Township residents last fiscal year.
  - Global Executive Council (GEC) received \$300 in staff development funding to assist with the cost to send 4 individuals to a Mental Health First Aid training course. GEC is in the process of expanding advocacy and referral services in the Hanover Township area.
- Manager Vana met with the Coordinator for the Association of Community Mental Health Authorities of Illinois (ACMHAI) on September 12<sup>th</sup> to discuss association membership. ACMHAI has shifted priorities to focus on training and collaboration for 708 boards. The Mental Health Board will begin a trial membership at no cost beginning in October 2018 – December 2019.
- The Human Services Coordinating Council took place on September 26<sup>th</sup> with a total of 31 participants from partnering agencies and local governments. The Illinois Department of Human Services (DHS) presented on current programming and changes to programs that may impact individuals working with agencies funded by the Mental Health Board. The next meeting will take place on November 28<sup>th</sup> at 10:00 AM.
- Manager Vana attended the Community Assessment and Management of Persons Needing Shelter (CAMPS) meeting at the Elgin Police Department on September 27<sup>th</sup>.

### *Mental Health Board Mission Statement:*

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

# DEPARTMENT OF SENIOR SERVICES

Report for September 2018

SERVICE PROVIDED	SEPTEMBER 2018	SEPTEMBER 2017	FYTD 2019	FYTD 2018
<i>Programming Division</i>				
Planned programs	235	223	1,488	1,337
Participants	3,035	3,044	19,348	18,291
Participants (unduplicated)	679	686	1,390	1,415
Wait listed (unduplicated)	59	43	289	517
Art & Computer classes	61	48	364	282
Art & Computer class participants	342	346	2,036	1,971
New volunteers	8	11	35	29
Total volunteers (unduplicated)	152	154	240	222
Volunteer hours reported	2,310	1,978	13,161	15,014
Meals Served	1,130	1,191	7,680	6,841
Meals delivered by volunteers	1,815	1,452	11,482	7,472
<i>Social Services Division</i>				
Clients served (unduplicated)	136	176	639	664
Clients served (duplicated)	184	201	1,350	1,017
Energy Assistance	16	16	87	84
Prescription drugs & health insurance assistance	57	113	513	589
Social Service programs	10	11	71	59
Social Service program participants	130	85	757	493
Lending Closet transactions	104	100	684	643
<i>Transportation Division</i>				
One way rides given	1,590	1,584	9,991	10,272
Individuals served (unduplicated)	175	239	494	495
New riders	25	43	494	495
Unmet requests for rides	49	50	279	203

## Department Highlights:

- Popular out trips included: Chicago Architectural Tour, Dancing Horses Theatre, Nifty Fifties & Sixties at White Fence Farm and Apple Holler.
- Program Specialist Adelpia planned a successful three day trip to Shipshewana, Indiana.
- The Transportation Division provided shuttles for both the Health Expo and the Food Truck Festival in the month of September and provided over 300 rides for both events.
- Transportation Manager Steininger attended the Illinois Public Transit Association (IPTA) conference on September 5<sup>th</sup>-7<sup>th</sup> in Champaign.
- Specialist Domingo attended the Powerful Tools for Caregivers Training September 11-12.
- Social Services staff began scheduling appointments for the upcoming LIHEAP program (Low Income Home Energy Assistance Program) and scheduled Medicare appointments for the 2018 Medicare Open Enrollment period that runs from October 15<sup>th</sup> - December 7<sup>th</sup>.
- The Home Delivered Meal program was highlighted at the Fall Food Truck Festival and over thirty vendors donated gift cards for program patrons to win at the event. The Senior Citizens' Services Committee co-sponsored the entertainment for event.

# DEPARTMENT OF WELFARE SERVICES

Report for September 2018

SERVICE PROVIDED	SEPTEMBER 2018	SEPTEMBER 2017	FYTD 2019	FYTD 2018
<i>General Assistance</i>				
General Assistance clients	11	13	72	69
General Assistance appointments	20	29	138	167
Emergency Assistance appointments	14	30	131	129
Emergency Assistance approved	3	8	28	24
Crisis intake clients	114	136	672	758
Access to Care	0	0	0	0
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	4	0*	72	79
Circuit Breaker	0	3	1	6
<i>Social Services</i>				
ComEd Hardships	28	13	96	48
Weatherization	0*	0	0*	0
<i>Food Pantry</i>				
Served (Households)	596	595	3,662	4,020
New applications	29	17	162	135
Food Donations	52	58	316	271
<i>Community Center Walk-Ins</i>	111	200	1,017	1,196

\* Program Closed

## Department Highlights:

- Salvation Army funds are exhausted. The new funding year begins October 1<sup>st</sup>.
- Volunteer Karen Flaxman is on site Tuesdays from 9am to 1pm to assist residents with employment support services. In September, seven residents utilized services and 1 client reported receiving a job offer.
- Septran and First Student held hiring events at Astor Avenue Community Center. First Student is scheduled to host monthly hiring events at Astor Avenue Community Center until they reach their quota of applicants.
- Welfare Services staff attended CEDA LIHEAP training and will begin taking applications October 1<sup>st</sup> when the LIHEAP program opens.
- Case Manager Carstensen attended the Nicor Sharing meeting and updated the department on Salvation Army program changes.
- Welfare Services Coordinator Orozco attended the Volunteer-Palooza event at the Gail Borden Library.
- Welfare Services hosted their second annual offsite training for auxiliary staff. John Acardo of BlueCornHR presented to the group on “Cultural Awareness Training” with 35 in attendance.
- CEDA bi-lingual Spanish speaking staff continue office hours onsite every Wednesday from 8:30am – 4:30pm assisting residents with dental, auto, vision, housing as well as employment needs.
- Senator Castro’s office continues to be onsite every Tuesday from 1:30pm to 6:00pm to assist residents with state and federal programs.

### *Welfare Services Mission Statement:*

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

# DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for September 2018

SERVICE PROVIDED	SEPTEMBER 2018	SEPTEMBER 2017	FYTD 2019	FYTD 2018
<i>Outreach &amp; Prevention</i>				
Open Gym participants	80	134	6,582	5,919
Open Gym participants (unduplicated)	80	134	913	828
Alternative to Suspension referrals	32	25	50	28
Alternative to Suspension participants	78	10	886	725
Alternative to Suspension participants (unduplicated)	62	3	136	108
<i>Clinical</i>				
Therapy clients	274	330	2,172	1,682
Therapy clients (unduplicated)	135	116	883	748
New clients (unduplicated)	5	18	46	108
Clinical hours	208	219	1,556	1,193
Group session participants	20	8	810	697
<i>Tutoring Participants</i>				
Total	55	0	584	504
Unduplicated	55	0	142	154

## Department Highlights:

- Amber Weiss, Undergraduate Social Work intern from Aurora University, started with the department on September 5<sup>th</sup>. Ms. Weiss will be assisting with the Open Gym Program and substance abuse prevention programming.
- Director Parquette, Manager Houdek, and Manager Cohen attended the Metropolitan Township Association and the Township Officials of Cook County's Summer Symposium on September 8<sup>th</sup>.
- Youth and Family Services participated at the Office of Community Health's "Just for the Health of It" resource fair on September 13<sup>th</sup>.
- Coordinator Teachout and Interventionist Dickinson attended Sunnydale Elementary School's Back to School Fair on September 14<sup>th</sup>.
- The department held their all staff offsite retreat on September 19<sup>th</sup> at Riverwood's Camp. The retreat focused on program development and team building.
- Marisol Reyna, Tutor, started her position with the Township on September 20<sup>th</sup>. She will be providing tutoring at the Glendale Terrace location.
- After School Open Gym Program started on September 24<sup>th</sup> and will include a new site at Tefft Middle School.
- Tutoring Services Program started on September 25<sup>th</sup> for youth in grades 2<sup>nd</sup> through 12<sup>th</sup>.
- Meetings continued throughout the month of September at Streamwood High School in preparation for the freshman engagement "Sabre Smash" to be held on November 20<sup>th</sup>. Sabre Smash is a youth led Snowball event in partnership with Streamwood High School.
- The department participated at the Hanover Township Fall Food Truck Festival on September 27<sup>th</sup>.

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

*Our mission is the prevention of juvenile delinquency and the promotion of positive development in young people. We strengthen families, provide outreach to youth at risk of school failure and contribute to the building of a healthier Township community.*

**Hanover Township**  
 Board Audit Report  
 From 10/2/18 - 10/15/18

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	71,767.85		71,767.85
Total Senior Center	50,766.00	32.54	50,798.54
Total Welfare Services	7,989.41		7,989.41
Total Road Maintenance	2,061.74		2,061.74
Total Mental Health Board	122,723.50	1,019.68	123,743.18
Total Retirement	-		
Total Vehicle	200.00		200.00
Total Capital	6,585.53		6,585.53
Total All Funds	<u>262,094.03</u>	<u>1,052.22</u>	<u>263,146.25</u>

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

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

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Town Clerk

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Town Clerk

\_\_\_\_\_  
 Trustee

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 Trustee

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 Trustee

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 Trustee

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 Trustee

# Hanover Township Board Audit Report

October 2 - 15, 2018

Type	Date	Num	Name	Memo	Amount
<b>1014 · Town Fund - Expenditures</b>					
<b>101CAP · Capital Expenditures</b>					
<b>1014430 · Computer Equipment &amp; Software</b>					
Check	10/09/2018	128256	Access 1 Source	Inv# 70169 Time and Attendance Software Monthly Fee	267.50
Total 1014430 · Computer Equipment & Software					267.50
<b>1014540 · Facility Lease</b>					
Check	10/09/2018	128284	Bartlett Volunteer Fire Association	Annual Emergency Services Station Lease - 50%	10,000.00
Total 1014540 · Facility Lease					10,000.00
Total 101CAP · Capital Expenditures					10,267.50
<b>101CHN · Community Health</b>					
<b>1014453 · Printing</b>					
Check	10/02/2018	128250	Kwik Print	Inv# 63128 Business Cards - Court	42.00
Check	10/12/2018	128445	Braden Interact Business Products (SS)	Inv# 514547 Copy Charges September	9.49
Total 1014453 · Printing					51.49
<b>1014454 · Travel &amp; Training</b>					
Check	10/02/2018	128241	Daccardo, Nicole K	SHIP Training Train Fare	34.05
Check	10/02/2018	128241	Daccardo, Nicole K	SHIP Training Mileage	41.20
Check	10/09/2018	128263	Daccardo, Nicole K	SHIP Training Train Fare	32.00
Check	10/09/2018	128263	Daccardo, Nicole K	CPR Training Mileage Reimbursement	17.33
Total 1014454 · Travel & Training					124.58
<b>1014457 · Furniture and Computer Equip</b>					
Check	10/02/2018	128243	Taylor Rental	Contract# 02-255193-04 Table Rental for Health Expo	445.00
Check	10/12/2018	128464	Leaf (618-008)	Inv# 8760316 Lower Level Copier Lease	60.00
Total 1014457 · Furniture and Computer Equip					505.00
<b>1014461 · Miscellaneous</b>					
Check	10/09/2018	128262	Ariel Court	Employee Lab Coat	22.25
Check	10/12/2018	128478	Verifry Firm Systems (XHANOV)	Inv# 1258608 Background Checks September	16.00
Total 1014461 · Miscellaneous					38.25
<b>1014465 · Medical Supplies</b>					
Check	10/12/2018	128469	McKesson Medical Surgical	Inv# 35905730 Glucose Tests	121.29
Check	10/12/2018	128469	McKesson Medical Surgical	Inv# 35491707 Capillary Tubes/Plunger/Gloves	91.59
Check	10/12/2018	128469	McKesson Medical Surgical	Inv# 36738996 Glucose Tests/Microcuvettes/	141.71
Total 1014465 · Medical Supplies					354.59
<b>1014466 · Communications</b>					
Check	10/09/2018	128304	Verizon Wireless (00002)	Inv# 9814876588 Monthly Charges Sept 2018	53.29

