



240 S. Illinois Route 59, Bartlett, Illinois 60103

Rescheduled Meeting of the Township Board
July 21, 2020
7:30 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Reports
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Assessor's Report
 - D. Trustees' Committee Reports
 - E. Department Reports
- V. Bill Paying
- VI. Unfinished Business
- VII. New Business
 - A. Regular Meeting Minutes of July 7, 2020
 - B. Executive Session Minutes of July 7, 2020
- VIII. Executive Session
- IX. Other Business
- X. 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.

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for June 2020

SERVICE PROVIDED	JUNE 2020**	JUNE 2019	FYTD 2021	FYTD 2020
<i>Passports</i>	46	409	46	1,323
Photo fees	\$530	\$2,930	\$530	\$9,230
Fee deposits	\$1,610	\$10,555	\$1,610	\$33,600
<i>Fishing/Hunting licenses</i>	15	20	15	40
<i>Handicap Placards</i>	9	16	15	59
<i>Cook County vehicle stickers</i>	0*	1	0	5
<i>Human Resources Requests</i>	135	123	441	405
<i>New Employee Orientations</i>	3	3	3	5
<i>Technology work orders</i>	44	65	126	203
<i>Resident Contacts</i>	1,397	1,434	2,607	4,544
<i>Percent of Budget Expended (100% of year)</i>				

*Cook County vehicle sticker program ended July 1, 2019

**COVID-19 partial closure

Department Highlights

- Human Resources Manager Callahan completed 3 new hire orientations in June. Facilities and Road Maintenance Seasonal Assistants Luke Migliazzo and Jose Rivas started on June 1 and Youth and Family Services Family Therapist, Jaszmin Garza, started on June 15.
- Multiple rounds of interviews were conducted for the Director of Aging Services with twelve candidates interviewed in the first round, four candidates interviewed in the second round, and two finalists being invited back for a third round of interviews in early July.
- Human Resources Manager Callahan, Assistant Administrator Vana, and Facilities and Road Maintenance Director Hanson conducted a property inspection of all Township facilities with liability insurance representative, Mark Bell, with IPMG. This facility inspection is conducted every three years.
- Township Administrator Barr continued to lead bi-weekly Management Team and COVID-19 Planning video conference meetings.
- Township Administrator Barr continued to facilitate weekly Community Health and Emergency Services COVID-19 Planning meetings with the Township Supervisor.
- Township Administrator Barr, Interim Aging Services Director Vana, and Transportation Manager Steininger completed a second round interview for the part-time bus driver position on June 29.
- Township Administrator Barr participated in weekly Bartlett local government management video conferences coordinating COVID-19 response.
- Township Administrator Barr hosted a video conference for Streamwood local government managers on June 10 to maintain open lines of communication regarding the public health emergency.
- Township Administrator Barr chaired another virtual meeting of the Illinois Association of Township Administrators to discuss best practices for Townships in an ongoing response to the Coronavirus.

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DEPARTMENT OF AGING SERVICES

Report for June 2020

SERVICE PROVIDED	JUNE 2020*	JUNE 2019	FYTD 2021	FYTD 2020
<i>Programming Division</i>				
Planned programs	60	259	178	784
Participants	547	3,339	1,466	10,848
Participants (unduplicated)	129	647	190	1,044
Wait listed (unduplicated)	0	23	0	111
Art & Computer classes	24	79	49	223
Art & Computer class participants	73	409	172	1,183
New volunteers	1	7	1	18
Total volunteers (unduplicated)	43	148	47	198
Volunteer hours reported	431	2,434	783	7,756
Meals Served	1,059	1,320	3,087	4,369
Meals delivered by volunteers	3,126	2,124	9,385	6,718
<i>Social Services Division</i>				
Clients served (unduplicated)	155	121	346	366
Clients served (duplicated)	250	196	929	736
Energy Assistance	14	5	21	35
Prescription drugs & health insurance assistance	124	57	252	273
Social Service programs	7	13	17	41
Social Service program participants	103	157	209	555
Lending Closet transactions	87	112	156	393
<i>Transportation Division</i>				
One way rides given	518	1,269	1,206	4,301
Individuals served (unduplicated)	64	154	65	248
New riders	44	33	65	248
Unmet requests for rides	5	108	5	357

