



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

April 7, 2020

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
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Trustees’ Reports
 - E. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of March 24, 2020
 - B. Executive Session Minutes of March 24, 2020
 - C. Resolution to Approve a Mutual Aid Agreement with the Village of Carpentersville
 - D. Consideration of Additional Precautionary Steps to Ensure the Health, Safety, and Welfare of Township Residents Regarding the Coronavirus
- IX. Executive Session
- X. Other Business
- XI. Adjournment

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.

Hanover Township
Board Audit Report
From 3/24/2020 - 4/6/2020

	<u>Total</u>
Total Town Fund	26,741.58
Total Senior Services Fund	21,147.45
Total General Assistance Fund	10,014.85
Total Road Maintenance Fund	4,329.65
Total Mental Health Board Fund	17,529.35
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	
 Total All Funds	 <u><u>79,762.88</u></u>

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

March 24 through April 6, 2020

Type	Date	Num	Name	Memo	Amount
10A · Town Assets					
1001650 · Prepaid Expense					
Check	03/31/2020	136067	Kuttenberg, Thomas W	Cell Phone Reimbursement - April	50.00
Check	03/31/2020	136084	Vision Service Plan	Acct# 30070457 April Premium	394.79
Check	03/31/2020	136085	Governmental Accounting, Inc	Inv# 58753 Monthly Contract Billing	5,400.00
Total 1001650 · Prepaid Expense					5,844.79
Total 10A · Town Assets					5,844.79
1103 · Aging Services - Revenue					
1103500 · Senior Programs					
Check	03/24/2020	136000	Cindy Dicanni	Program Refund	70.00
Check	03/24/2020	136001	Janice Karavakis	Program Refund	66.00
Check	03/31/2020	136068	Roseann Burke	Program Refund	66.00
Check	03/31/2020	136069	Chuck Winterberg	Program Refund	126.00
Check	03/31/2020	136070	Carol Sittig	Program Refund	126.00
Check	03/31/2020	136071	Arthur Golub	Program Refund	76.00
Total 1103500 · Senior Programs					530.00
Total 1103 · Aging Services - Revenue					530.00
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	03/24/2020	136004	Access 1 Source	Inv# 78095 Time and Attendance Software Monthly Fee	299.00
Total 1014430 · Computer Equipment & Software					299.00
Total 101CAP · Capital Expenditures					299.00
101CHN · Community Health					
1014453 · Printing					
Check	03/24/2020	136008	Braden Interact Business Products (SS)	Inv# 625610 Copy Charges Feb 2020	2.77
Total 1014453 · Printing					2.77
Total 101CHN · Community Health					2.77
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014614 · Printing					
Check	03/24/2020	136007	Braden Interact Business (Jay St)	Inv# 6256619 Copy Charges February 2020	9.83
Check	03/31/2020	136073	Braden Interact Business (Jay St)	Inv# 631714 Copy Charges March 2020	6.77
Total 1014614 · Printing					16.60
1014617 · Equipment & Furniture					
Check	03/30/2020	136052	Canteen Refreshment Services	Inv# ORD51063 Rent Wtr Machine 03/30-04/20	37.95

Hanover Township Board Audit Report

March 24 through April 6, 2020

Type	Date	Num	Name	Memo	Amount
Total 1014617 · Equipment & Furniture					37.95
1014619 · Office Supplies					
Check	03/24/2020	136034	Staples	Inv# 3440034566 Cleaning Supplies	41.82
Check	03/24/2020	136034	Staples	Inv# 3438950945 Binder/Tabs/Copy Paper	51.70
Total 1014619 · Office Supplies					93.52
1014621 · Satellite Office Utilities					
Check	03/24/2020	136029	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 1/26-2/25	240.62
Check	03/30/2020	136041	Com Ed 010	Acct# 6997418010 Monthly Charges 2/11-3/11	437.16
Check	03/30/2020	136043	City of Elgin	Acct# 413720-6423 Water Monthly Charges 02/07-03/09	55.40
Total 1014621 · Satellite Office Utilities					733.18
1014623 · Satellite Office Phone & Intrnt					
Check	03/31/2020	136083	Verizon Wireless (00002)	Inv# 9850748208 Monthly Charges	36.01
Total 1014623 · Satellite Office Phone & Intrnt					36.01
Total 101CMA · Community Relations					917.26
101VET · Veteran Affairs					
1014704 · Office Supplies					
Check	03/24/2020	136034	Staples	Inv# 3440034566 Desk Calendar/Correction Tape	17.79
Check	03/24/2020	136034	Staples	Inv# 3438950945 Paper Clips/Letter Tray	9.02
Total 1014704 · Office Supplies					26.81
1014706 · Printing					
Check	03/24/2020	136023	Kwik Print	Inv# 66847 Double Sided Business Cards	77.60
Total 1014706 · Printing					77.60
Total 101VET · Veteran Affairs					104.41
Total 101CVA · Community & Veteran Affairs					1,021.67
101ES · ES - Expenditures					
1014802 · Equipment					
Check	03/30/2020	136044	Garner Sales and Service	Inv# 20-078 36" Haligan Bar, 24" Haligan Bar	293.67
Check	03/30/2020	136050	RollINRack LLC	Inv# 20039 Power Roller	6,200.00
Total 1014802 · Equipment					6,493.67
1014803 · Uniforms					
Check	03/31/2020	136079	Ray O'herron Co., Inc.	Inv# 2015071 Belt	24.99
Total 1014803 · Uniforms					24.99
1014814 · Communications					
Check	03/30/2020	136039	Comcast (ES 773)	Acct# 877110083 0226773 Monthly Internet Charges 03/18-04/17	159.64