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Type	Date	Num	Name	Memo	Amount
Total 1014466 · Communications					53.29
<b>1014491 · Health Insurance</b>					
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	1,362.64
Total 1014491 · Health Insurance					1,362.64
Total 101CHN · Community Health					2,489.84
<b>101CVA · Community &amp; Veteran Affairs</b>					
<b>101CMA · Community Relations</b>					
<b>1014617 · Equipment &amp; Furniture</b>					
Check	10/09/2018	128304	Verizon Wireless (00002)	Inv# 9814876588 Monthly Charges Sept 2018	58.09
Total 1014617 · Equipment & Furniture					58.09
<b>1014621 · Satellite Office Utilities</b>					
Check	10/12/2018	128470	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 7/27-9/25	30.31
Total 1014621 · Satellite Office Utilities					30.31
<b>1014623 · Satellite Office Phone &amp; Intrnt</b>					
Check	10/12/2018	128448	Comcast (6276 IWC Internet)	Acct# 8771 20 032 0786276 Monthly Charges	199.85
Total 1014623 · Satellite Office Phone & Intrnt					199.85
<b>1014628 · Historical Marker Program</b>					
Check	10/12/2018	128457	The Finer Line, Inc	Inv# 59540 Bluff City Cemetary Heritage Marker	902.20
Total 1014628 · Historical Marker Program					902.20
<b>1014691 · Health Insurance</b>					
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	681.32
Total 1014691 · Health Insurance					681.32
Total 101CMA · Community Relations					1,871.77
<b>101VET · Veteran Affairs</b>					
<b>1014703 · Travel Expense</b>					
Check	10/09/2018	128282	Wollack, Cynthia	Mileage Reimbursement May - July 2018	67.04
Check	10/12/2018	128437	Wollack, Cynthia	Mileage Reimbursement - Misc/VSO Training Peoria	259.86
Total 1014703 · Travel Expense					326.90
<b>1014705 · Training</b>					
Check	10/12/2018	128437	Wollack, Cynthia	VSO Training Meals (6)	111.16
Total 1014705 · Training					111.16
Total 101VET · Veteran Affairs					438.06



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Type	Date	Num	Name	Memo	Amount
Total 101CVA · Community & Veteran Affairs					2,309.83
<b>101ES · ES - Expenditures</b>					
<b>1014803 · Uniforms</b>					
Check	10/02/2018	128247	Bartlett Sports	Inv# 5005 Embroiderd Navy Knit Caps (20)	160.00
Total 1014803 · Uniforms					160.00
<b>1014809 · Pre-Volunteer Screening</b>					
Check	10/09/2018	128302	Verify Firm Systems (XHANEM)	Inv# 1258606-IN Background Checks Sept 2018 (3)	52.00
Check	10/12/2018	128480	Verify Firm Systems (XHANEM)	Inv# 11258623 -IN Background Checks Sept 2018	16.00
Total 1014809 · Pre-Volunteer Screening					68.00
<b>1014813 · Vehicle Fuel &amp; Maintenance</b>					
Check	10/02/2018	128251	Mark Your Space, Inc.	Inv# 3906 ES Vehicle Reflective Graphics	250.96
Total 1014813 · Vehicle Fuel & Maintenance					250.96
<b>1014814 · Communications</b>					
Check	10/09/2018	128304	Verizon Wireless (00002)	Inv# 9814876588 Monthly Charges Sept 2018	92.65
Total 1014814 · Communications					92.65
<b>1014891 · Health Insurance</b>					
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	2,057.62
Total 1014891 · Health Insurance					2,057.62
Total 101ES · ES - Expenditures					2,629.23
<b>101ISE · Insurance &amp; Employee Benefits</b>					
<b>1014411 · Employee Assistance Program</b>					
Check	10/09/2018	128297	Renz Addiction Counseling Center	Inv# 259 Employee Assistance Program 10/1-12/31	362.81
Total 1014411 · Employee Assistance Program					362.81
<b>1014513 · Employee Wellness</b>					
Check	10/12/2018	128469	McKesson Medical Surgical	Inv# 36097103 Employee Flu Shots	580.83
Total 1014513 · Employee Wellness					580.83
Total 101ISE · Insurance & Employee Benefits					943.64
<b>101LEA · Legal &amp; Auditing</b>					
<b>1014502 · Legal Services</b>					
Check	10/12/2018	128463	Kopon Airdo, LLC	Inv# 190-0001-25901 Legal Fees - September 2018	18,396.91
Total 1014502 · Legal Services					18,396.91
Total 101LEA · Legal & Auditing					18,396.91

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Type	Date	Num	Name	Memo	Amount
<b>101MAIN · Facilities Maintenance</b>					
<b>1014210 · Building Maintenance - Town</b>					
Check	10/12/2018	128475	The Home Depot	Banner Hanging Materials	70.36
Total 1014210 · Building Maintenance - Town					70.36
<b>1014212 · Building Maintenance - Astor</b>					
Check	10/12/2018	128442	Automatic Doors, Inc.	Inv# 09-500R Automatic Door Remotes (2)	411.00
Total 1014212 · Building Maintenance - Astor					411.00
<b>1014221 · Cell Phone/Communications</b>					
Check	10/09/2018	128304	Verizon Wireless (00002)	Inv# 9814876588 Monthly Charges Sept 2018	86.63
Total 1014221 · Cell Phone/Communications					86.63
<b>1014222 · Trash Removal - Town</b>					
Check	10/12/2018	128460	Groot, Inc.	Acct# 3107-68246 Monthly Charges October	160.00
Total 1014222 · Trash Removal - Town					160.00
<b>1014223 · Trash Removal - Senior</b>					
Check	10/12/2018	128460	Groot, Inc.	Acct# 3107-61390 Monthly Charges October	210.00
Total 1014223 · Trash Removal - Senior					210.00
<b>1014224 · Trash Removal - Astor</b>					
Check	10/12/2018	128460	Groot, Inc.	Acct# 3107-69323 Monthly Charges October	285.00
Total 1014224 · Trash Removal - Astor					285.00
<b>1014230 · Trash Removal - Izaak</b>					
Check	10/12/2018	128460	Groot, Inc.	Acct# 3107-54379 Monthly Charges October	60.65
Total 1014230 · Trash Removal - Izaak					60.65
<b>1014291 · Health Insurance</b>					
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	4,851.07
Total 1014291 · Health Insurance					4,851.07
Total 101MAIN · Facilities Maintenance					6,134.71
<b>101THE · Town Hall Expense</b>					
<b>1014402 · Telephone - Town</b>					
Check	10/09/2018	128258	Barr, James C	Quarterly Phone Reimbursement 3rd Qtr 2018	150.00
Total 1014402 · Telephone - Town					150.00
<b>1014403 · Utilities - Town</b>					
Check	10/12/2018	128450	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges 8/30-10/1	949.16
Check	10/12/2018	128479	Village of Bartlett	Acct# 51470 Water/Sewer - Town Hall	132.95

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Type	Date	Num	Name	Memo	Amount
Check	10/12/2018	128479	Village of Bartlett	Acct# 63818 Water/Sewer - Runzel Reserve	24.25
Total 1014403 · Utilities - Town					1,106.36
<b>1014405 · Internet Access - Town</b>					
Check	10/09/2018	128283	AT&T 824	Acct 253810824 Back-up Internet 9/28-10/27	75.53
Total 1014405 · Internet Access - Town					75.53
<b>1014416 · Equipment Rental - Town</b>					
Check	10/12/2018	128471	Pitney Bowes Global Financial Services	Inv# 3102495304 Quarterly Postage Machine Rental	487.53
Total 1014416 · Equipment Rental - Town					487.53
Total 101THE · Town Hall Expense					1,819.42
<b>101TOE · Town Office Expense</b>					
<b>1014404 · Office Supplies</b>					
Check	10/12/2018	128472	Staples	Inv# 3378635045 Printer	54.99
Check	10/12/2018	128472	Staples	Inv# 3382710587 Laminating Pouch/Supplies	66.29
Check	10/12/2018	128472	Staples	Inv# 3390906675 Brown EnvelopesStorage Boxes/Post Its/	142.47
Total 1014404 · Office Supplies					263.75
<b>1014406 · Printing</b>					
Check	10/12/2018	128444	Braden Interact Business Products (Town)	Inv# 514776 Copy Charges September	212.09
Total 1014406 · Printing					212.09
<b>1014412 · Travel Expenses</b>					
Check	10/09/2018	128255	Abitabile, Grace	Mileage Reimbursement Sept 2018	17.44
Check	10/09/2018	128269	Imperato, Alexandra M	Mileage Reimbursement Sept	26.97
Total 1014412 · Travel Expenses					44.41
<b>1014414 · Memberships, Subs &amp; Publication</b>					
Check	10/09/2018	128298	Rotary Club of Bartlett #3109	Inv# 2 3rd Quarter Membership Dues - J. Barr	195.00
Check	10/12/2018	128456	Daily Herald	Acct 681793 Newspaper Service 10/14-12/8	69.00
Total 1014414 · Memberships, Subs & Publication					264.00
<b>1014429 · Miscellaneous</b>					
Check	10/12/2018	128449	Cintas #22	Inv# 22681861 Fleece (4) / Sweatshirt	142.90
Total 1014429 · Miscellaneous					142.90
<b>1014530 · Financial Administration</b>					
Check	10/09/2018	128310	Governmental Accounting, Inc	Inv# 58518 Monthly Contract Billing	5,028.60
Total 1014530 · Financial Administration					5,028.60
<b>1014591 · Health Insurance</b>					

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Type	Date	Num	Name	Memo	Amount
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	5,490.45
	Total 1014591 · Health Insurance				5,490.45
	<b>1014596 · Ancilliary Benefits</b>				
Check	10/12/2018	128467	CPI	457 Plan Employer Contribution	3,725.00
	Total 1014596 · Ancilliary Benefits				3,725.00
	Total 101TOE · Town Office Expense				15,171.20
	<b>104ASR · Assessor's Division</b>				
	<b>1044405 · Office Supplies</b>				
Check	10/09/2018	128290	Fed Ex	Inv# 6-319-56990 Shipping Charges	37.44
	Total 1044405 · Office Supplies				37.44
	<b>1044413 · Travel Expense</b>				
Check	10/02/2018	128254	Glascott, Patricia A	CCTAA Mtg Mileage Reimbursement	30.45
	Total 1044413 · Travel Expense				30.45
	<b>1044491 · Health Insurance</b>				
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	2,738.94
	Total 1044491 · Health Insurance				2,738.94
	Total 104ASR · Assessor's Division				2,806.83
	<b>109YFS · Youth &amp; Family Services</b>				
	<b>109ADM · Administration &amp; Clinical</b>				
	<b>1094611 · Education &amp; Training</b>				
Check	10/09/2018	128291	Fox Valley Christian Action	Fall All Staff Retreat Facility Rental	50.00
	Total 1094611 · Education & Training				50.00
	<b>1094612 · Consulting Fees</b>				
Check	10/09/2018	128294	Michael Kelly	Consulting Fees - Sept 2018	300.00
	Total 1094612 · Consulting Fees				300.00
	<b>1094614 · Printing</b>				
Check	10/09/2018	128296	Quill Corporation	Inv# 1550694 Ink	44.14
Check	10/09/2018	128300	TTSG Leasing	Inv# 31240 Copy Charges 6/13/18 - 7/12/18	151.24
Check	10/09/2018	128300	TTSG Leasing	Inv# 31241 Copy Charges 7/13/18 - 8/12/18	68.20
Check	10/09/2018	128300	TTSG Leasing	Inv# 31242 Copy Charges 8/13/18 - 9/12/18	38.98
	Total 1094614 · Printing				302.56
	<b>1094617 · Equipment Maintenance</b>				
Check	10/12/2018	128483	De Lage Landen Financial Services	Inv# 60423697 Copier Payment 8/15-9/14	188.02