*COVID-19 partial closure

Department Highlights

- Popular virtual programs included Woodcarving class, Women in Art History, Food Fallacies & Fake News, Armchair Travel to the Netherlands, Ceramics Chat with Mimi, Art Talk with Linda Kay, Yoga, Senior Exercise & Line Dancing.
- Beginning June 1, the Transportation Division opened up transportation services for all medical and non-medical transportation needs. Buses are currently transporting a maximum of two clients per bus at a time and both the driver and riders are required to wear a mask and gloves while on the bus.
- Social Services Manager Gomez participated in the Illinois Township Association of Senior Citizen Services Committees (ITASCSC) meeting on June 12. The meeting was virtual due to COVID-19.
- Interim Director Vana participated in a "Reopening Senior Centers" workgroup with the Illinois Department on Aging to discuss the process to safely begin to open up the Senior Center with limited program offerings in July. The first in-person program is scheduled for July 9.
- Multiple rounds of interviews took place in June as a part of the search for a permanent Aging Services Director.
- Social Services Manager Gomez and Social Service Specialist Robles helped translate 6 COVID-19 contact tracing cases for the Office of Community Health.

OFFICE OF THE ASSESSOR

Report for June 2020

SERVICE PROVIDED	JUNE 2020*	JUNE 2019	FYTD 2021	FYTD 2020
<i>Administration</i>				
Office visits	114	132	114	563
Building permits processed	1,186	672	1,275	1,533
Change of Name	3	8	3	17
Property tax appeals	0	0	0	0
Certificate of Errors	73	74	74	165
Property location updates	0	0	0	0
Sales Recording	608	0	608	0
New owner mailing	312	767	312	767
<i>Exemptions</i>				
Homeowner exemptions	27	22	27	51
Senior homeowner exemptions	9	31	9	132
Senior Freeze exemptions	21	18	23	161
Disabled Veteran exemptions	4	0	4	11
Disabled person exemptions	5	3	7	30
Miscellaneous exemptions	2	2	4	8

*COVID-19 partial closure

Department Highlights

- The total number of email addresses on the Assessor's Office contact list is 3,115. 21 new email contacts were added in June.
- The Cook County Assessor's office is continually updating and revising their website. The office has added Certificate of Error digitally for years 2016 through 2019 to their website.
- The Cook County Assessor's office remains closed and staff are working remotely from home. Appeals have been restarted.
- The Cook County Treasurer postponed indefinitely the 2018 delinquent tax sale. 2019 2nd installment tax bills are due August 3, however can be paid until October 1 without penalty.
- Chief Deputy Glascott, Deputy Deyne and Deputy Christopher participated in a Cook County Township Assessor's Association ZOOM meeting June 24.

Office of the Assessor Mission Statement:

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

OFFICE OF COMMUNITY HEALTH

Report for June 2020

SERVICE PROVIDED	JUNE 2020**	JUNE 2019	FYTD 2021	FYTD 2020
<i>Appointments</i>				
ProTimes	6	10	21	28
TB skin test	2	9	2	24
Cholesterol	0	2	0	11
Pharmaceutical Assistance Programs	0	0	0	3
Miscellaneous labs	20	7	23	38
Wellness Screening (BP, diabetes, anemia)	2	49	3	218
Other*	30	46	94	124
<i>Clinic Clients</i>				
Senior Center/ home visits	52	108	88	335
Astor Avenue	0	1	0	25
Elgin, Izaak Walton Center	0	5	0	13
Offsite clinics	0	9	0	29
Total clients (unduplicated)	41	54	58	237
<i>Public Education & Health Promotion</i>				
Media coverage	0	4	0	12
Informational seminars/Program	1	7	4	19
Program Participants	32	106	93	612
<i>Primary Care Provider Support</i>	2	1	2	8