Hanover Township Board Audit Report

March 24 through April 6, 2020

Type	Date	Num	Name	Memo	Amount
Check	03/30/2020	136040	Comcast (Town 207)	Acct# 8771 10 083 0234207 Monthly Cable Charges 03/20-04/19	10.55
Check	03/31/2020	136083	Verizon Wireless (00002)	Inv# 9850748208 Monthly Charges	93.21
Total 1014814 · Communications					263.40
Total 101ES · ES - Expenditures					6,782.06
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	03/24/2020	136006	Bade Supply	Inv# 34046 Disinfecting Wipes/Lysol (7 Cases)	490.84
Check	03/24/2020	136006	Bade Supply	Inv# 33880 Toilet Tissue (4 Cases)/Towels (6 Cases)/Can Liners (4 Cases...	813.04
Total 1014205 · Janitorial Supplies					1,303.88
1014208 · Housekeeping Contract					
Check	03/24/2020	136015	Custodius Chicago	Inv# 558 February Cleaning Services - IWC	865.00
Check	03/24/2020	136022	Imperial Service Systems, Inc	Inv# 131779 Cleaning Services - Town Hall	1,069.00
Check	03/24/2020	136022	Imperial Service Systems, Inc	Inv# 1131812 Cleaning Services - Senior Center	1,666.00
Total 1014208 · Housekeeping Contract					3,600.00
1014209 · Building Contracts					
Check	03/24/2020	136031	Orkin Pest Control 337 (Town)	Inv# 190431029 Pest Control	80.26
Check	03/24/2020	136033	Steiner Electric Company	Inv# S006561699 Generator Maintenance	480.86
Total 1014209 · Building Contracts					561.12
1014210 · Building Maintenance - Town					
Check	03/24/2020	136003	Amperage Electrical Supply Inc	Inv# 1024014 Passport Office Light Bulbs	134.40
Check	03/24/2020	136003	Amperage Electrical Supply Inc	Inv# 1023173 Light Bulbs	17.55
Check	03/24/2020	136028	Menards - Hanover Park	inv# 33158 Batteries/Wire Units	37.93
Total 1014210 · Building Maintenance - Town					189.88
1014211 · Building Maintenance - Senior					
Check	03/24/2020	136027	Menards - West Chicago	Inv# 45 Door Stop/Kickplate	32.96
Check	03/24/2020	136027	Menards - West Chicago	Inv# 604 Tile Grout	10.99
Total 1014211 · Building Maintenance - Senior					43.95
1014212 · Building Maintenance - Astor					
Check	03/24/2020	136006	Bade Supply	Inv# 34105 Soap/Soap Dispensers (3)	103.60
Check	03/24/2020	136028	Menards - Hanover Park	Inv# 32340 Toilet Flappers	21.45
Total 1014212 · Building Maintenance - Astor					125.05
1014213 · Equipment Maintenance - Town					
Check	03/24/2020	136016	Cummins NPower, LLC	Inv# F2-53809 Generator Maintenance	484.80
Total 1014213 · Equipment Maintenance - Town					484.80
1014214 · Equipment Maintenance - Senior					

Hanover Township Board Audit Report

March 24 through April 6, 2020

Type	Date	Num	Name	Memo	Amount
Check	03/24/2020	136025	Majestic Distruibuting Service	Inv# 66908 Senior Center Fire Place Cleaning	140.00
Total 1014214 · Equipment Maintenance - Senior					140.00
1014221 · Cell Phone/Communications					
Check	03/31/2020	136083	Verizon Wireless (00002)	Inv# 9850748208 Monthly Charges	233.85
Total 1014221 · Cell Phone/Communications					233.85
1014228 · Building Maintenance - Izaak					
Check	03/24/2020	136027	Menards - West Chicago	Inv# 45 Extension Cord	34.99
Check	03/24/2020	136027	Menards - West Chicago	Inv# 604 Ceiling Fan	119.00
Total 1014228 · Building Maintenance - Izaak					153.99
Total 101MAIN · Facilities Maintenance					6,836.52
101PAN · Pantry					
1014161 · Utilities					
Check	03/24/2020	136013	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges 2/5-3/6	647.82
Check	03/24/2020	136035	Village of Hanover Park	Acct# 3940-001 Water/Sewer Feb 2020	202.18
Check	03/30/2020	136060	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges 02/15-03/14	118.15
Check	03/30/2020	136061	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges 02/15-03/15	139.62
Total 1014161 · Utilities					1,107.77
Total 101PAN · Pantry					1,107.77
101THE · Town Hall Expense					
1014403 · Utilities - Town					
Check	03/24/2020	136012	Com Ed 006 (Town)	Acct 7826009006 Monthly Charges 2/4-3/5	763.43
Check	03/30/2020	136058	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 02/15/2020 - 03/17/2020	658.47
Total 1014403 · Utilities - Town					1,421.90
1014405 · Internet Access - Town					
Check	03/31/2020	136075	Comcast (607)	Acct# 8771100830128607 Monthly Internet Charges	259.85
Total 1014405 · Internet Access - Town					259.85
Total 101THE · Town Hall Expense					1,681.75
101TOE · Town Office Expense					
1014401 · Postage					
Check	03/31/2020	136076	Easy Permit Postage	Acct 8000-9090-0585-2392 Postage Refil	1,543.62
Total 1014401 · Postage					1,543.62
1014404 · Office Supplies					
Check	03/24/2020	136034	Staples	Inv# 3440034351 Coffee Supplies	98.34
Check	03/24/2020	136034	Staples	Inv# 3440034344 Copy Paper	386.91
Check	03/30/2020	136051	Staples	Inv# 3440929658 Chair Mat	45.98

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Type	Date	Num	Name	Memo	Amount
Check	03/31/2020	136081	Staples	Inv# 3442419240 Binder Clips	44.00
Total 1014404 · Office Supplies					575.23
1014406 · Printing					
Check	03/24/2020	136009	Braden Interact Business Products (Town)	Inv# 626339 Copy Charges	167.07
Total 1014406 · Printing					167.07
1014534 · Passport Services					
Check	03/24/2020	136034	Staples	Inv# 3440034352 Ink	198.99
Check	03/24/2020	136034	Staples	Inv# 3440034351 Ink/Toner	228.97
Total 1014534 · Passport Services					427.96
1014535 · Legal Notices					
Check	03/24/2020	136032	Paddock Publications, Inc	Inv# 43697 Public Hearing Notice	44.85
Total 1014535 · Legal Notices					44.85
Total 101TOE · Town Office Expense					2,758.73
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094617 · Equipment Maintenance					
Check	03/24/2020	136018	De Lage Landen Financial Services	Inv# 67114271 Copier Lease 3/15-4/14	191.32
Total 1094617 · Equipment Maintenance					191.32
Total 109ADM · Administration & Clinical					191.32
109OUT · Outreach & Prevention					
1094651 · Cellphones					
Check	03/31/2020	136083	Verizon Wireless (00002)	Inv# 9850748208 Monthly Charges	215.20
Total 1094651 · Cellphones					215.20
Total 109OUT · Outreach & Prevention					215.20
Total 109YFS · Youth & Family Services					406.52
Total 1014 · Town Fund - Expenditures					20,896.79
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	03/24/2020	136014	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 2/4-35	2,501.28
Check	03/30/2020	136059	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges Balance 02/23-03/25	2,107.59
Total 1104524 · Utilities					4,608.87
1104525 · Telephone & High Speed Internet					