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Type	Date	Num	Name	Memo	Amount
Check	10/12/2018	128483	De Lage Landen Financial Services	Inv# 60761905 Copier Payment 9/15-10/14	188.02
	Total 1094617 · Equipment Maintenance				376.04
	<b>1094619 · Office Supplies</b>				
Check	10/09/2018	128296	Quill Corporation	Inv# 1550694 Sugar/Creamer/MiscSupplies	183.21
	Total 1094619 · Office Supplies				183.21
	<b>1094620 · Community Affairs</b>				
Check	10/09/2018	128292	The Fun Ones	Inv# 59717 Food Truck Festival Game Rental	115.00
	Total 1094620 · Community Affairs				115.00
	<b>1094621 · Recruitment and Pre Employment</b>				
Check	10/09/2018	128303	Verify Firm Systems (XHANYF)	Inv# 1258609-IN Background Checks Sept 2018 (2)	32.00
	Total 1094621 · Recruitment and Pre Employment				32.00
	<b>1094626 · Equipment &amp; Furniture</b>				
Check	10/09/2018	128295	ProxIT Technology Solutions	Inv# 19425 TV HDMI Adapter	30.00
	Total 1094626 · Equipment & Furniture				30.00
	<b>1094691 · Health Insurance</b>				
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	4,036.87
	Total 1094691 · Health Insurance				4,036.87
	Total 109ADM · Administration & Clinical				5,425.68
	<b>109OUT · Outreach &amp; Prevention</b>				
	<b>1094647 · Office Supplies</b>				
Check	10/09/2018	128296	Quill Corporation	Inv# 1550694 Calendars (14)	228.00
	Total 1094647 · Office Supplies				228.00
	<b>1094651 · Cellphones</b>				
Check	10/09/2018	128304	Verizon Wireless (00002)	Inv# 9814876588 Monthly Charges Sept 2018	213.16
	Total 1094651 · Cellphones				213.16
	<b>1094791 · Health Insurance</b>				
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	2,931.90
	Total 1094791 · Health Insurance				2,931.90
	Total 109OUT · Outreach & Prevention				3,373.06
	Total 109YFS · Youth & Family Services				8,798.74
	Total 1014 · Town Fund - Expenditures				71,767.85

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Type	Date	Num	Name	Memo	Amount
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104524 · Utilities</b>					
Check	10/02/2018	128252	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges 8/23-9/24	887.62
Check	10/12/2018	128453	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges - 8/30-10/1	3,879.78
Check	10/12/2018	128479	Village of Bartlett	Acct# 62447 Water/Sewer - Senior Center	208.83
Total 1104524 · Utilities					4,976.23
<b>1104525 · Telephone &amp; High Speed Internet</b>					
Check	10/09/2018	128304	Verizon Wireless (00002)	Inv# 9814876588 Monthly Charges Sept 2018	118.31
Total 1104525 · Telephone & High Speed Internet					118.31
<b>1104527 · Equipment</b>					
Check	10/12/2018	128464	Leaf (618-008)	Inv# 8760316 Lower Level Copier Lease	60.00
Check	10/12/2018	128484	Leaf (618-003)	Inv# 8769577 Postage Machine Lease	87.00
Total 1104527 · Equipment					147.00
<b>1104528 · Office Supplies</b>					
Check	10/02/2018	128245	Accurate Office Supply Co	Inv# 456390 Labels	51.28
Check	10/12/2018	128441	Accurate Office Supply Co	Inv# 457621 Folders/Copy Paper/Pens/Correction Tape	253.99
Total 1104528 · Office Supplies					305.27
<b>1104533 · Printing</b>					
Check	10/02/2018	128250	Kwik Print	Inv# 63161 Business Cards - Mantis	75.20
Check	10/12/2018	128445	Braden Interact Business Products (SS)	Inv# 514547 Copy Charges September	335.67
Total 1104533 · Printing					410.87
<b>1104535 · Travel</b>					
Check	10/02/2018	128242	Domingo, Frances	Mileage Reimbursement	60.28
Total 1104535 · Travel					60.28
<b>1104538 · Community Affairs</b>					
Check	10/12/2018	128474	Taylor Rental	Contract# 02-256301-03 Folding Chair Rental 9.27.18	155.00
Total 1104538 · Community Affairs					155.00
<b>1104591 · Health Insurance</b>					
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	5,632.44
Total 1104591 · Health Insurance					5,632.44
Total 1104ADM · Administration					11,805.40
<b>1104NUT · Nutrition</b>					
<b>1105550 · Congregate Salaries</b>					

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Type	Date	Num	Name	Memo	Amount
Check	10/02/2018	128246	All Team Staffing	Inv# 10-22001915 Part Time Temp Help	389.43
Total 1105550 · Congregate Salaries					389.43
<b>1105551 · Congregate Food</b>					
Check	10/02/2018	128248	Get Fresh Produce, Inc	Inv# 20992692 Congregate Food	108.57
Check	10/02/2018	128248	Get Fresh Produce, Inc	Inv# 20992723 Congregate Food	25.95
Check	10/02/2018	128248	Get Fresh Produce, Inc	Inv# 20994830 Congregate Food	218.75
Check	10/02/2018	128249	Highland Baking Company	Inv# 1824194 Congregate Food	32.30
Check	10/12/2018	128458	Gordon Food Service	Inv# 189271974 Congregate Food	1,117.53
Check	10/12/2018	128458	Gordon Food Service	Inv# 189104958 Congregate Food	672.62
Check	10/12/2018	128458	Gordon Food Service	Trans# CB0129816 Congregate Food	109.15
Check	10/12/2018	128458	Gordon Food Service	Credit 120723715	-19.11
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2995096 Congregate Food	107.25
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2997461 Congregate Food	99.23
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2998481 Congregate Food	117.45
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2999163 Congregate Food	25.95
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 3005293 Congregate Food	72.15
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2999301 Congregate Food	67.80
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 3001225 Congregate Food	25.95
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 3001993 Congregate Food	82.67
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 3003619 Congregate Food	10.55
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 3004296 Congregate Food	93.75
Check	10/12/2018	128462	Highland Baking Company	Inv# 1799211/180434 Congregate Food	48.13
Check	10/12/2018	128462	Highland Baking Company	Inv# 1831330 Congregate Food	24.67
Check	10/12/2018	128462	Highland Baking Company	Inv# 1827987 Congregate Food	13.38
Check	10/12/2018	128462	Highland Baking Company	Inv# 1826846 Congregate Food	21.18
Check	10/12/2018	128462	Highland Baking Company	Inv# 1826038 Congregate Food	22.78
Total 1105551 · Congregate Food					3,098.65
<b>1105553 · Congregate Supplies</b>					
Check	10/12/2018	128458	Gordon Food Service	Inv# 189104958 Congregate Supplies	112.35
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2995096 Congregate Supplies	22.40
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2998481 Congregate Supplies	34.13
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2999301 Congregate Supplies	22.40
Check	10/12/2018	128482	West Pier Laundry Streamwood	Inv# 2112 Laundered Dish Towels/TableCloth	23.10
Check	10/12/2018	128482	West Pier Laundry Streamwood	Inv# 2072 Laundered Dish Towels/TableCloth	30.60
Total 1105553 · Congregate Supplies					244.98
<b>1105558 · Home Delivered Meals Food</b>					
Check	10/02/2018	128248	Get Fresh Produce, Inc	Inv# 20992692 HDM Food	108.57
Check	10/02/2018	128248	Get Fresh Produce, Inc	Inv# 20994830 HDM Food	218.75
Check	10/02/2018	128249	Highland Baking Company	Inv# 1824194 HDM Food	32.29
Check	10/12/2018	128458	Gordon Food Service	Inv# 189271974 HDM Food	1,117.52
Check	10/12/2018	128458	Gordon Food Service	Inv# 189104958 HDM Food	672.62
Check	10/12/2018	128458	Gordon Food Service	Trans# CB0129816 HDM Food	109.14
Check	10/12/2018	128458	Gordon Food Service	Credit 120723715	-19.10
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2995096 HDM Food	107.24



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Type	Date	Num	Name	Memo	Amount
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2997461 HDM Food	99.22
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2998481 HDM Food	117.45
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 3005293 HDM Food	72.15
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2999301 HDM Food	67.79
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 3001993 HDM Food	82.67
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 3003619 HDM Food	10.55
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 3004296 HDM Food	93.75
Check	10/12/2018	128462	Highland Baking Company	Inv# 1799211/180434 HDM food	48.13
Check	10/12/2018	128462	Highland Baking Company	Inv# 1831330 HDM Food	24.67
Check	10/12/2018	128462	Highland Baking Company	Inv# 1827987 HDM Food	13.38
Check	10/12/2018	128462	Highland Baking Company	Inv# 1826846 HDM Food	21.18
Check	10/12/2018	128462	Highland Baking Company	Inv# 1826038 HDM Food	22.78
Total 1105558 · Home Delivered Meals Food					3,020.75
<b>1105560 · Home Delivered Meals Supplies</b>					
Check	10/12/2018	128458	Gordon Food Service	Inv# 189104958 HDM Supplies	112.35
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2995096 HDM Supplies	22.40
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2998481 HDM Supplies	34.12
Check	10/12/2018	128459	Get Fresh Produce, Inc	Inv# 2999301 HDM Supplies	22.40
Check	10/12/2018	128482	West Pier Laundry Streamwood	Inv# 2112 Laundered Dish Towels/TableCloth	23.10
Check	10/12/2018	128482	West Pier Laundry Streamwood	Inv# 2072 Laundered Dish Towels/TableCloth	30.60
Total 1105560 · Home Delivered Meals Supplies					244.97
Total 1104NUT · Nutrition					6,998.78
<b>1104PRO · Programs</b>					
<b>1104514 · Weekend Programming</b>					
Check	10/09/2018	128267	Bill Helmuth	Inv# 10318 Senior Presentation - Christmas in the Holy Land 12/15/18	200.00
Check	10/09/2018	128281	Jerilyn Willin	Senior Presentation - "Surrounded by Santa" 11.17.18	275.00
Total 1104514 · Weekend Programming					475.00
<b>1104515 · Programming</b>					
Check	10/09/2018	128259	Susan Benjamin	Senior Presentation 11/15/18 - Julie Andrews	250.00
Check	10/09/2018	128261	Briar Street Theatre	Senior Trip - Blue Man Group Tickets 12.14.18 (30)	2,085.00
Check	10/09/2018	128266	Cesar Grimaldo	Inv# 10418 French/Spanish Instruction Nov/Dec 2018	600.00
Check	10/09/2018	128288	Dance Alternatives, Inc.	Inv# HP092018 Line Dance Classes Sept 2018	100.00
Check	10/09/2018	128299	Taoist Tai Chi Society	Inv# 10518 Classes July - Sept 2018	275.00
Check	10/09/2018	128311	Meson Sabika	Senior Lunch - Meson Sabika 10.31 (55)	1,478.70
Check	10/12/2018	128436	The Joffrey Ballet	Senior Trip - Anna Karenina (40)	1,285.50
Check	10/12/2018	128438	Crestline Entertainment, Inc.	Halloween Party - Balance Due DJ	295.00
Check	10/12/2018	128441	Accurate Office Supply Co	Inv# 457621 Coffee/Coffee Supplies	198.36
Check	10/12/2018	128447	Biesiadecki, Kathy	Escort Lunch Reimbursement	9.98
Check	10/12/2018	128458	Gordon Food Service	Inv# 189104958 Program Supplies	22.23
Check	10/12/2018	128465	Naomi Lenoci	Senior Outing Lunch Reimbursement	20.00
Check	10/12/2018	128468	Murrell, Devona	Card Making Class Supplies	150.80
Check	10/12/2018	128473	Marti Spenk	Inv# 0008 Exercise Class Instructor	420.00