*Other includes virtual nurse appointments during COVID 19 closure

**COVID-19 partial closure

Department Highlights

- Director Smith and Community Health Nurse Court provided 5 home visits for residents in the month of June.
- Community Health Office employees completed the Illinois mandated sexual harassment training in the month of June.
- Dr. Ginsberg, the visiting podiatrist, provided services for 32 residents on June 10 and June 24.
- Director Smith and Community Health Nurse Court continued to perform case investigation for COVID positive patients for the Cook County Department of Public Health and were assigned 55 new cases in the month of June.
- The department created 3 educational videos for social media on COVID-19 testing sites, Restore Illinois' Phase 4 Plan, and a nutrition recipe "how to" for overnight oats.
- Director Smith and Community Health Nurse Court provided virtual nurse appointments for residents and conducted 9 virtual appointments in the month of June.
- Community Health Nurse Court conducted 53 vulnerable adult calls to residents in the month of June.
- Director Smith and Community Health Nurse Court participated in a "Cook County Health Department Best Practices in Contact Tracing" Zoom meeting on June 25.
- Receptionist Brandes conducted 107 wellbeing chats to residents and made 129 cloth face coverings to donate to residents in the month of June.

Office of Community Health Mission Statement:

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

OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for June 2020

SERVICE PROVIDED	JUNE 2020*	JUNE 2019	FYTD 2021	FYTD 2020
<i>Website Visits*(total)</i>	5,616	3,816	18,285	12,634
<i>Website Visits (unique)</i>	3,196	3,325	11,376	11,037
<i>Facebook Likes</i>	20	59	100	137
<i>Facebook Reach</i>	43,681	83,211	180,239	188,012
<i>Twitter Followers</i>	0	7	13	10
<i>YouTube Views</i>	343	178	969	634
<i>Media Releases</i>	1	2	3	9
<i>Veteran Contacts</i>	71	85	245	192
<i>Total Veterans served</i>	54	74	164	134
<i>Total Resident Contacts (Elgin office)</i>	N/A	1,242	0	1,500

*COVID-19 partial closure

Department Highlights

- Director Kuttentberg joined Director Imperato for a Zoom meeting with Thrivent Financial on June 2 to discuss outreach and partnership strategies. Since the initial meeting, Thrivent has organized food collections with local churches and contributed a Jewel gift card to the pantry.
- Director Kuttentberg joined Supervisor McGuire and Trustee Moinuddin on June 11 for a virtual Town Hall with Senate Deputy Majority Leader Laura Murphy sponsored by the Metropolitan Township Association. Leader Murphy discussed the chamber's response to COVID-19 and provided a local government update from Springfield.
- Veterans Specialist Wollack participated in a webinar titled "How to Deal with Challenging Clients & Families" on June 11 sponsored by Journey Care Hospice learning strategies for delivering difficult news, facilitating conversations, and addressing challenging behaviors.
- Veterans Specialist Wollack participated in a Facebook Live session with the federal Department of Veterans Administration on June 23 to learn about reopening procedures and protocols.
- Director Kuttentberg participated in a webinar by the Government Social Media Organization on June 23 titled "2020's Crucial Conversations: Actionable Tips for Public Communicators".
- Following weeks of working with the Cook County Department of Public Health, Director Kuttentberg received a notification letter on June 24 for the Township to proceed with the Annual Town Meeting.
- Department staff participated in a virtual meeting with Director Smith on June 26 to review COVID-19 screening procedures for the Izaak Walton Center.
- The Izaak Walton Center resumed office hours on June 29.
- Director Kuttentberg participated in a multi-chamber virtual Town Hall with Senator Castro and Representative Moeller on June 30. Legislators provided an update from Springfield and answered questions from chamber members regarding COVID-19 response and resources.

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DEPARTMENT OF EMERGENCY SERVICES

Report for June 2020

SERVICE PROVIDED	JUNE 2020*	JUNE 2019	FYTD 2021	FYTD 2020
<i>Volunteers</i>				
Total sworn volunteers	22	35	22	35
New sworn volunteers	1	0	1	0
<i>Hours</i>				
Volunteer Detail Hours	1,899	588	6,637	1,424
Volunteer Work Hours	47	310	290	693
Volunteer Training Hours	103	313	347	980
<i>Total Volunteer Hours</i>	2,049	1,211	7,274	3,097
<i>Details</i>				
Emergency Call Outs	6	7	25	22
Safety Patrols	60	2	178	11
Township Sponsored Events	0	2	0	6
Other Community Events	0	9	21	13
Miscellaneous	0	0	2	0
<i>Total Details</i>	66	20	226	52