Hanover Township Board Audit Report

March 24 through April 6, 2020

Type	Date	Num	Name	Memo	Amount
Check	03/31/2020	136083	Verizon Wireless (00002)	Inv# 9850748208 Monthly Charges	119.29
Total 1104525 · Telephone & High Speed Internet					119.29
1104527 · Equipment					
Check	03/30/2020	136048	Leaf (618-007)	Inv# 10432271 Color Copier Lease	343.95
Total 1104527 · Equipment					343.95
1104533 · Printing					
Check	03/24/2020	136008	Braden Interact Business Products (SS)	Inv# 625610 Copy Charges Feb 2020	83.89
Total 1104533 · Printing					83.89
Total 1104ADM · Administration					5,156.00
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3485640 Congregate Food	122.05
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3487921 Congregate Food	162.63
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3488649 Congregate Food	134.05
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3483279 Congregate Food	101.30
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3491264 Congregate Food	124.20
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3489004 Congregate Food	76.07
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3492384 Congregate Food	152.75
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3489660 Congregate Food	5.70
Check	03/24/2020	136020	Gordon Food Service	Inv# 201308883 Congregate Food	443.50
Check	03/24/2020	136020	Gordon Food Service	Inv# 201308880 Congregate Food	67.74
Check	03/24/2020	136020	Gordon Food Service	Inv# 934079129 Congregate Food	330.05
Check	03/24/2020	136020	Gordon Food Service	Inv# 201130789 Congregate Food	87.31
Check	03/24/2020	136021	Highland Baking Company	Inv# 2270535 Congregate Food	51.83
Check	03/24/2020	136021	Highland Baking Company	Inv# 2266124 Congregate Food	31.74
Check	03/24/2020	136021	Highland Baking Company	Inv# 2271348 Congregate Food	40.89
Check	03/24/2020	136021	Highland Baking Company	Inv# 2272300 Congregate Food	32.40
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3494250 Congregate Food	57.31
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3495462 Congregate Food	97.70
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3496025 Congregate Food	147.48
Check	03/30/2020	136046	Gordon Food Service	Inv# 201403608 Congregate Food	905.09
Check	03/30/2020	136047	Highland Baking Company	Inv# 2275726 Congregate Food	64.86
Check	03/30/2020	136047	Highland Baking Company	Inv# 2276594 Congregate Food	38.22
Check	03/30/2020	136054	Get Fresh Produce, Inc	Inv# 3496027 Congregate Food	24.00
Check	03/30/2020	136054	Get Fresh Produce, Inc	Inv# 3497032 Congregate Food	122.10
Check	03/30/2020	136054	Get Fresh Produce, Inc	Inv# 3498724 Congregate Food	96.30
Check	03/30/2020	136055	Gordon Food Service	Inv# 201551221 Congregate Food	731.97
Check	03/30/2020	136055	Gordon Food Service	Inv# 201594687 Congregate Food	247.26
Check	03/31/2020	136077	Get Fresh Produce, Inc	Inv# 3500427 Congregate Food	207.53
Check	03/31/2020	136078	Highland Baking Company	Inv# 2279154 Congregate Food	76.69
Check	03/31/2020	136078	Highland Baking Company	Inv# 2279155 Congregate Food	10.59

Hanover Township Board Audit Report

March 24 through April 6, 2020

Type	Date	Num	Name	Memo	Amount
Total 1105551 · Congregate Food					4,791.31
1105553 · Congregate Supplies					
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3487921 Congregate Supplies	9.93
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3483279 Congregate Supplies	9.93
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3491264 Congregate Supplies	40.43
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3489004 Congregate Supplies	22.00
Check	03/24/2020	136020	Gordon Food Service	Inv# 201308883 Congregate Supplies	21.68
Check	03/24/2020	136020	Gordon Food Service	Inv# 201308880 Congregate Supplies	21.68
Check	03/24/2020	136020	Gordon Food Service	Inv# 934079129 Congregate Supplies	43.33
Check	03/24/2020	136020	Gordon Food Service	Inv# 201130789 Congregate Supplies	377.39
Check	03/24/2020	136020	Gordon Food Service	Credit 14071937	-9.22
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3494250 Congregate Supplies	40.43
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3494567 Congregate Supplies	19.85
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3496025 Congregate Supplies	10.10
Check	03/30/2020	136045	Get Fresh Produce, Inc	Credit Inv# 3494250 Congregate Supplies	-19.85
Check	03/30/2020	136046	Gordon Food Service	Inv# 201403608 Congregate Supplies	26.37
Check	03/30/2020	136054	Get Fresh Produce, Inc	Inv# 3497032 Congregate Supplies	33.60
Check	03/30/2020	136054	Get Fresh Produce, Inc	Inv# 3498724 Congregate Supplies	20.20
Check	03/30/2020	136055	Gordon Food Service	Inv# 201551221 Congregate Supplies	105.36
Check	03/30/2020	136055	Gordon Food Service	Inv# 201594687 Congregate Supplies	118.04
Check	03/30/2020	136057	West Pier Laundry Streamwood	Inv# 2661 Laundry Service Dish Towels/Tablecloths	10.60
Check	03/31/2020	136077	Get Fresh Produce, Inc	Inv# 3500427 Congregate Supplies	20.20
Total 1105553 · Congregate Supplies					922.05
1105558 · Home Delivered Meals Food					
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3485640 HDM Food	122.05
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3487921 HDM Food	162.62
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3488649 HDM Food	134.05
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3483279 HDM Food	101.30
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3491264 HDM Food	124.20
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3489004 HDM Food	76.07
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3492384 HDM Food	152.75
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3489660 HDM Food	5.70
Check	03/24/2020	136020	Gordon Food Service	Inv# 20130883 HDM Food	443.49
Check	03/24/2020	136020	Gordon Food Service	Inv# 201308880 HDM Food	67.74
Check	03/24/2020	136020	Gordon Food Service	Inv# 934079129 HDM Food	330.04
Check	03/24/2020	136020	Gordon Food Service	Inv# 201130789 HDM Food	87.31
Check	03/24/2020	136021	Highland Baking Company	Inv# 2270535 HDM Food	51.82
Check	03/24/2020	136021	Highland Baking Company	Inv# 2266124 HDM Food	31.74
Check	03/24/2020	136021	Highland Baking Company	Inv# 2271348 HDM Food	40.89
Check	03/24/2020	136021	Highland Baking Company	Inv# 2272300 HDM Food	32.40
Check	03/24/2020	136026	Pur Foods LLC dba Mom's Meals	Inv# MM02292020-2 Special Dietary Meals (14)	182.00
Check	03/24/2020	136026	Pur Foods LLC dba Mom's Meals	Inv# MM02292020 Special Dietary Meals (224)	1,554.28
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3494250 HDM Food	57.31
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3495462 HDM Food	97.70
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3496025 HDM Food	147.47
Check	03/30/2020	136046	Gordon Food Service	Inv# 201403608 HDM Food	905.09