# Hanover Township Board Audit Report

October 2 - 15, 2018

Type	Date	Num	Name	Memo	Amount
Total 1104515 · Programming					7,190.57
<b>1104520 · Volunteer Services</b>					
Check	10/09/2018	128260	Lawrence Boquist	Home Delivered Meals Mileage Reimbursement	59.95
Check	10/09/2018	128264	Carla Fruhauf	Home Delivered Meals Mileage Reimbursement	16.79
Check	10/09/2018	128265	Steve Gibson	Home Delivered Meals Mileage Reimbursement	38.70
Check	10/09/2018	128268	Robert Heyden	Home Delivered Meals Mileage Reimbursement	136.63
Check	10/09/2018	128270	Linda Knobloch	Home Delivered Meals Mileage Reimbursement	164.37
Check	10/09/2018	128272	Andrew and Angela Lazzara	Home Delivered Meals Mileage Reimbursement	64.86
Check	10/09/2018	128273	Steven Maly	Home Delivered Meals Mileage Reimbursement	22.89
Check	10/09/2018	128274	Barbara Miller	Home Delivered Meals Mileage Reimbursement	28.83
Check	10/09/2018	128275	Phil Roth	Home Delivered Meals Mileage Reimbursement	41.42
Check	10/09/2018	128276	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	60.50
Check	10/09/2018	128278	Reni Stepien	Home Delivered Meals Mileage Reimbursement	134.12
Check	10/09/2018	128279	Charles Valerio	Home Delivered Meals Mileage Reimbursement	26.71
Check	10/09/2018	128280	Joanne Watson	Home Delivered Meals Mileage Reimbursement	26.16
Check	10/12/2018	128435	Alan Lenoci	Home Delivered Meals Mileage Reimbursement	73.90
Check	10/12/2018	128440	Dorothy Archer	Home Delivered Meals Mileage Reimbursement	83.88
Total 1104520 · Volunteer Services					979.71
<b>1104532 · Visual Arts</b>					
Check	10/09/2018	128271	Denise Laurin-Donatelle	Inv# 10618 "Many Ways to Look at Art" Presentation	315.00
Check	10/09/2018	128271	Denise Laurin-Donatelle	Art Class Supplies	13.20
Check	10/12/2018	128439	Sawchuck Industries	Kiln Repair	896.00
Check	10/12/2018	128446	Blick Art Materials	Inv# 274121 Art Supplies	6.27
Check	10/12/2018	128461	Hobby Lobby	Inv# 76133326 Art Supplies	86.84
Total 1104532 · Visual Arts					1,317.31
<b>1104891 · Health Insurance</b>					
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	4,033.51
Total 1104891 · Health Insurance					4,033.51
Total 1104PRO · Programs					13,996.10
<b>1104SOC · Social Services</b>					
<b>1104516 · Social Services</b>					
Check	10/02/2018	128242	Domingo, Frances	Caregiver & Memory Support Group Refreshments	21.98
Total 1104516 · Social Services					21.98
<b>1104519 · Senior Assistance</b>					
Check	10/02/2018	128244	Secretary of State	Client License Plate Sticker Renewal	101.00
Check	10/09/2018	128277	Secretary of State	Client License Plate Sticker Renewal	101.00
Total 1104519 · Senior Assistance					202.00
<b>1104560 · Psychiatric Services</b>					
Check	10/09/2018	128257	Alexian Bros. Behavioral Health Hospital	C-Hope Psychiatric Services	16.94

# Hanover Township Board Audit Report

October 2 - 15, 2018

Type	Date	Num	Name	Memo	Amount
Check	10/09/2018	128309	Alexian Bros. Behavioral Health Hospital	C-Hope Psychiatric Services	15.60
Total 1104560 · Psychiatric Services					32.54
<b>1104991 · Health Insurance</b>					
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	-630.27
Total 1104991 · Health Insurance					-630.27
Total 1104SOC · Social Services					-373.75
<b>1104TRN · Transportation</b>					
<b>1104518 · Vehicle Maintenance</b>					
Check	10/09/2018	128307	Illinois Secretary of State	Bus# 142 License Plate Fee	103.00
Check	10/09/2018	128308	Illinois Secretary of State	Bus# 143 License Plate Fee	103.00
Total 1104518 · Vehicle Maintenance					206.00
<b>1104547 · Dispatch Software</b>					
Check	10/09/2018	128306	Ecolane USA Inc.	Inv# 8126282 AnnualTransportation Software Tech Support 2018	11,928.00
Total 1104547 · Dispatch Software					11,928.00
<b>1104550 · Telephone</b>					
Check	10/12/2018	128481	Verizon Wireless	Inv# 9813021314 Monthly Charges 9/19-10/18	461.85
Total 1104550 · Telephone					461.85
<b>1104551 · Training</b>					
Check	10/09/2018	128293	Illinois Public Transportation Assoc	Inv# 4360 Membership Fee	450.00
Total 1104551 · Training					450.00
<b>1104553 · Uniforms</b>					
Check	10/09/2018	128287	Cintas #22	Inv# 022688187 Bus Driver Uniform Pieces (13)	676.13
Check	10/09/2018	128287	Cintas #22	Inv# 022688186 Bus Driver Jacket	71.54
Total 1104553 · Uniforms					747.67
<b>1104691 · Health Insurance</b>					
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	4,578.49
Total 1104691 · Health Insurance					4,578.49
Total 1104TRN · Transportation					18,372.01
Total 1104 · Senior Center - Expenditures					50,798.54
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024202 · Office Supplies</b>					

# Hanover Township Board Audit Report

October 2 - 15, 2018

Type	Date	Num	Name	Memo	Amount
Check	10/12/2018	128472	Staples	Inv# 3390906674 Cork Board Frame	82.86
Total 2024202 · Office Supplies					82.86
<b>2024204 · Equipment</b>					
Check	10/09/2018	128286	Canteen Refreshment Services	Inv# 52560000000142694 Water Machine Rental	29.95
Total 2024204 · Equipment					29.95
<b>2024210 · Printing</b>					
Check	10/09/2018	128285	Braden Interact Business Products (WS)	Inv# 506030 Copy Charges - July	39.11
Check	10/12/2018	128443	Braden Interact Business Products (WS)	Inv# 514561 Copy Charges - September	53.42
Total 2024210 · Printing					92.53
<b>2024507 · Professional Services</b>					
Check	10/09/2018	128301	Verify Firm Systems (XHANGA)	Inv# 1258607-IN Background Check Sept 2018	96.00
Total 2024507 · Professional Services					96.00
<b>2024591 · Health Insurance</b>					
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	681.32
Total 2024591 · Health Insurance					681.32
Total 2024ADM · Administration					982.66
<b>2024HOM · Home Relief</b>					
<b>2024102 · Rent</b>					
Check	10/03/2018	4975	State Farm - Schaumburg	Home Insurance Assistance	52.08
Total 2024102 · Rent					52.08
<b>2024103 · Utilities</b>					
Check	10/03/2018	4974	Village of Streamwood	Utility Assistance	41.70
Check	10/10/2018	4977	Com Ed	Utility Assistance	76.55
Total 2024103 · Utilities					118.25
<b>2024106 · Travel Expenses</b>					
Check	10/03/2018	4975	State Farm - Schaumburg	Auto Insurance Assistance	59.19
Total 2024106 · Travel Expenses					59.19
<b>2024119 · Emergency Assistance</b>					
Check	10/03/2018	4973	Gurmeet Gill	Emergency Assistance	1,417.50
Check	10/10/2018	4976	Com Ed	Emergency Assistance	151.79
Check	10/10/2018	4978	Village of Streamwood	Emergency Assistance	126.62
Check	10/10/2018	4979	NICOR	Emergency Assistance	264.66
Check	10/12/2018	4980	Squire Village	Emergency Assistance	467.48
Check	10/12/2018	4981	NICOR	Emergency Assistance	201.21

# Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	10/12/2018	4982	Blackhawk Apartments	Emergency Assistance	1,500.00
Total 2024119 · Emergency Assistance					4,129.26
Total 2024HOM · Home Relief					4,358.78
<b>202PAN · Pantry</b>					
<b>2024161 · Utilities</b>					
Check	10/09/2018	128305	Village of Hanover Park	Acct# 3940-001 Water/Sewer Oct 2018	35.34
Check	10/12/2018	128451	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges 8/31-10/2	555.01
Total 2024161 · Utilities					590.35
<b>2024191 · Health Insurance</b>					
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	2,057.62
Total 2024191 · Health Insurance					2,057.62
Total 202PAN · Pantry					2,647.97
Total 2024 · Welfare Services - Expenditures					7,989.41
<b>3034 · Road Maintenance - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034711 · Utilities</b>					
Check	10/12/2018	128452	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges 9/6-10/5	24.03
Check	10/12/2018	128454	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges 8/30-10/1	273.40
Total 3034711 · Utilities					297.43
<b>3034791 · Health Insurance</b>					
Check	10/12/2018	128477	United Healthcare	Inv# 530035757955 Major Medical Premiums November 2018	1,439.92
Total 3034791 · Health Insurance					1,439.92
Total 3034ADM · Administration					1,737.35
<b>3034ROD · Road Maintenance</b>					
<b>3034610 · Street Lighting</b>					
Check	10/12/2018	128455	Com Ed 152	Acct# 0045120152 Monthly Charges	324.39
Total 3034610 · Street Lighting					324.39
Total 3034ROD · Road Maintenance					324.39
Total 3034 · Road Maintenance - Expenditures					2,061.74
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054014 · Equip / Database</b>					
Check	10/12/2018	128411	Launch Digital Marketing	Inv# 32207 Monthly Reporting Website Hosting	50.00

# Hanover Township Board Audit Report

October 2 - 15, 2018

Type	Date	Num	Name	Memo	Amount
Total 5054014 · Equip / Database					50.00
Total 5054ADM · Administration					50.00
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Check	10/12/2018	128407	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-1000053 Monthly Charges Sept 2018	24.90
Check	10/12/2018	128408	Groot, Inc (114943)	Inv# 2263597 Monthly Charges - October	60.00
Total 5054210 · Utilities					84.90
<b>5054250 · Building Maintenance</b>					
Check	10/12/2018	128409	Fox Valley Fire & Safety	Inv# 00205867 Annual Security Alarm Test/Battery	288.00
Total 5054250 · Building Maintenance					288.00
<b>5054286 · Agency Support Services</b>					
Check	10/12/2018	128405	Pure Health Solutions, Inc	Inv# 8764538 Water Machine Rental - October	55.00
Check	10/12/2018	128406	Comcast (MHB 823)	Acct 8771 10 084 0485823 Monthly Charges 10/2-11/1	173.89
Check	10/12/2018	128412	Windstream	Inv# 70399797 Monthly Phone Charges - September	907.96
Total 5054286 · Agency Support Services					1,136.85
Total 5054COM · Community Resource Center					1,509.75
<b>5054SVC · Service Contracts</b>					
<b>5054100 · CAC CASI</b>					
Check	10/12/2018	128418	Childrens Advocacy Ctr of Nwst Co County	CASI October- December	5,000.00
Total 5054100 · CAC CASI					5,000.00
<b>5054103 · CAC Safe from the Start</b>					
Check	10/12/2018	128418	Childrens Advocacy Ctr of Nwst Co County	Safe From the Start October - December	5,000.00
Total 5054103 · CAC Safe from the Start					5,000.00
<b>5054104 · CCC Domestic Violence Shelter</b>					
Check	10/12/2018	128420	Community Crisis Center	Domestic Violence Shelter October - December	7,500.00
Total 5054104 · CCC Domestic Violence Shelter					7,500.00
<b>5054105 · CCC Domestic Violence Counsel</b>					
Check	10/12/2018	128420	Community Crisis Center	Domestic Violence Counseling October - December	7,000.00
Total 5054105 · CCC Domestic Violence Counsel					7,000.00
<b>5054107 · Open Door Clinic</b>					
Check	10/12/2018	128427	Open Door Clinic	Hanover Township Outreach October - December	1,250.00
Total 5054107 · Open Door Clinic					1,250.00
<b>5054108 · Aid Supportive Employment</b>					