*COVID-19 partial closure

Department Highlights

- HTES has recently lost four members and has also one new sworn member who met the probationary requirements. Moving forward, HTES will report the categories of total sworn volunteers and new sworn volunteers. HTES is currently working with 11 prospective candidates to bring into the sworn ranks after meeting their probationary requirements.
- HTES responded to two structural fires in Hanover Park on June 8 and June 14.
- HTES provided a pump out to an Elgin resident on Scarlet Road on June 9 due to excessive rainfall.
- HTES responded to a vehicle accident in Wayne on June 20.
- HTES responded to a severe weather incident in Elgin and assisted with debris removal on June 26 and June 29.
- Director Crews met with the Bartlett Fire Chief on June 9 to discuss potential partnering possibilities.
- Director Crews met with the Elgin Fire Chief on June 11 to discuss potential partnering possibilities.
- Director Crews met with the HTES Officers on June 24 to discuss a variety of topics related to the HTES operations and training.

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DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for June 2020

SERVICE PROVIDED	JUNE 2020	JUNE 2019	FYTD 2021	FYTD 2020
<i>Administration</i>				
Vehicle service calls	2	7	6	27
Work orders	218*	136	642*	306
Event set-ups/tear downs	7**	200	16**	588
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,423	6,004	13,239	12,663
Town Hall	5,040	12,960	14,100	25,260
Senior Center	30,084	42,822	100,181	91,148
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	8.0	2.07	382.85	363.29
Town Hall	24.17	9.30	1,039.54	2,116.25
Senior Center	952.0	776.22	3,194.63	3,491.84
<i>Road Maintenance</i>				
Salt Usage (Tons)	0	0	20	42

*increase due to implementation of UpKeep Work Order system allowing for more accurate documentation.

**COVID-19 partial closure

Department Highlights

- On June 1, Director Hanson, Facilities Manager O’Neil, and Road Associate Crane installed temporary acrylic shields at Town Hall, the Senior Center, and Astor Avenue Community Center reception areas, as well as the Resident Services and Assessor’s office for added protection until the permanent shields, are installed later in the month.
- All permanent acrylic shields at all facility reception areas, Resident Services office, and the Assessor’s office were installed in late June.
- Facilities staff continues to complete daily cleaning and disinfecting of all buses, as well as twice daily disinfecting of all facilities as part of the Facilities and Road Maintenance’s COVID-19 ongoing cleaning procedures.
- Facilities staff reopened the Izaak Walton Center and Community Resource Center, which were temporarily closed due to COVID-19. Staff installed acrylic shields at reception areas, deep cleaned and disinfected both buildings. Both buildings were stocked with disinfection kits including wipes, disinfecting spray, hard surface cleaner, hand sanitizer, as well as masks, gloves, and thermometers by the Office of Community Health.
- The annual Brush Pickup Program continued the first full week of June. Road Associate Crane and Facilities Associate Marcinek chipped 9 truckloads of mulch for a total of 27 tons of mulch, bringing the season total to 72 tons. All mulch was delivered to residents of the Township through our Resident Mulch Delivery Service.

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DEPARTMENT OF HUMAN SERVICES

Report for June 2020

SERVICE PROVIDED	JUNE 2020**	JUNE 2019	FYTD 2021	FYTD 2020
<i>General Assistance</i>				
General Assistance clients	11	9	34	31
General Assistance appointments	22	23	76	70
Emergency Assistance appointments	20	24	72	74
Emergency Assistance approved	6	7	9	10
Crisis intake clients	260	138	997	408
Access to Care	0	0	0	0
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	22	0*	57	67
Circuit Breaker	0	0	0	0
<i>Social Services</i>				
ComEd Hardships	5	4	10	8
Weatherization	0	0	0	0
<i>Food Pantry</i>				
Served (Households)	809	645	2,657	2,057
New applications	0	24	0	96
Food Donations	30	30	158	120
<i>Community Center Walk-Ins</i>	12	136	12	547