Hanover Township Board Audit Report

March 24 through April 6, 2020

Type	Date	Num	Name	Memo	Amount
Check	03/30/2020	136047	Highland Baking Company	Inv# 2275726 HDM Food	64.86
Check	03/30/2020	136047	Highland Baking Company	Inv# 2276594 HDM Food	38.21
Check	03/30/2020	136054	Get Fresh Produce, Inc	Inv# 3496027 HDM Food	24.00
Check	03/30/2020	136054	Get Fresh Produce, Inc	Inv# 3497032 HDM Food	122.10
Check	03/30/2020	136054	Get Fresh Produce, Inc	Inv# 3498724 HDM Food	96.30
Check	03/30/2020	136055	Gordon Food Service	Inv# 201551221 HDM Food	731.97
Check	03/30/2020	136055	Gordon Food Service	Inv# 201594687 HDM Food	247.26
Check	03/31/2020	136077	Get Fresh Produce, Inc	Inv# 3500427 HDM Food	207.52
Check	03/31/2020	136078	Highland Baking Company	Inv# 2279154 HDM Food	76.69
Check	03/31/2020	136078	Highland Baking Company	Inv# 2279155 HDM Food	10.59
Total 1105558 · Home Delivered Meals Food					6,527.52
1105560 · Home Delivered Meals Supplies					
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3487921 HDM Supplies	9.92
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 33483279 HDM Supplies	9.92
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3491264 HDM Supplies	40.42
Check	03/24/2020	136019	Get Fresh Produce, Inc	Inv# 3489004 HDM Supplies	22.00
Check	03/24/2020	136020	Gordon Food Service	Inv# 20130883 HDM Supplies	21.67
Check	03/24/2020	136020	Gordon Food Service	Inv# 201308880 HDM Supplies	21.67
Check	03/24/2020	136020	Gordon Food Service	Inv# 934079129 HDM Supplies	43.32
Check	03/24/2020	136020	Gordon Food Service	Inv# 201130789 HDM Supplies	371.44
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3494250 HDM Supplies	40.42
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3494567 HDM Supplies	19.85
Check	03/30/2020	136045	Get Fresh Produce, Inc	Inv# 3496025 HDM Supplies	10.10
Check	03/30/2020	136045	Get Fresh Produce, Inc	Credit Inv# 3494250 HDM Supplies	-19.85
Check	03/30/2020	136046	Gordon Food Service	Inv# 201403608 HDM Supplies	26.37
Check	03/30/2020	136054	Get Fresh Produce, Inc	Inv# 3497032 HDM Supplies	33.60
Check	03/30/2020	136054	Get Fresh Produce, Inc	Inv# 3498724 HDM Supplies	20.20
Check	03/30/2020	136055	Gordon Food Service	Inv# 201551221 HDM Supplies	105.36
Check	03/30/2020	136055	Gordon Food Service	Inv# 201594687 HDM Supplies	118.03
Check	03/30/2020	136057	West Pier Laundry Streamwood	Inv# 2661 Laundry Service Dish Towels/Tablecloths	10.60
Check	03/31/2020	136077	Get Fresh Produce, Inc	Inv# 3500427 HDM Supplies	20.20
Total 1105560 · Home Delivered Meals Supplies					925.24
Total 1104NUT · Nutrition					13,166.12
1104PRO · Programs					
1104515 · Programming					
Check	03/24/2020	136010	Cuisine America	Inv# 3831 Meal Tasting	120.00
Check	03/30/2020	136053	Dance Alternatives, Inc.	Inv# HP032020 March 2020 Line Dance Classes	110.00
Check	03/30/2020	136056	Taoist Tai Chi Society	Inv# 32520 Class Instruction Jan-March 2020	200.00
Total 1104515 · Programming					430.00
1104520 · Volunteer Services					
Check	03/24/2020	136036	Verify (XHTSSE)	Inv# 1353687 Background Checks February 2020	90.00
Check	03/31/2020	136062	Larry Piemonte	Home Delivered Meals Mileage Reimbursement March 2020	42.92
Check	03/31/2020	136063	Joanne Watson	Home Delivered Meals Mileage Reimbursement 3/9/20	8.70

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	03/31/2020	136064	Pat Zickler	Home Delivered Meals Mileage Reimbursement 2/4-3/10	50.17
Check	03/31/2020	136065	Lynne Schiller	Home Delivered Meals Mileage Reimbursement March 2020	7.54
Check	03/31/2020	136066	Christina Gozdecki	Home Delivered Meals Mileage Reimbursement 2/6-3/12	17.98
Check	03/31/2020	136088	Colagrossi, Tracey N	Home Delivered Meals Mileage	20.88
Check	03/31/2020	136089	Adelphia, Sarah E	Home Delivered Meals Mileage	10.44
Check	03/31/2020	136090	Domingo, Frances	Home Delivered Meals Mileage	52.20
Check	03/31/2020	136091	Gomez, Diana	Home Delivered Meals Mileage	41.76
Check	03/31/2020	136092	Kay, Linda	Home Delivered Meals Mileage	41.76
Check	03/31/2020	136093	Murillo Corona, Devora	Home Delivered Meals Mileage	52.20
Check	03/31/2020	136094	Robles, Thalia	Home Delivered Meals Mileage	31.32
Check	03/31/2020	136095	Sposito, Florence M	Home Delivered Meals Mileage	20.88
Check	03/31/2020	136097	Christopher, Cindy L	Home Delivered Meals Mileage	31.32
Check	03/31/2020	136098	Smogolski, Thomas S	Home Delivered Meals Mileage	20.88
Check	03/31/2020	136099	Gonzalez, Nora C	Home Delivered Meals Mileage	10.44
Check	03/31/2020	136100	Herrera, Marina	Home Delivered Meals Mileage	62.64
Check	03/31/2020	136101	Konzal, Tessa	Home Delivered Meals Mileage	10.44
Check	03/31/2020	136102	Litz, Danielle	Home Delivered Meals Mileage	41.76
Check	03/31/2020	136103	Lopez-Iftikhar, Maria	Home Delivered Meals Mileage	20.88
Check	03/31/2020	136104	Miguel, Michael	Home Delivered Meals Mileage	73.08
Check	03/31/2020	136105	Trujillo, Gisel	Home Delivered Meals Mileage	73.08
Check	03/31/2020	136106	Zak, Robert	Home Delivered Meals Mileage	41.76
Total 1104520 · Volunteer Services					875.03
1104545 · Program Staff Travel					
Check	03/31/2020	136096	Zbrzezny, Jamie A	Home Delivered Meals Mileage	52.20
Total 1104545 · Program Staff Travel					52.20
Total 1104PRO · Programs					1,357.23
1104SOC · Social Services					
1104563 · Travel					
Check	03/30/2020	136049	Robles, Thalia	Elderly Service Officer Training Mileage	142.68
Total 1104563 · Travel					142.68
Total 1104SOC · Social Services					142.68
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	03/30/2020	136042	Complete Fleet Services Inc.	Inv# 24985 Bus#127 IDOT Safety Inspection/Headlight/Bulbs	282.40
Total 1104518 · Vehicle Maintenance					282.40
1104550 · Telephone					
Check	03/31/2020	136082	Verizon Wireless	Acct# 742025529 Monthly Charges	513.02
Total 1104550 · Telephone					513.02