# Hanover Township Board Audit Report

October 2 - 15, 2018

Type	Date	Num	Name	Memo	Amount
Check	10/12/2018	128414	Association for Individual Development	Employment/Community Integration Services October - December	10,250.00
Total 5054108 · Aid Supportive Employment					10,250.00
<b>5054109 · Aid Case Management</b>					
Check	10/12/2018	128414	Association for Individual Development	Home Based Support Services October - December	1,500.00
Total 5054109 · Aid Case Management					1,500.00
<b>5054112 · Clearbrook Children's Program</b>					
Check	10/12/2018	128419	Clearbrook	Childrens Services October - December	2,000.00
Total 5054112 · Clearbrook Children's Program					2,000.00
<b>5054113 · Clearbrook Day Services</b>					
Check	10/12/2018	128419	Clearbrook	Day Services October - December	1,750.00
Total 5054113 · Clearbrook Day Services					1,750.00
<b>5054129 · Day One Network</b>					
Check	10/12/2018	128421	DayOne PACT	Community Access October - December	2,250.00
Total 5054129 · Day One Network					2,250.00
<b>5054130 · Northwest Casa</b>					
Check	10/12/2018	128432	Northwest CASA	Sexual Assault Intervention - September	618.00
Total 5054130 · Northwest Casa					618.00
<b>5054132 · Ecker Therapy Services</b>					
Check	10/12/2018	128422	Ecker Center for Mental Health.	Therapy Services October - December	21,750.00
Total 5054132 · Ecker Therapy Services					21,750.00
<b>5054135 · Ecker Center / PEP</b>					
Check	10/12/2018	128422	Ecker Center for Mental Health.	Crisis Services October - December	2,500.00
Total 5054135 · Ecker Center / PEP					2,500.00
<b>5054140 · Maryville Academy Casa Salama</b>					
Check	10/12/2018	128426	Maryville Academy	Music Therapy Program October - December	5,000.00
Total 5054140 · Maryville Academy Casa Salama					5,000.00
<b>5054141 · Shelter Inc Healthy Families</b>					
Check	10/12/2018	128429	Shelter, Inc	Healthy Families October - December	3,750.00
Total 5054141 · Shelter Inc Healthy Families					3,750.00
<b>5054142 · Centro De Informacion</b>					
Check	10/12/2018	128417	Centro de Informacion	Family Centered Mental Health Services October - December	6,825.00



# Hanover Township Board Audit Report

October 2 - 15, 2018

Type	Date	Num	Name	Memo	Amount
			Total 5054142 · Centro De Informacion		6,825.00
			<b>5054146 · Bridge YFS Crisis Intervention</b>		
Check	10/12/2018	128434	The Bridge Youth & Family Services	Crisis Intervention September 2018	315.00
			Total 5054146 · Bridge YFS Crisis Intervention		315.00
			<b>5054148 · FSA Youth</b>		
Check	10/12/2018	128423	Family Svc Assoc of Greater Elgin Area	Youth Mental Health Services October - December	5,500.00
			Total 5054148 · FSA Youth		5,500.00
			<b>5054149 · FSA Adult</b>		
Check	10/12/2018	128423	Family Svc Assoc of Greater Elgin Area	Adult Mental Health Services October - December	3,000.00
			Total 5054149 · FSA Adult		3,000.00
			<b>5054158 · Summitt Center</b>		
Check	10/12/2018	128430	Summit Center	Early Learning Center October - December	3,000.00
			Total 5054158 · Summitt Center		3,000.00
			<b>5054162 · Tide Transportation</b>		
Check	10/12/2018	128404	A#1 Cab Dispatch Inc	Tide Transportation Services - September	1,930.75
			Total 5054162 · Tide Transportation		1,930.75
			<b>5054165 · Alexian Bros - Outpatient Psych</b>		
Check	10/12/2018	128431	Alexian Brothers Center for Mental Health	Outpatient Psychiatric Services - September 2018	1,019.68
			Total 5054165 · Alexian Bros - Outpatient Psych		1,019.68
			<b>5054166 · PADS of Elgin</b>		
Check	10/12/2018	128428	PADS of Elgin	Emergency Shelter Program October - December	6,250.00
			Total 5054166 · PADS of Elgin		6,250.00
			<b>5054172 · Little City In-Home Respite</b>		
Check	10/12/2018	128425	Little City Foundation	CILA Home Support October - December	2,000.00
			Total 5054172 · Little City In-Home Respite		2,000.00
			<b>5054180 · Capital Grant Fund</b>		
Check	10/12/2018	128410	Leyden Family Service	Capital Grant - Gym Equipment	2,000.00
			Total 5054180 · Capital Grant Fund		2,000.00
			<b>5054183 · CCC SA Counseling</b>		
Check	10/12/2018	128420	Community Crisis Center	Sexual Assault Counseling and Advocacy October - December	2,750.00
			Total 5054183 · CCC SA Counseling		2,750.00
			<b>5054193 · Boys and Girls Club</b>		

# Hanover Township Board Audit Report

October 2 - 15, 2018

Type	Date	Num	Name	Memo	Amount
Check	10/12/2018	128415	Boys & Girls Club of Elgin	SMART Moves October - December	1,250.00
Total 5054193 · Boys and Girls Club					1,250.00
<b>5054194 · CCC- Strategies for Safety</b>					
Check	10/12/2018	128420	Community Crisis Center	Strategies for Safety October - December	1,500.00
Total 5054194 · CCC- Strategies for Safety					1,500.00
<b>5054196 · Catholic Charities Caregivers</b>					
Check	10/12/2018	128416	Catholic Charities	NW Senior Services Caregiver Support October - December	1,125.00
Total 5054196 · Catholic Charities Caregivers					1,125.00
<b>5054203 · Clearbrook - Residential</b>					
Check	10/12/2018	128419	Clearbrook	Residential Services October - December	1,750.00
Total 5054203 · Clearbrook - Residential					1,750.00
<b>5054206 · Administer Justice - Legal Aid</b>					
Check	10/12/2018	128413	Administer Justice	Legal Aid October - December	2,000.00
Total 5054206 · Administer Justice - Legal Aid					2,000.00
<b>5054207 · Girl Scouts of N. IL - Outreach</b>					
Check	10/12/2018	128424	Girl Scouts of Northern Illinois	Hanover Township Outreach October - December	2,500.00
Total 5054207 · Girl Scouts of N. IL - Outreach					2,500.00
<b>5054208 · Easter Seals Nutrition</b>					
Check	10/12/2018	128433	Easter Seals DuPage & Fox Valley Region	Nutrition Services - September	350.00
Total 5054208 · Easter Seals Nutrition					350.00
Total 5054SVC · Service Contracts					122,183.43
Total 5054 · Mental Health - Expenditures					123,743.18
<b>7004 · Vehicle Replcmnt - Expenditures</b>					
<b>7004540 · Bus Purchase</b>					
Check	10/02/2018	128253	Pace	Inv# 522678 Bus Lease #128 Oct	100.00
Check	10/02/2018	128253	Pace	Inv# 522688 Bus Lease #130 Oct	100.00
Total 7004540 · Bus Purchase					200.00
Total 7004 · Vehicle Replcmnt - Expenditures					200.00
<b>8084 · Capital Projects - Expenditures</b>					
<b>8084425 · Building &amp; Perm Improvements</b>					
Check	10/12/2018	128475	The Home Depot	Downey Hall Lights/Paint Supplies/trim	2,265.53
Check	10/12/2018	128476	Tee Jay Service Company, Inc.	Inv# 156864 ADA Accessible Door Opener	2,753.00

# Hanover Township Board Audit Report

October 2 - 15, 2018

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	10/12/2018	128476	Tee Jay Service Company, Inc.	Inv# 156863 Remote Door Lock Installation	1,567.00
Total 8084425 · Building & Perm Improvements					6,585.53
Total 8084 · Capital Projects - Expenditures					6,585.53
<b>TOTAL</b>					<b>263,146.25</b>

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- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Essick, Moinuddin, and Martinez, and Supervisor McGuire.  
  
Other Elected Official – Assessor Smogolski  
  
Others present included Assistant Administrator Suzanne Powers, Attorney Mike Airdo, Streamwood High School Civics class students, and Mr. Fung Lee of Streamwood.
- II. Supervisor McGuire invited everyone to stand and join in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. Upon hearing none, Mr. McGuire closed the Town Hall.
- IV. Presentation: Veterans Honor Roll: Mr. McGuire asked that the Board join him in congratulating Sgt. Fung Lee of Streamwood who served in the U.S. Marine Corps from 1982-1989, for his induction into the Veterans Honor Roll. Also joining the Honor Roll is Sgt. Larry Lundsberg, of Elgin, who served in the U.S. Air Force from 1964-1969. Both names will be affixed to the plaque in Veterans Hall, recorded in the Clerks office, and they would be invited to the VHR dinners.
- V. Reports
  - A. Supervisor McGuire reported that TOI has awarded the Mighty Message, population over 50,000, to Hanover Township; the Best Photo to a Township over 50,000 in population was also awarded to Hanover. As an update, he told the Board of his meeting with Sherwood Oaks regarding the question of the Athletic Association’s pool, courts and changing hut. He asked our attorney to draw up a memo outlining the legal ramifications of their ownership, and encouraged them to see legal assistance. He offered Emergency Services to pump out the pool for safety reasons.
  - B. Clerk Dolan Baumer offered no report.
  - C. Assessor Smogolski reported that the recent Outreach reached 60 people.
  - D. Trustee Liaison Committee Reports – None.
- VI. Bill Paying: Mr. Barr presented the bills from September 18, 2018 to October 2, 2018 as follows for payment to Alexian Brothers:

a.	Town	\$141.00
b.	Senior Center	92.00
b.	Senior Center	<u>970.67</u>
	Total Due Alexian Bros.	<u>1,203.67</u>

Trustee Essick moved and Trustee Martinez seconded the motion to approve payment of bills as presented for the period September 18, 2018 to October 2, 2018 to Alexian Brothers. Roll call: Ayes: Trustees Essick, Moinuddin, and Martinez, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: None. Motion carried and the bills will be paid

Mr. Barr presented the balance of bills from September 18, 2018 to October 2, 2018 as follows:

a.	Town	\$30,235.26
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b.	Senior Center	19,841.65
c.	Welfare Services	9,659.02
d.	Road Maintenance	4,209.72
e.	Mental Health Board	19,672.02
f.	Retirement	0
g.	Vehicle	0
h.	Capital	<u>11,046.35</u>
	Total All Funds	<u>\$94,664.02</u>

Trustee Essick moved and Trustee Benoit seconded the motion to approve payment of bills as presented for the period September 18, 2018 to October 2, 2018. Roll call: Ayes: Trustees Benoit, Essick, Moinuddin, and Martinez, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

VII. Unfinished Business:

VIII. New Business

- A. Meeting Minutes of September 18, 2018: Clerk Dolan Baumer presented the meeting minutes of September 18, 2018 for review and approval. A motion was made by Trustee Benoit to approve the meeting minutes of September 18, 2018 as presented, with a second by Trustee Martinez. Roll call: Ayes: Trustees Martinez, Essick, Benoit, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.
- B. Resolution to Approve the Award of the Contract for the Walters-Lenoci Reserve Path Project: Trustee Essick moved to approve resolution #100218 approving the award of contract for the Walters-Lenoci Reserve Path project to ALamp Inc. for \$49,298. The motion was seconded by Trustee Martinez and followed by a roll call vote. Ayes: Trustees Benoit, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.
- D. Consideration of the 2019 Township Board Meeting Dates: Trustee Benoit moved to approve the 2019 Township Board Meeting Dates as presented. The motion was seconded by Trustee Moinuddin and followed by a roll call vote: Ayes: Trustees Benoit, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.
- E. Consideration of the 2019 Township Closing/Holiday Schedule: Trustee Benoit moved to approve the 2019 Township Closing/Holiday Schedule as presented. The motion was seconded by Trustee Essick and followed by a roll call vote: Ayes: Trustees Benoit, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

IX. Executive Session: No motion to go into Executive Session was made.

X. Other Business: Trustee Benoit moved that the November 7 meeting be cancelled due to the Election; motion seconded by Trustee Martinez and followed by roll call vote: Ayes: Trustees Benoit, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:26 p.m. was made by Trustee Benoit and seconded by Trustee Martinez followed by a roll call vote. Ayes: Trustees Benoit, Essick, Moinuddin, and Martinez, and Supervisor McGuire.