Hanover Township Board Audit Report

March 24 through April 6, 2020

Type	Date	Num	Name	Memo	Amount
Total 1104TRN · Transportation					795.42
Total 1104 · Aging Services - Expenditures					20,617.45
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	03/24/2020	136034	Staples	Inv# 3440929660 Copy Paper/tape	79.97
Check	03/30/2020	136051	Staples	Inv# 3441773049 Certificates/Copy Paper/Ink	162.07
Check	03/30/2020	136051	Staples	Inv# 3441773050 Disinfectant	19.96
Check	03/30/2020	136051	Staples	Inv# 3441773051 Ink/Card Stock	63.48
Total 2024202 · Office Supplies					325.48
2024205 · Travel & Training					
Check	03/24/2020	136002	Burke, William T	CEDA Training Transportation Reimbursement	75.56
Total 2024205 · Travel & Training					75.56
2024507 · Professional Services					
Check	03/24/2020	136030	NJS Enterprises, Inc	Inv# 0200207 VisualGA.net Software Service Contract (4 Users)	2,800.00
Total 2024507 · Professional Services					2,800.00
2024511 · Phone and Internet					
Check	03/31/2020	136074	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges	189.09
Total 2024511 · Phone and Internet					189.09
Total 2024ADM · Administration					3,390.13
2024HOM · Home Relief					
2024102 · Rent					
Check	04/01/2020	5449	Larry Bennett	April 2020 Rent	500.00
Check	04/01/2020	5450	Michelle Breen	April 2020 Rent	500.00
Check	04/01/2020	5455	Angie Hoeltzer	April 2020 Rent	525.00
Check	04/01/2020	5456	Hanover Homes LLC	April 2020 Rent	750.00
Check	04/01/2020	5458	Spring Lakes Estates	April 2020 Rent	625.00
Check	04/01/2020	5459	Spring Lakes Estates	April 2020 Rent	655.00
Check	04/01/2020	5460	James Susman	April 2020 Rent	650.00
Check	04/01/2020	5462	Cynthia Wheelock	April 2020 Rent	550.00
Total 2024102 · Rent					4,755.00
2024103 · Utilities					
Check	04/01/2020	5448	Advanced Disposal Solid Waste Midwest LLC	Utilities Assistance	65.95
Check	04/01/2020	5451	Com Ed	Utilities Assistance	79.54
Check	04/01/2020	5452	Com Ed	Utilities Assistance	81.90
Check	04/01/2020	5453	Com Ed	Utilities Assistance	63.49
Check	04/01/2020	5454	Com Ed	Utilities Assistance	90.93
Check	04/01/2020	5457	NICOR	Utilities Assistance	35.35

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Type	Date	Num	Name	Memo	Amount
Check	04/01/2020	5461	Village of Streamwood	Utilities Assistance	57.56
Total 2024103 · Utilities					474.72
2024105 · Personal Essentials					
Check	04/01/2020	5463	Walmart	Personal Essentials	495.00
Check	04/01/2020	5464	Walmart	Personal Essentials	900.00
Total 2024105 · Personal Essentials					1,395.00
Total 2024HOM · Home Relief					6,624.72
Total 2024 · Human Services - Expenditures					10,014.85
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034705 · Dues, Subs & Publications					
Check	03/24/2020	136017	Continental Weather Svc	Inv# 192912 Monthly Weather Forecasting - March 2020	150.00
Total 3034705 · Dues, Subs & Publications					150.00
3034707 · Printing					
Check	03/24/2020	136023	Kwik Print	Inv# 66822 Brush Pickup Door Hangers	72.70
Total 3034707 · Printing					72.70
3034709 · Uniforms & Safety Equipment					
Check	03/24/2020	136027	Menards - West Chicago	Inv# 99676 Earplugs	24.99
Total 3034709 · Uniforms & Safety Equipment					24.99
3034710 · Community Affairs					
Check	03/24/2020	136005	Battery Solutions	Inv# A502517 Battery Recycling	596.55
Total 3034710 · Community Affairs					596.55
3034714 · Office Supplies					
Check	03/30/2020	136051	Staples	Inv# 3440929658 Binders	9.95
Total 3034714 · Office Supplies					9.95
Total 3034ADM · Administration					854.19
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	03/24/2020	136027	Menards - West Chicago	Inv# 99676 Mailbox Repairs	117.93
Check	03/24/2020	136028	Menards - Hanover Park	Inv# 32385 Mailbox Repairs	59.97
Total 3034602 · Operating Supplies & Materials					177.90
3034610 · Street Lighting					

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	03/24/2020	136011	Com Ed 051	Acct# 5619024051 Monthly Charges 2/4-3/4	5.06
Total 3034610 · Street Lighting					5.06
3034616 · Salt					
Check	03/31/2020	136080	Parker Concrete Placement	Inv# 10575 Road Salt/Loading	3,142.50
Total 3034616 · Salt					3,142.50
Total 3034ROD · Road Maintenance					3,325.46
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	03/24/2020	136024	Mark Your Space, Inc.	Inv# 5409 Vehicle Decals	150.00
Total 3034609 · Maintenance Vehicles & Equip					150.00
Total 303EQM · Equipment					150.00
Total 3034 · Road Maintenance - Expenditures					4,329.65
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054012 · Office Supplies					
Check	03/30/2020	136051	Staples	Inv# 3440929658 Binders	5.97
Total 5054012 · Office Supplies					5.97
Total 5054ADM · Administration					5.97
5054SVC · Service Contracts					
5054180 · Capital Grant Fund					
Check	03/31/2020	136086	Childrens Advocacy Ctr of Nwst Co County	Capital Funding - Computer Equipment	15,000.00
Check	03/31/2020	136087	Little City Foundation	Capital Funding - Alzheimers/Dementia Training	2,523.38
Total 5054180 · Capital Grant Fund					17,523.38
Total 5054SVC · Service Contracts					17,523.38
Total 5054 · Mental Health - Expenditures					17,529.35
TOTAL					79,762.88

- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:00 p.m. He then read the following into the record: On March 20, 2020, in light of the circumstances surrounding the ongoing outbreak of Covid 19, Governor Pritzker issued Executive Order 2020-10 requiring *inter alia*, individuals currently living in Illinois to “shelter-in-place” at their homes, except to perform certain “essential activities” or conduct certain “essential businesses and operation,” including but not limited to “essential government function.” Previously, on March 16, 2020, in light of the circumstances surrounding the ongoing outbreak of Covid 19, Governor Pritzker issued Executive Order 2020-07 suspending for the duration of the Gubernatorial Disaster Proclamation, *inter alia*, the provisions of the Act: requiring in-person attendance at meetings by members of a public body; and limiting when remote participation is permitted. Further, Executive Order 2020-10 and pursuant to Executive Order 2020-07, Trustee Essick is lawfully attending this March 24, 2020 Township Board meeting by means other than physical presence. Such participation by “other means” will be by video conference, in accordance with the Hanover Township Electronic Attendance Rules and Procedures for Board meetings.

Clerk Dolan Baumer called the roll; physically present were Trustees Beattie, Moinuddin, and Martinez, and Supervisor McGuire. Via teleconference, Trustee Essick was also in attendance.

Others present either in person or via teleconference Aging Services Director Tracey Colagrossi*, Human Services Director Mary Jo Imperato*, Community Health Director Kristin Smith*, Community and Veterans Affairs Director Tom Kuttentberg*, Emergency Services Director Mike Crews, Facilities and Road Maintenance Director Caleb Hanson, Youth and Family Services Director Tina Houdek*, Mental Health Board Manager Amanda Teachout*, Human Resources Manager Manager Suzy Callahan, Administrator James Barr, and Attorney Mike Airdo*.

*Attendance via teleconference.

- II. Pledge of Allegiance: Supervisor McGuire invited everyone to stand and join him in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. No public was present, and Mr. McGuire closed the Town Hall.
- IV. Unfinished Business: No unfinished business was discussed.
- V. Hearing regarding the Hanover Township Budget & Appropriation Ordinance: Trustee Martinez moved to recess into a hearing regarding the Hanover Township Budget and Appropriation Ordinance at 7:04 p.m.; motion seconded by Trustee Beattie and carried by roll call vote: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: none.