Motion carried and the meeting was adjourned. Students were invited forward to get their paperwork signed by the officials.

Respectfully submitted,

A handwritten signature in cursive script that reads "Katy Dolan Baumer".

Katy Dolan Baumer

Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor  
Senior Services, Welfare Services, Y&F Services, Community & Veterans Affairs



# RESOLUTION

## Declaring October 24, 2018 World Polio Day in Hanover Township

WHEREAS, the Hanover Township Board of Trustees does hereby find as follows:

WHEREAS, the Rotary Club of Bartlett is a member of Rotary International, the world's first, and still one of its largest, non-profit service organizations, founded in Chicago, Illinois, in 1905; and

WHEREAS, Rotary in 1985 launched PolioPlus and spearheaded the Global Polio Eradication Initiative, which today includes the World Health Organization, U.S. Centers for Disease Control and Prevention, UNICEF and the Bill & Melinda Gates Foundation, to immunize all the children of the world against polio; and

WHEREAS, Rotary's contributions to the global polio eradication effort will exceed US\$2.2 billion, including US\$985 million in matching funds from the Bill & Melinda Gates Foundation; and

WHEREAS, members of the Rotary Club of Bartlett continue to contribute their time and their resources to support PolioPlus and the Global Polio Eradication Initiative; and

WHEREAS, their efforts are providing much needed operational support, medical personnel, laboratory equipment and educational materials for health workers and parents;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Hanover Township Board of Trustees, Cook County, Illinois, that October 24, 2018 is declared World Polio Day in Hanover Township.

Dated: October 16, 2018

In Witness Whereof, we have hereunto to set our hands and caused the seal of Hanover Township to be affixed hereto.

\_\_\_\_\_  
Trustee Mary Alice Benoit

\_\_\_\_\_  
Supervisor Brian P. McGuire

\_\_\_\_\_  
Trustee Eugne Martinez

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

\_\_\_\_\_  
Trustee Craig Essick

\_\_\_\_\_  
Trustee Khaja Moinuddin

*Seal of  
Hanover  
Township*





# RESOLUTION

## DECLARING OCTOBER 26, 2018 LILLIAN HENSCHEL DAY IN HANOVER TOWNSHIP

WHEREAS, the Hanover Township Board of Trustees does hereby find as follows:

WHEREAS, Lillian Henschel was born on October 26, 1918 in the west side of Chicago; and

WHEREAS, Lillian Henschel married her husband, Hugo, in 1939 and had three children Ralph, Karen, and Debbie; and

WHEREAS, Lillian Henschel has been a resident of Hanover Township and the Village of Bartlett for 45 years; and

WHEREAS, Lillian Henschel served on the Hanover Township Senior Citizens' Services Committee for two terms in 2004 and 2007; and

WHEREAS, Lillian Henschel is celebrating her 100<sup>th</sup> birthday on October 26 playing bingo with her friends at the Hanover Township Senior Center.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Hanover Township Board of Trustees, Cook County, Illinois, that October 26, 2018 is Lillian Henschel Day in Hanover Township.

Dated: October 16, 2018

In Witness Whereof, we have hereunto set our hands and caused the seal of Hanover Township to be affixed hereto.

\_\_\_\_\_  
Trustee Mary Alice Benoit

\_\_\_\_\_  
Supervisor Brian P. McGuire

\_\_\_\_\_  
Trustee Craig Essick

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

\_\_\_\_\_  
Trustee Eugene N. Martinez

\_\_\_\_\_  
Trustee Khaja Moinuddin

*Seal of  
Hanover  
Township*

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

**A RESOLUTION  
TO APPROVE AN AGREEMENT WITH  
GOVERNMENTAL ACCOUNTING, INC.**

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

**SECTION ONE:** That the Agreement between Governmental Accounting, Inc., and the Township (the “Agreement”) to provide a comprehensive financial services plan, a copy of which is appended hereto and expressly incorporated herein by reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: October 16, 2018

APPROVED: October 16, 2018

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Brian P. McGuire, Township Supervisor

ATTEST:

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Katy Dolan Baumer, Township Clerk

## **CERTIFICATION**

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on October 16, 2018, and approved on October 16, 2018, as the same appears from the official records of Hanover Township.

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

# ***Governmental Accounting, Inc.***

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*Accounting Services & Applications*

## **HANOVER TOWNSHIP Financial Administration**



# **Governmental Accounting, Inc.**

Accounting Services & Applications

September 25, 2018

Brian McGuire, Supervisor  
James Barr, Administrator  
Hanover Township  
250 South Route 59  
Bartlett, Illinois 60103

Dear Mr. McGuire & Mr. Barr:

We are very pleased that the Hanover Township has hired our firm to provide a comprehensive financial services plan. Our history with the Township, knowledge of the budget and tax levy, and familiarity with your systems puts us in a unique position to offer a complete financial package which provides to the Township the following services:

## **SERVICES**

### **Cash Management**

- a) Set-Up All Bank Accounts and Investments (As Needed)
- b) Monitor All Bank Account Balances (Weekly)
- c) Facilitate and Research Investments (As Needed)
- d) Report Interest Rates and Maturities (Monthly)
- e) Transfer Monies between Money Market and Checking to Avoid Overdraft (Weekly)
- f) Prepare and Review Deposits (Weekly)
- g) Monitor and Review Credit Card Deposits (Weekly) - NEW

### **Accounts Payable**

- a) Provide Set-Up, Segregation and Oversight of Departmental Store Accounts (Weekly)
- b) Prepare Invoices for Approval (Weekly)
- c) Process and Print GA Checks (Monthly)
- d) Year-end 1099 & 1096 Processing (Yearly)

### **Payroll**

- a) Provide Review of New Hire Set-Up (As Needed)
- b) Make Payroll Adjustments to Benefit Deductions (Biweekly)
- c) Provide Step and Pct. Increases (As Needed)
- d) Provide Retroactive Increases (As Needed)
- e) Process Payroll for Full-Time and Part-Time Employees (Biweekly)
- f) Print Checks (Biweekly)
- g) Email Check Stubs to Employees (Biweekly)
- h) Prepare all Withholdings / Garnishments (Biweekly)
- i) Federal and State Tax Payments (Biweekly)
- j) IMRF Payments and Reporting (Monthly)
- k) Federal 941, State 941 and IDES Contribution and Wage Report (Quarterly)
- l) Year-end W-2 & W-3 Processing (Yearly)

### **General Ledger**

- a) Property Tax Receipts, Personal Property Replacement Taxes and Interest Journal Entries (Monthly)
- b) Allocation of All Health Benefits by Department (Monthly)
- c) Bank Reconciliations (Monthly)
- d) Compile Monthly Financial Statements (Monthly)

2004 Camphill Circle  
Inverness, IL 60067  
847-991-3909 Fax 847-991-3138

## **Governmental Accounting, Inc.**

Accounting Services & Applications

- e) Review of Budget v. Actual (Monthly)
- f) Prepare and Email Monthly Financials to Department Heads and Finance Committee (Monthly)

### **Budgets**

- a) Create Individual Budget Submissions (3 Weeks)
- b) Compile Budget Worksheets and Review with Budget Team (4 Weeks)
- c) Compile Detailed Budget (1 Weeks)
- d) Compile Summary and Property Tax Budgets (1 Weeks)
- e) Present Proposed Budget to the Board (Yearly)
- f) Create Budget Ordinance (Yearly)
- g) Chart of Account Maintenance for Account Changes (Yearly)

### **Levy**

- a) Compute Tax Levy Figures (Yearly)
- b) Present Proposed Tax Levy to the Board (Yearly)
- c) Create Tax Levy Ordinance (Yearly)

### **Audit**

- a) Work with Auditors (Yearly)
- b) Review and Enter All Audit Adjustments (Yearly)
- c) Reconcile Audit with Books
- d) Preparation of Treasurer's Report (Yearly)
- e) GFOA Award for Financial Excellence including additional MD&A, Transmittal Letter and Statistical Sections (Yearly)

### **Special Projects**

- a) Motor Fuel Tax Rebate (Yearly)
- b) Census Reporting (Yearly)
- c) FOIA Requests (As Needed)
- d) Prepare and Report on Senior Committee Finances (Monthly)
- e) Coordinate and print Senior Committee Checks (Weekly)
- f) Referendum Analysis and Assistance

### **FEES & CHARGES**

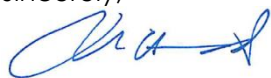
Starting November 1, 2018, we will provide these services for \$5,400.00 per month and lock these fees in for three years. Fees are payable as of the first of each month.

### **CONTRACT TERMINATION**

Notwithstanding any legal requirement to the contrary, the Township may terminate the contract with or without cause on 30 days written notice.

We appreciate the opportunity to serve Hanover Township, and look forward to continuing a long and mutually beneficial relationship.

Sincerely,



James R. Howard, CPA  
Principal

2004 Camphill Circle  
Inverness, IL 60067  
847-991-3909 Fax 847-991-3138

# Our Vision

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## ***Commitment to Accounting Excellence***

We strive to provide the best possible accounting systems, services and reporting to your local government. With changing government regulations and technology it is our job to stay atop both the regulatory and technological worlds while providing a quality service that meets your local government's needs.

## ***Enhanced Understanding & Transparency***

We recognize that local governments are looking for financial information they can use and understand. In an effort to achieve this, we work directly with management to produce a portfolio of deliverables that accurately reflect your current and future financial goals.

## ***Savings of Growing Employee Costs***

In the current economic climate, employee turnover and growing salary and benefit costs for full-time professionals can take their toll on any municipality. Our accounting service provides a reliable and cost-effective approach by offering a professional staff with a variety of skill sets at one monthly rate.

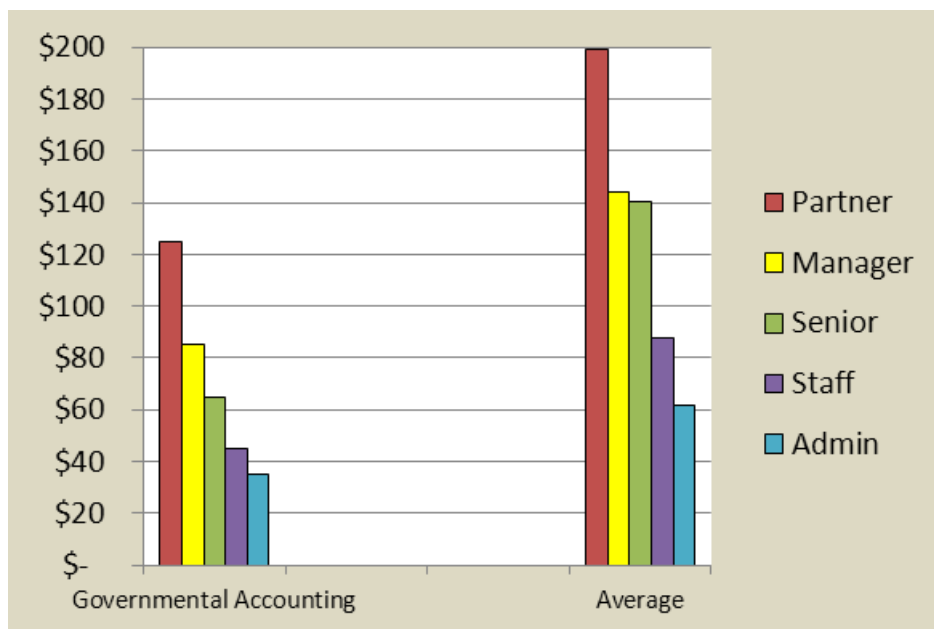


## Our Firm

Governmental Accounting was created in 1992 to meet the accounting & systems needs of local governments. We are a non-opinion contract accounting firm and as such are not considered independent for auditing purposes. In other words, we work directly for you. We can provide a complete department if required, including on-site staff, computers, and software. In addition we can provide financial management and/or consulting with respect to your computers, staff and software. It's up to you. As many local government administrators have found, owning obsolete computers and software and retraining staff can be daunting and expensive. We can offer a turnkey alternative either way.

Our firm has qualified CPAs with over 25 years' experience, serving a substantial number of fire districts, park districts, townships, and various other governmental organizations. Our team is committed to providing the best accounting and consulting services to help local governments achieve all their financial goals. We work closely with our clients to provide them the resources and understanding necessary to make sound financial decisions for their constituents.

With the complexity of today's economic conditions, government regulations and computerized systems, as well as growing salary and benefit costs, demands on accounting departments of local governments are greater than ever. Governmental Accounting, Inc. is specialized in the governmental sector and has cultivated an experienced and dedicated staff with a variety of skill sets to offer accounting solutions at a monthly price you can afford. We pride ourselves on our client relationships and promise to give you the attention you need without the administrative headaches.



**Governmental Accounting, Inc.**

Accounting Services & Applications

Schedule C  
VARIOUS REFERNECES  
PARK DISTRICTS/TOWNSHIPS

- Mount Prospect Park District, Executive Director - Greg Kuhs \*GFOA AWARD
- Barrington Park District, Executive Director – Terry Jennings \*GFOA AWARD
- Clarendon Hills Park District, Executive Director – Don Scheltens \*GFOA AWARD
- Hazel Crest Park District, Executive Director – Joseph Bertrand \*GFOA AWARD
- Hanover Township, Administrator – James Barr \*GFOA AWARD
- Schaumburg Township, Administrator – Eric Johnson
- Oak Park Township, Administrator – Gavin Morgan \*GFOA AWARD
- Worth Park District, Executive Director – Bob O'Shaunessy \*GFOA AWARD
- Chicago Ridge Park District, Executive Director – Kevin King
- Hanover Park Park District, Executive Director – Jeff Acks
- Country Club Hills Park District, President – Appreal Williamson
- Markham Park District, Executive Director – Quintina Brown
- Broadview Park District, Executive Director – Reginald Davis

**Governmental Accounting, Inc.**

Accounting Services & Applications

Schedule C  
FIRE DISTRICT REFERNECES:

Algonquin Lake in the Hills Fire Protection District (847-658-8233) \*GFOA AWARD  
Lake in the Hills, IL  
Board President: Rick Naatz  
Fire Chief: Peter Van Dorpe

Bartlett Fire Protection District (630-837-3701) \*GFOA AWARD  
Bartlett, IL  
Board President: Jim McCarthy  
Fire Chief: Michael Falese

Bloomington Fire Protection District (630-924-5859) \*GFOA AWARD  
Bloomington, IL  
Board President: Lydia DiBuono  
Fire Chief: Jeffrey Janus

Fox River and Countryside Fire Protection District (630-584-3473) \*GFOA AWARD  
St. Charles, IL  
Board President: Bob Handley  
Fire Chief: John Nixon

Lisle Woodridge Fire Protection District (630-353-3000) \*GFOA AWARD  
Lisle, IL  
Board President: Brent Frank  
Fire Chief: Keith Krestan

Palos Fire Protection District (708-448-0369)  
Palos Hills, IL  
Board President: Kevin McCurrie  
Fire Chief: Jim Graben

Pingree Grove Fire Protection District (847-464-5558)  
Pingree Grove, IL  
Board President: Ron Hartman  
Fire Chief: Mitch Crocetti

Plainfield Fire Protection District  
Plainfield, IL  
Board President: William Barnes  
Fire Chief: Dave Riddle

West Chicago Fire Protection District (630-231-2123) \*GFOA AWARD  
West Chicago, IL  
Board President: Charles Bratcher  
Fire Chief: Pat Tanner

Homer Township Fire Protection District  
Lockport, IL  
Board President: Paul Anderson  
Fire Chief: Chris Locacius

Glenside Fire Protection District  
Glen Ellyn, IL  
Board President: Nicholas Kosiara  
Fire Chief: Russell Wood

**Governmental Accounting, Inc.**

Accounting Services & Applications

Lincolnshire-Riverwoods Fire Protection District  
Lincolnshire, IL  
Board President: Barbara LaPiana  
Fire Chief: Tom Krueger

Woodstock Fire Protection District  
Woodstock, IL  
Board President: Robert A. Kristensen  
Fire Chief: Michael Hill

New Lenox Fire Protection District  
New Lenox, IL  
Board President: Skip Minger  
Fire Chief: Adam Riegel

North Palos Fire Protection District  
North Palos, IL  
Board President: Marguerite Hodek  
Fire Chief: Paul Mackin

Manhattan Fire Protection District  
Manhattan, IL  
Board President: William Moncrief  
Fire Chief: Dan Forsythe

Mokena Fire Protection District  
Mokena, IL  
Board President: William Haas  
Fire Chief: Howard Stephens

Bristol Kendall Fire Protection District  
Yorkville, IL  
Board President: David Stewart  
Fire Chief: Jim Bateman

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

**A RESOLUTION  
TO APPROVE THE 2019 PACE TRIP TRANSIT  
GRANT AND SERVICE AGREEMENT**

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

**SECTION ONE:** That the 2018 TRIP Transit Grant and Service Agreement (the “Agreement”) between the Suburban Bus Division of the Regional Transportation Authority, operating under the name “Pace,” and the Township to provide transportation services for the senior citizens of the Township, a copy of which is appended hereto and expressly incorporated herein by reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: October 16, 2018

APPROVED: October 16, 2018

---

Brian P. McGuire, Township Supervisor

ATTEST:

---

Katy Dolan Baumer, Township Clerk

## **CERTIFICATION**

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on October 16, 2018, and approved on October 16, 2018, as the same appears from the official records of Hanover Township.

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

## **2019 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, 2019, through December 31, 2019 or either party exercises their right to terminate this Agreement under Paragraph 7.



6. Independent Relationship. Pace is an independent contractor and not an employee, agent, joint venturer or partner of the Township, and nothing in this agreement shall be construed as creating any other relationship between the Township and Pace, or between any employee or agent of Pace and the Township. 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.

7. Insurance. Pace elects to provide the services more specifically set forth by subcontracting with one or more outside providers. Pace shall require the outside service providers to arrange for the Township to be named as additional insured under the outside service providers' auto liability policies of insurance with respect to claims asserted against the Township arising from any negligent acts or omissions of the outside service providers in connection with the services as described in this agreement. Pace shall provide copies of the initial Certificates of Insurance to the Township. Thereafter, the Township shall be responsible for tracking and monitoring their additional insured status on outside service providers' auto liability policies of insurance.

8. Indemnification. Pace agrees to indemnify and defend the Township, and its officers, agents, and employees against claims, damages, losses and costs for property damage or personal injury to the extent caused by the negligent acts by Pace in directly providing transportation services under this Agreement. To the extent that services are provided through or by an outside contractor, Pace agrees to require the contractor to defend, indemnify and hold harmless the Township, and its officers, agents, and employees for claims, damages, losses, and costs for property damage or personal injury to the extent caused by the negligent acts by said contractor in providing transportation services under this Agreement. The Township agrees to provide Pace with timely notice of any such claim. In the event that Pace does not require such indemnification and defense of its outside contractors, Pace agrees that it shall assume responsibility for said indemnification and defense. With respect to any lawsuit that is within the scope of coverage and/or indemnity afforded above, Pace (or the outside contractor, as applicable) shall have the right and duty to defend the Township, including the right to select defense counsel and control the defense of such lawsuit. In the event of any conflict of interest that would prevent Pace from controlling such defense or that would require Pace to allow the Township to select independent defense counsel, Pace will reimburse the reasonable attorney's fees and expenses incurred in such defense by the Township, provided however that the hourly rates of such counsel shall not exceed the hourly rates ordinarily paid by Pace for its outside counsel for defense of similar types of lawsuits.

9. Failure To Perform. Pace will not be responsible for any failure on the part of the Contractor to provide service due to circumstances beyond the reasonable control of the Contractor or Pace. Pace shall make every reasonable effort to have service restored as soon as practical under the circumstances. No fees by the carrier will be charged for service not performed.

10. Termination. This Agreement may be terminated by a party upon thirty (30) days advance written notice to the other party if: 1) sufficient funds have not been appropriated to cover the estimated requirements by Pace or by any other agency funding the service; 2) Pace develops alternative public transportation services which, as determined by Pace, will better meet the transportation needs of the public; 3) the Township fails to make payments as required by Section 4 of this Agreement; 4) if Pace has materially failed to perform its obligations under this Agreement; or 5) the Township otherwise determines that Pace's services are not satisfactory.
11. Entire Agreement. This Agreement the Exhibit(s) attached hereto and incorporated herein constitute the entire Agreement between the Parties hereto and supersedes any prior understandings, agreements, or representations by or between the Parties, written or oral, that may have related in any way to the subject matter hereof, and no other warranties, inducements, considerations, promises or interpretations, written or oral, which are not expressly addressed herein, shall be implied or impressed upon this Agreement.
12. Severability. If any provision of this Agreement is held invalid or unenforceable by an Illinois court of competent jurisdiction, such provision shall be deemed severed from this Agreement and the remaining provisions of this Agreement shall remain in full force and effect.
13. Survival. The provisions of this Agreement which, by their terms, require performance after the termination or expiration or have application to events that may occur after the termination of this Agreement, shall survive the termination or expiration of this Agreement.
14. Assignment. No Party shall assign this Agreement or the rights and obligations hereunder to any other party without the prior written consent of the other Parties.
15. Governing Law. Any dispute that arises as a result of this Agreement shall be heard in an Illinois court of competent jurisdiction and Illinois law shall be applied. The parties consent to the exclusive jurisdiction and venue of the Circuit Court for the Judicial Circuit, Cook County, Illinois or the United States District Court for the Northern District of Illinois for the purposes of adjudicating any matter relating to this Agreement.
16. Notices. All notices under this Agreement shall be in writing and sent by: personal service, commercial courier, certified or registered mail, return receipt requested, with proper postage prepaid, or email to the respective addresses shown below. Notice shall be considered delivered to recipient on the day of delivery if sent by personal service or commercial courier, and on the second business day after deposit in the U.S. Mail if sent by certified or registered mail.
17. Authorization. Each signatory to this Agreement represents and warrants that they have full authority to sign this Agreement on behalf of the party for whom they sign and

that this Agreement shall be binding on the parties hereto, their respective partners, directors, officers, employees, agents, representatives, successors and approved assigns.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized officials on the dates stated below.