The Supervisor gavelled the hearing to order and present by roll call were Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire.

- A. Explanation of the Hanover Township Budget and Appropriation Ordinance: Administrator Barr reviewed the Budget and Appropriation Ordinance, noting recommendations made during the Finance Committee meeting. He prepared a memo to the Board outlining the Finance Committee recommendations. Total combined expenditures are recommended to increase by 26% primarily due to one-time capital improvement projects. Highlights include a projected increase by Age Options grant increase by 43% due to increased participation over the last year. The department’s

transfer to capital fund is increasing by \$80,000 due to the anticipated replacement of the building automation system at the Senior Center. Social Service salaries are increasing. Youth & Family Services budget is decreasing slightly due to employee retirements, showing an overall decrease of 1.6%. The facilities division of the Facility & Road Maintenance budget are project to increase 3.6% with the most significant expense being the communications line item- implementation of the cloud-based work order system. Overall expenditures in this budget will decrease 10%. The Mental Health Board will see an increase in benefits expense as the Manager will now utilize full family health benefits. The Resource Center budget increase due to the need to replace a roof top unit in FY21. The Assessor's office budget is increasing by 5.4% due to salary adjustments. Community Health budget professional services line item is increasing due to increased use of lab services. Overall increase is 1.2%. Emergency Services budget is increase by 4.2%; the Director position has increase from 32 hours per week to a 40 hours per week position. The communications line is decreased by 26.5%, which was an expense in FY20 due to DuComm's new computer system. Community and Veterans Affairs is budgeted to increase 3.1% reflecting a paid, year round undergraduate intern position. The Veterans Affairs position has decreased from a 40 to a 32 hour per week position. The Administrative Services fund will increase by 35.1% primarily due to salary increases and transfer to the capital fund to \$765,000, as well as personnel costs associated with the addition a full-time administrative assistant position. Vehicle fund expenditures budgeted to increase 68.2% due to potential purchase of a new Emergency Services vehicle, an Aging Services bus, and an Open Gym van. The Capital fund includes the completion of the Izaak Walton Center master plan and an Emergency Services station. Both project have been awarded grant funding. Parking lots at Astor Avenue and Izaak Walton will be resurfaced; consideration of an integrated cloud-based security camera system is also including in the budget, as well as replacing the Senior Center automation system and a Town Hall roof top unit and internal remodeling. Total expenditures are budget for \$2,585,000.

- B. Comments and Questions from the Board regarding the Ordinance: None.
- C. Comments and Questions from the Public regarding the Ordinance: None.
- D. Approval of the Hanover Township Budget and Appropriation Ordinance for FY21 beginning April 1, 2020 and ending March 31, 2021: Trustee Martinez moved to approve ordinance #032420 the Hanover Township Budget and Appropriation ordinance for FY21 beginning April 1, 2020 and ending March 31, 2021; second by Trustee Beattie. Roll call vote: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: none. Motion carried and the Budget will be filed.

At 7:07 p.m., Trustee Beattie moved that that the Board adjourn the Hearing and go back into the regular meeting; second by Trustee Martienz. Roll call vote: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: none. Motion carried.

Mr. McGuire gaveled the regular meeting back to order. Present by roll call were Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire.

VI. Reports

- A. Supervisor's Report: Supervisor McGuire reported that this has been a record week. He extended his appreciation to the elected officials and staff for continuing to meet the essential service goals of the Township. Departments continue to operate during the

historic two weeks of the pandemic, thus far. Again, Hanover Township continues to lead the way in Illinois townships, as well as for other local governments, proving that we are agile and able to adapt to provide services. The IL Department of Public Health says that this pandemic will not peak for another two weeks in our area. New York is begging for ventilators from the Federal Government... we are all in uncharted territory that has not been seen since the Spanish Flu, 100 years ago. Kudos to all.

He asked that the Board approve payment of one week's Director salary for Mr. Simandl for covering as acting director in Director Crew's absence last week. Trustee Martinez moved to pay Mr. Simandl one week's director salary for covering for Director Crew's last week; motion seconded by Trustee Beattie, followed by a roll call vote. Ayes: Trustees Beattie, Essick, Moinuddin, and Martinez, and Supervisor McGuire. Motion carried.

- B. Clerk's Report: The Clerk reported that elections went smoothly; tensions were understandably high, but overall it was uneventful. Cook County however, did not prepare the polling places properly, missing hand sanitizer and wipes. The County has sent out notices to the Township elected officials and staff regarding filing the Statements of Economic Interest; in the Governor's last Proclamation, he extended the period to file for another month.
- C. Assessor's Report: The Assessor's staff is conducting appointments via telephone. The staff has been flexible to pitch-in in other departments.
- D. Department Reports: Copies of the department reports were submitted to the Board for review; highlights included Assistant Administrator Vana reporting that the staff at Town Hall is being rotated; she also announced that once again our Passport Agency processes and staff earned a perfect score by the Department of State, Passport Department. Most served agencies have been touched, reported Manager Teachout, and most are operating. Some are struggling due to the stay-in-place situation. Supplies and groceries have been delivered to area group homes. Director Colagrossi reported that 68 rides to dialysis have been made. Home Delivered Meals is going smoothly with the assistance of YFS staff; 481 meals were 'served' last week, including 176 curbside. 17 lending closet clients were also served. Announcements and well-being check calls are being made by staff. Director Smith reported that she is meeting with Emergency Services and Facilities & Road Maintenance staff regarding making health screening questionnaires available to staff. Shortages exist for certain supplies (masks, hand sanitizer, etc.). Discussions held regarding precautions during unique situations of exposure. Supplies of personal protective equipment (PPEs) is being monitored. The department is serving clients by phone and emergency appointments in person; safety videos are being made available by the department. Director Imperato reported that the food pantry service is going well, also with the assistance of YFS staff. Two Human Services staff are out of the office, staying at home. Thanks to the Village of Streamwood and the Illinois Food Bank, the shelves are well-stocked. They are making deliveries to seniors, disable, and to those without transportation every day. They've made 120 visits, which is higher than normal. General Assistance and Emergency Assistance is being handled by telephone. Township Foundation Gala sponsorships are coming in. Director Kuttentberg has been flooding the website, social media, Facebook, and news outlets with information and press releases. Our Covid 19 services are listed on the website. The department has also conducted an email campaign, which is working well. Veteran Affairs Cyndi Wollack has met with 16 veterans since last week. She had

been notified of a veteran who received approval by the Veterans Administration of significant back due and future amounts due the client, thanks to her diligent work. The General Assembly is due to return on March 31; Medicaid disbursements need to be made by March 31; no one is completely sure what will happen then. Four caucus leaders are putting together a list of essential bills. Approval of a budget will be done as late as is possible. Director Hanson noted that critical staffing levels are in place, utilizing split shifts to maintain social distancing. The supply situation is okay for the moment but wipes are low and the department is changing application of other more readily available solutions, such as alcohol swabs as alternates. Staff is cleaning areas not being used, and then closing them so that they will not be used and can be cordoned off from use and recleaning. Staff is making itself available to help out at the food pantry and for transport. Director Houdek was pleased to report that YFS staff is helping out other departments. Therapists are doing phone sessions, 27 last week alone. Heightened anxiety is one of the major issues noted. Upcoming event dates and program open dates are being adjusted and moved. Director Crews expressed his appreciation to Jerry Simandl for covering his post while he was ill. Emergency Services is on duty 24/7. Guidelines for each shift are being followed. Those exposed to others are being monitored. IDPH correspondence is being monitored. The department is using best practices. Altered hours of other departments are being covered. Administrator Barr expressed his deep appreciation to all employees for their service and flexibility. He anticipates a continuation of and/or increase in needed services in the coming weeks, especially our most vulnerable residents' need looking after and need most valuable and essential services we provide.

VII. Bill Paying: Mr. Barr presented the bills for payment from February 20, 2020 through March 23, 2020 as follows:

a.	Town	\$129,597.24
b.	Senior Services	48,514.18
c.	General Assistance	13,044.57
d.	Road Maintenance	20,056.81
e.	Mental Health Board	114,366.68
f.	Vehicle	62,076.00
g.	Capital	<u>83,968.38</u>
	Total	<u>\$471,623.86</u>

A motion was made by Trustee Moinuddin and seconded by Trustee Martinez to approve payment of the bills as presented from February 20, 2020 through March 23, 2020. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

VIII. Unfinished Business: No unfinished business was discussed.

IX. New Business:

- A. Workshop Minutes of February 8, 2020: Clerk Dolan Baumer presented the minutes from the workshop of February 8, 2020 (Breakfast with the Board) for review and approval. Trustee Martinez moved to approve the workshop minutes of February 8, 2020; motion seconded by Trustee Essick and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.

- B. Rescheduled Meeting Minutes of February 20, 2020: Clerk Dolan Baumer presented the minutes from the rescheduled February 20, 2020 Board meeting for review and approval by the Board. Trustee Martinez moved to approve the rescheduled Board meeting minutes of February 20, 2020; motion seconded by Trustee Essick. Roll call: Ayes: Trustees Essick, Martinez, and Moinuddin, and Supervisor McGuire. Abstain: Trustee Beattie. Motion carried.
- C. Special Meeting Minutes of February 28, 2020: Clerk Dolan Baumer presented the minutes of the special meeting of the Board of February 28, 2020 for review and approval by the Board. Trustee Beattie moved to approve the special meeting minutes of February 28, 2020; motion seconded by Trustee Moinuddin. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- D. Special Meeting Minutes of March 14, 2020: Clerk Dolan Baumer presented the minutes of the special meeting of the Board of March 14, 2020 for review and approval by the Board. Trustee Beattie moved to approve the special meeting minutes of March 14, 2020; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- E. Resolution to Approve Rev. No. 2 to the Publishing Service Agreement with Liturgical Publications Inc.: Trustee Moinuddin moved to approve resolution #0324201 revision number 2, amending the publishing service agreement with Liturgical Publicans Inc., to extend the contract by three years commencing on May 1, 2020; Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- F. Resolution to Approve the Amended 2020 PACE TRIP Transit Grant and Service Agreement: Trustee Beattie moved to approve resolution #0324202 for the Amended 2020 PACE TRIP Transit Grant and Service agreement. Trustee Moinuddin seconded the motion. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- G. Resolution to Approve a Contract for Services for the C-HOPE Program (Senior Citizen Mental Health Services): Motion made by Trustee Moinuddin and seconded by Trustee Beattie to approve resolution #0324203 approving of a C-HOPE contract for services with the Mental Health Board. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- H. Resolution to Approve a Contract for Services for the Home Delivered Meals Program: Motion made by Trustee Beattie and seconded by Trustee Martinez to approve resolution #0324204 approving of a contract for services for the Home Delivered Meals program. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- I. Resolution to Approve a Contract for Services for the Provision of a Clinical Interventionist (Substance Abuse Program): Motion made by Trustee Martinez and seconded by Trustee Moinuddin to approve resolution #0324205 approving of a contract for services for the provision of a clinical interventionist for the Substance Abuse Program (SAP). Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.

- J. Resolution to approve a Contract for Services for the Provision of the Alternative to Suspension Program: Motion made by Trustee Beattie and seconded by Trustee Moinuddin that the Board approve resolution #0324206 approving of contract for services for the provision of the Alternative to Suspension Program (ASP). Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- K. Resolution to Approve a Contract for Services for the Provision of a Bilingual Therapist: Motion made by Trustee Martinez and seconded by Trustee Beattie to approve resolution #0324207 approving of a contract for services for the provision of a bilingual therapist. Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- L. Resolution to Approve a Contract for Services for the Provision of Psychiatric Back-up Services: Motion made by Trustee Moinuddin and seconded by Trustee Beattie to approve resolution #0324208 approving of a contract for services for the provision of psychiatric back-up services. Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- M. Resolution to Extend the March 17, 2020 Proclamation of a Disaster in Hanover Township: Trustee Beattie moved that the Board extend the Proclamation of Disaster in Hanover Township, resolution #0324209. The motion was seconded by Trustee Martinez. Mr. McGuire noted that this resolution extends the proclamation made at the special Board meeting of March 14, to May 5, 2020. Note that the Board may take action to lift it should it desire to do so, and it may be extended or the Township may issue a new one if need be. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.
- N. Approval of the 2020 Annual Town Meeting Agenda: Motion made by Trustee Martinez and seconded by Trustee Essick to approve the 2020 Annual Town Meeting agenda as presented by Clerk Dolan Baumer. Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- O. Consideration of Additional Steps to Ensure the Health, Safety and Welfare of Township Residents regarding the Coronavirus: Mr. Barr reported that the Township is well-prepared at this juncture, but is watching the IDPH and other agencies for further information coming perhaps this weekend.
- X. Executive Session: Motion to go into Executive Session was made by Trustee Martinez pursuant to section 2c1 (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body...), pursuant to the Illinois Open Meetings Act; Trustee Martinez seconded the motion; motion carried by roll call vote. Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. At 8:02 p.m., directors were excused.
- The Board returned from Executive Session at 8:17 p.m. and the Supervisor called the meeting to order. Present by roll call vote were Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire.
- XI. Other Business: Trustee Martinez moved to suspend the normal policy of three-step suspension process for violation of scheduled attendance (no show) in favor of a two-step termination procedure during an emergency situation as we find ourselves today; Trustee Moinuddin

seconded the motion. Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.

The next Board meeting is scheduled for April 7 and the plan is to hold the meeting, again with remote access as was done for this meeting.

Trustee Beattie moved to cancel the April 11 Board workshop/Breakfast with the Board and Trustee Moinuddin seconded the motion. Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried by unanimous vote and the Clerk was asked to post the notice.

Trustee Beattie offered her congratulations to Director Kuttnerberg for the phenomenal job he is doing. Mr. McGuire noted that he has exerted much executive authority around the Board over the past weeks making sure Emergency Services is well supplied with provisions. In addition, he authorized the purchase of emergency warning lights bars for Emergency Service vehicles, should we need them. He suggested the Board take a deep look into funding the department in the next budget cycle to assess the future needs in light of experiences with this pandemic.