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

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

18. This Agreement may be executed by the parties in several counterparts, each of which so executed shall be deemed some 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**

**By:** \_\_\_\_\_

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

**Dated:** \_\_\_\_\_

**Palatine Township**

**By:** \_\_\_\_\_

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

**Dated:** \_\_\_\_\_



Date: October 11, 2018

To: Hanover Township Board

From: James C. Barr, Township Administrator

Re: Facilities and Road Maintenance Director

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On August 22, Facilities and Road Maintenance Director Steve Spejcher notified the Township of his intention to retire effective December 14, 2018. In September, Administration distributed an internal recruitment announcement to all Township staff and volunteers for the Facilities and Road Maintenance Director position. The internal recruitment was an opportunity to review qualified interested candidates from the current staff and volunteer pool as Administration believed there to be several qualified candidates. The recruitment closed on September 21<sup>st</sup>. In early October, three candidates participated in a group interview process.

Administration is recommending the board proceed with hiring Caleb Hanson as the Director of Facilities and Road Maintenance. Mr. Hanson currently volunteers as Deputy Director of Emergency Services, a position he has held with the unit for over four years. He is currently employed as Facility Manager at the Elgin YWCA where he has overseen large-scale capital projects, day-to-day facility management, and personnel. Mr. Hanson has worked in the facility management and construction field for over fifteen years. Prior to that he gained experience with road maintenance and snowplow operations as a maintenance worker with the Village of Streamwood Public Works department.

Mr. Hanson's employment would be contingent on a background check, driving record, drug screening, and physical. It is anticipated that if approved by the board, Mr. Hanson would start in mid-November and allow approximately one month training period with Director Spejcher prior to his retirement.

# Caleb M. Hanson

45 Monroe Ave.

Elgin, IL 60123

Chanson930@gmail.com

September 16<sup>th</sup>, 2018

Suzanne Powers – Assistant Township Administrator

Hanover Township, IL

I am writing to express my interest in the Director of Facilities and Road Maintenance position. I would find it a great honor to serve the residents of Hanover Township, helping to create and maintain critical infrastructure, for safer travel, and continued social services to an ever-growing population.

With 20 years working in the construction and maintenance fields, I bring with me the skills needed to start immediately and efficiently as Director of Facilities and Road Maintenance. Having worked in both Public Works – Streets division sector, and as a current Facilities Manager, I am able to draw upon that experience with a clear understanding of the value and importance of a well maintained infrastructure. In addition, I have 15 years of supervisory experience in positions of foreman, superintendent, facilities manager, and Deputy Director of a volunteer Emergency Services unit, balancing the need for high quality work with the need to manage diverse manpower and budgets. I am well versed in jobsite diplomacy and negotiating solutions to a variety of issues.

I hold a FEMA and State of Illinois Professional Development Certification, along with numerous other NIMS and ICS certifications. I understand the critical role of Public Works in an emergency, and I bring with me management experience of an extremely wide variety of situations.

Above all this, my willingness and dedication to hard work and personal drive, enabling me to provide the quality of service for the staff and the residents of Hanover Township, is what makes me the ideal candidate for the position of Director of Facilities and Road Maintenance.

Thank you for your consideration and I look forward to working with you in keeping Hanover Township's facilities, roads, and bridges safe, and maintaining the level of quality and service Hanover Township residents have come to expect.

Sincerely,

Caleb M. Hanson

# CALEB M. HANSON

45 Monroe Ave, Elgin, IL 60123

(847) 414-1749    chanson930@gmail.com

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## Profile

I am an outgoing, energetic individual with an aptitude for mechanics. I take great pride in my abilities to contribute, on a personal level, to the beautification, efficiency, safety, and high level of quality I am able to bring to the operations of the facilities in which I have worked. My experience, ownership, and willingness to work hard make me an excellent candidate for the Director of Facilities and Road Maintenance. Using the valuable training, certifications and experience I have gathered, I bring both productivity and the willingness to learn the particular skills needed to be successful. With both non-management and management skills, I have the knowledge and experience to fill the varied roles required of the Director of Facilities and Road Maintenance position.

## **Education**

**Northeastern Illinois Public Safety Training Academy** *NIMS, ICS certifications*

**Elgin Community College** *General Education and non-credit classes*

**IUPAT District Council 30** *Apprenticeship Program*

**Connecticut School of Broadcasting** *Certificate of completion*

**US Navy** *Advanced Electronics school, Submarine School, BQQ5 Series Sonar Set "A" School*

**Woodstock Community High School** *GED Certificate*

## **Experience**

### **YWCA Elgin**

2015 – present

- Facility Manager

### **Hanson HouseWorks**

2013 – 2015

- Owner

### **Gail Borden Public Library**

2013 – 2015

- Seasonal / On Call Maintenance

### **GreenFields of Geneva**

2011-2013

- Lead Maintenance Technician

### **Procaccio Painting and Drywall**

2001-2011

- Superintendent
- Foreman
- Journeyman painter

### **Village of Streamwood – Public Works**

1997 – 1998

- Street Department – Maintenance 1



## **Certifications**

Certified Lead Safety for Renovation, Repair and Painting through IUPAT District Council #30 -2010

Past certifications in both safety and job-specific elements, i.e. aerial lift, respirator fit, and Lead Safety, OSHA 10. - 1998-2011

FEMA and Illinois Professional Development Series certifications, NIMS certification, ICS 300, ICS 400, - 2011-present

State certified Ground Search Manager, State certified Ground Search instructor, Search and Rescue Operations and Ground Navigation through ISARC (Illinois Search and Rescue Council) – 2012-present

## **Skills**

Strong interpersonal skills

Extensive experience in supervisory roles

Budget and scheduling management

Heavy equipment experience - backhoe, front end loader, snow plow, six-wheel straight dump truck, cut-off and concrete saw, auger, generators, pumps, paint spray equipment, wood chipper

Tactical communications

Strong work ethic

Diplomatic

Desire to acquire additional certifications, licenses and training

Ability to quickly, and thoroughly, master new skills

## **Additional**

Create, implement and manage procedures, inspections, and completion of scheduled maintenance, and daily work orders as Facilities Manager.

Evaluate staff, organize and manage manpower, schedules, budgets and quality control, in both paid and volunteer staff environments.

Recipient - Williams-Babcock Award for Outstanding Leadership 2014 - Hanover Township

## **References**

### **David Considine**

Division Chief of Facilities and Building Operations – Gail Borden Public Library District

847-429-5978

dconsidine@gailborden.info

### **India Smith**

Youth Services Director – YWCA Elgin

(847) 742-7930

Ismith@yecaelgin.org

### **Scott Rawlins**

Owner Liftek Elevator

(224) 422-0127

liftelevator@yahoo.com



Date: October 11, 2018

To: Hanover Township Board

From: James C. Barr, Township Administrator

Re: Assistant Township Administrator Appointment

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On October 8, Assistant Township Administrator Suzanne Powers notified the Township of her intention to resign her position effective October 19, 2018 after accepting the position of Schaumburg Township Administrator. Following this notification, Administration considered several options in regards to filling the Assistant Township Administrator position, including an internal qualified candidate or full external search.

Administration is recommending the appointment of Kristin Vana as Assistant Township Administrator. Ms. Vana has served as the Mental Health Board Manager for the last four years. In total, she has worked at the Township for eight years in roles with the Office of Community Health, Senior Services, and the Mental Health Board. Through her role as Mental Health Board Manager and a member of the Township management team, Ms. Vana works collaboratively with department heads, managers, staff and residents. She frequently assists with group interviews, technology implementation projects, and strategic planning. Ms. Vana also embodies the Township's organization values of going above & beyond, taking ownership, and being adaptable.

Attached is Kristin Vana's resume. Please call or email me at (630) 837-0301 ext. 2147 or [jbarr@hanover-township.org](mailto:jbarr@hanover-township.org) with any questions or feedback. Thank you for your time and consideration.

# Kristin Vana

(847) 530-5076 vanakristin@gmail.com  
1315 Wayne Dr. Des Plaines, IL 60018

## Objective

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To obtain a position that will enable me to utilize my strong organizational skills, communication skills, and ability to use my professional knowledge to engage in new challenges and responsibilities.

## Education and Training

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**Roosevelt University** **Aug 2008 – May 2010**  
*Bachelor of Science in Psychology*  
*Certificate in Child and Family Studies*

**PCCTI** **Aug 2007 – Oct 2007**  
*Certified Nursing Assistant*

**Northern Illinois University** **Anticipated Completion: July 2019**  
*Graduate Certificate of Public Management*

## Work Experience

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**Mental Health Board Manager** **May 2014 – Present**  
*Hanover Township Mental Health Board (Bartlett, IL)*

- Provide professional management and administrative support to the Mental Health Board
- Implement the Mental Health Board policy and committee work plans, including coordinating annual funding allocation process and the execution of service contracts
- Prepare agenda for the Mental Health Board meetings and committee meetings in cooperation with the Chair
- Manage the preparation and implementation of a three year comprehensive plan in consultation with the Mental Health Board, state agencies, funded agencies and other appropriate planning bodies
- Administer the Mental Health Board's budget, monitoring revenue and expenditures
- Provide technical assistance to agencies in preparation of funding applications to the Mental Health Board
- Review and approve monthly and purchase of service reports submitted by funded agencies
- Co-Chair the Hanover Township Human Services Coordinating Council
- Manage the Mental Health Community Resource Center serving as liaison to tenants and coordinating capital improvements, maintenance, technology and other building related matters
- Conduct residency audits of funded agencies to ensure compliance for funded programs
- Serve as the Mental Health Board's liaison to funded agencies, community organizations, mental health planning bodies and state government agencies
- Complete Mental Health Resource Guide every other year to distribute to all Hanover Township residents
- Complete other tasks and assignments as requested by the Mental Health Board or Township Administrator

### **Social Services Intake Specialist**

**Aug 2012 – May 2014**

*Hanover Township Senior Services (Bartlett, IL)*

- Coordinates intake of client information for Social Service screening
- Communicates with residents of the township to provide resources and referrals
- Facilitates Caring For Your Memory Support Group and Take Charge of Your Health
- Maintains and organizes client files and case notes
- Oversees volunteers by training and coordinating schedules
- Attends on-going trainings and seminars to continue education and expand knowledge of local and state resources.
- Gathers information from clients and recognizes crisis situations
- Collaborates with other agencies in the community
- Participates in Township Wrap Group to assess and coordinate services for township residents
- Assist clients communicating with other agencies, companies and insurance plans

### **Sales and Office Manager**

**Jan 2012 – Jul 2012**

*The Seville Banquets (Streamwood, IL)*

- Maintained billing for clients
- Managed phones and messaging system
- Communicates and meets with customers
- Collaborated with customers to establish contracts
- Developed floor plans
- Filing and computer work
- Works closely with owner to ensure customer satisfaction
- Focus on customer service
- Collaborated with partners to obtain appropriate supplies

### **Administrative/Certified Nursing Assistant**

**Mar 2010 – Apr 2012**

*Hanover Township Office of Community Health (Bartlett, IL)*

- Communicates with patients/residents of the township
- Worked closely with Director to assist with executive administrative duties
- Appointment scheduling for Nurses on staff
- Monitored patient vitals, blood sugar, hemoglobin and heart rate
- Managed phones and messaging system
- Collaborated with patient's doctors for follow up and continuity of care
- Filing and computer work
- Developing a website for our department

### **Certified Nursing Assistant (CNA)**

**Feb 2008 – Mar 2010**

*Brightstar Healthcare (Schaumburg, IL)*

- Responsible for assisting patient with daily living tasks
- Monitored patient vital signs
- Track daily progress patient completes
- Communicate with patient's family about changes in condition, progression of disease
- Aide families in understanding and coping with the disease of the patient
- Worked specifically with the elderly