- XII. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:24 p.m. was made by Trustee Beattie and seconded by Trustee Moinuddin followed by a roll call vote. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer

Clerk

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

RESOLUTION _____

**A RESOLUTION
TO APPROVE A MUTUAL AID AGREEMENT BETWEEN THE VILLAGE OF
CARPENTERSVILLE POLICE DEPARTMENT, THE VILLAGE OF CARPENTERSVILLE FIRE
DEPARTMENT, AND THE HANOVER TOWNSHIP EMERGENCY SERVICES DEPARTMENT**

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

SECTION ONE: APPROVAL. The Mutual Aid Agreement (the “Agreement”) between the Village of Carpentersville, Illinois (the “Village”) and Hanover Township, Illinois (the “Township”), a copy of which is attached hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: April 7, 2020

APPROVED: April 7, 2020

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 April 7, 2020, and approved on April 7, 2020, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

MUTUAL AID AGREEMENT
BETWEEN THE VILLAGE OF CARPENTERSVILLE POLICE DEPARTMENT,
VILLAGE OF CARPENTERSVILLE FIRE DEPARTMENT AND
THE HANOVER TOWNSHIP EMERGENCY SERVICES DEPARTMENT

This Agreement (hereinafter, the “Agreement”) is hereby made and entered into by and between the Village of Carpentersville, Illinois (hereinafter, the “Village”) and Hanover Township, Illinois (hereinafter, the “Township”) (collectively, the “Parties”). In consideration of the mutual promises and covenants contained herein, the adequacy and sufficiency of which is hereby acknowledged, the Parties hereby agree, as follows:

1. Definitions. For the purpose of this Agreement, the following terms shall have the meaning set forth in this Paragraph 1.

- a. “Department” shall mean the Village of Carpentersville Police Department, Village of Carpentersville Fire Department, or the Hanover Township Emergency Services Department, respectively.
- b. “Department Head” shall mean the Chief of the Village of Carpentersville Police Department, Fire Chief for the Village of Carpentersville Fire Department or their designee(s), or the Director of Emergency Services of Hanover Township Director or his/her designee(s), respectively.
- c. “Requesting Department” shall mean a Department which requests assistance pursuant to this Agreement.
- d. “Aiding Department” shall mean a Department providing equipment, personnel, and/or services to a Requesting Department pursuant to this Agreement.
- e. “Emergency” shall mean an occurrence or condition which results in a situation of such magnitude and/or consequence, that it cannot be adequately handled by a Requesting Department, and the Requesting Department determines the necessity and advisability of requesting assistance.
- f. “Equipment” shall mean any equipment owned by the Parties.
- g. “Personnel” shall mean any employees or volunteers of the Parties.

2. Authority to Effect Mutual Aid. The Parties hereby authorize and direct their respective Department Heads to take necessary and proper action to render mutual assistance to, and/or request mutual assistance from, the other Department, in accordance with their respective policies and procedures, as well as all applicable Local, State, and Federal statutes, regulations, and ordinances.

3. Requests for Mutual Aid. Whenever an emergency occurs or conditions are such that the Department Head of a Requesting Department determines it advisable to request assistance pursuant to this Agreement, he or she shall notify the Aiding Department of the nature and location of the emergency, and the type and amount of equipment, personnel, and/or services to be requested from the Aiding Department.

4. Rendering Mutual Aid. If an Aiding Department is willing and able to provide assistance, its Department Head shall inform the Requesting Department about the type of available resources and the approximate arrival time of such assistance. Any assistance rendered by an Aiding Department shall be to the extent of available personnel and equipment, as determined by its Department Head. An Aiding Department is not obligated to respond to a request for assistance pursuant to this Agreement.

5. Jurisdiction over Personnel and Equipment. The personnel of an Aiding Department that are dispatched to provide assistance to a Requesting Department pursuant to this Agreement will report to and serve under the direction and control of the Incident Commander of the Requesting Department and in accordance with the National Incident Management System. Such personnel shall remain employees and/or volunteers of the Aiding Department. An Aiding Department shall, at all times, have the right to withdraw any and all assistance upon the order of its Department Head.

6. Compensation for Aid. Equipment, personnel, and/or services provided pursuant to this Agreement shall be at no charge to the Requesting Department; provided, however, that any expenses recoverable from third-parties shall be equitably distributed among the Parties, commensurate to each Party's incurred expenses. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing statutes.

7. Insurance. Each Party shall procure and maintain, at its sole and exclusive expense, insurance coverage, including: comprehensive liability, personal injury, property damage, workers' compensation, and, if applicable, emergency medical service professional liability, with minimum limits of \$1,000,000 auto and \$1,000,000 combined single limits general liability and professional liability. No Party shall have any obligation to provide or extend insurance coverage for any of the items enumerated herein to any other party hereto or its personnel. The obligation of this paragraph 7 may be satisfied by a Party's membership in a self-insured pool, or a self-insured plan or arrangement with an insurance provider approved by the state of Illinois. A Party may require that copies or other evidence of compliance with the provisions of this Section be provided to its Department Head. Upon request, a Party and its Department Head shall provide such evidence, as herein provided, to the other Party to this Agreement. Each Party understands and agrees that any insurance coverage obtained shall in no way limit that Party's responsibility under paragraph 8 of this Agreement to indemnify and hold the other Party harmless from such liability.

8. Indemnification. Each Party agrees to waive all claims against the other Party for any loss, damage, personal injury, or death occurring in consequence of the performance of this Agreement; provided, however, that such claim is not a result of gross negligence or willful misconduct by a Party or its personnel. Each Party requesting assistance pursuant to this Agreement hereby expressly agrees to hold harmless, indemnify, and defend the Party rendering assistance and its employees and/or volunteers from any and all claims, causes of action, demands, liability, damages, losses, expenses (including attorneys fees), or suits in law or in equity which are made by a third party; provided, however, that all employee benefits, wage and disability payments, pensions, workers' compensation claims, damage to or destruction of equipment or clothing, and

15. Binding Effect. This Agreement shall be binding upon and inure to the benefit of any successor entity which may assume the obligations of any Party hereto; provided, however, that this Agreement may not be assigned by a Party without prior written consent of the other Party.

16. Term. This Agreement shall be in effect for a term of one (1) year from the Effective Date, as provided in paragraph 13 herein, and shall automatically renew for successive one (1) year terms, unless terminated in accordance with this paragraph. Either Party may terminate its participation in this Agreement at any time by giving the other Party at least sixty (60) days advanced written notice of the specified date of termination.

17. Amendments. Any amendments to this Agreement must be in writing and executed by both Parties.

18. Severability. The invalidity of any provision of this Agreement shall not render invalid any other provision. If for any reason, any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable and this Agreement may be enforced with that provision severed or modified by court order.

IN WITNESS WHEREOF, the Parties have approved the execution of this Agreement by their respective officers on the dates set forth below:

VILLAGE OF CARPENTERSVILLE

John Skillman, President

Date: _____

ATTEST:

Kelly Mastera, Clerk

HANOVER TOWNSHIP

Brian P. McGuire, Supervisor

Date: _____

ATTEST:

Katy Dolan Baumer, Clerk