* Program Closed

** COVID-19 partial closure

Department Highlights

- Food Pantry usage continues to be strong serving 809 families of which 236 were home deliveries. The building opened in June and client choice inside the pantry has resumed with a reduced capacity. Residents are allowed 10 minutes for shopping and 5 minutes for check-out and cleaning. With the reduced capacity inside the building, it is necessary to continue the shopping list and curbside delivery model, as well as the home deliveries for residents 60 years or older, disabled and COVID-19 positive families.
- Food Pantry donations have slowed to 30 in June compared to 88 in May. The Office of Community and Veteran Affairs continues to ask for support through social media platforms hoping to increase donations.
- The Food Pantry set up an online account through Amazon for donations. Donors are able to visit the Amazon website, order from the most needed items listing, pay, and have the donation shipped directly to the Food Pantry.
- Director Kuttnerberg and Director Imperato met with Thrivent to discuss volunteer opportunities and the food pantry. Thrivent sent a \$250 gift card from Jewel that was used to purchase food for the food pantry.
- The foundation received grant monies from the Cook County Farm Bureau in the amount of \$250, as well as \$1,250 from the Church of Jesus Christ of Latter-Day Saints.
- Hanover Township Foundation received over \$63,000 in monetary donations since the start of the COVID-19 pandemic allowing the Food Pantry to remain well stocked.
- Applications continue to be submitted remotely for CEDA and Salvation Army. All staff have trained on CEDA programming and will be ready in July to start processing applications.
- Employment Specialist Karen Flaxman continues to offer employment assistance remotely. 3 job seekers found employment and there are 6 residents currently working toward employment placement.

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.

OFFICE OF THE MENTAL HEALTH BOARD

Report for June 2020

SERVICE PROVIDED	MAY 2020*	MAY 2019	FYTD 2021	FYTD 2020
<i>Grant Funding</i>				
New clients	153	252	687	752
Ongoing clients	869	705	1,436	961
Closed cases	36	187	70	231
Prevention programming presentations	33	51	70	103
Number in audience	247	389	858	886
<i>TIDE</i>				
Participants	25	20	25	20
Rides	80	158	173	361
<i>Resource Center</i>				
Organizations providing services	6	6	6	6
Clients served	0	79	3	156

*COVID-19 partial closure

Department Highlights

- The Mental Health Board met on June 30 and awarded \$18,000 in emergency funds to Maryville Academy to assist with cleaning costs and purchasing Personal Protective Equipment for staff and residents. All of the clients served at the Bartlett campus are Hanover Township residents.
- The Mental Health Board has decided to bring the cleaning of the Community Resource Center in-house. Manager Teachout has been having conversations with Facilities and Road Maintenance staff regarding the transition from contracted cleaning services.
- The Community Integrated Living Arrangement (CILA) home in Hoffman Estates that currently receives funding from the Mental Health Board continues to receive a grocery delivery on a weekly basis.
- Continued communication with agencies regarding reporting requirements and operations.
- As a part of the FY 21 Mental Health Board Strategic Plan, a three day training for funded agencies working with children and their families that have experience trauma took place virtually on June 17, June 24, and July 1. Training materials were hand delivered to agencies participating in the training.
- Manager Teachout coordinated virtual meetings with new funded agency staff to discuss the role of the Mental Health Board and review monthly reporting procedures and requirements.
- Manager Teachout continued conversations with the Executive Director of PADS of Elgin regarding the agency's search for a new shelter site.
- Manager Teachout reviewed and prepared FY22 Annual Funding Applications which will be made available to agencies interested in applying for annual funding mid-July.

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 YOUTH AND FAMILY SERVICES

Report for June 2020

SERVICE PROVIDED	JUNE 2020*	JUNE 2019	FYTD 2021	FYTD 2020
<i>Outreach & Prevention</i>				
Open Gym participants	71	978	184	4,010
Open Gym participants (unduplicated)	12	597	26	756
Alternative to Suspension referrals	17	0	17	0
Alternative to Suspension participants	27	32	208	237
Alternative to Suspension participants (unduplicated)	14	10	120	82
<i>Clinical</i>				
Therapy clients	156	348	528	1,346
Therapy clients (unduplicated)	23	141	125	543
New clients (unduplicated)	4	0	14	19
Clinical hours	157	240	498	835
Group session participants	3	48	20	432
<i>Tutoring Participants</i>				
Total	6	73	6	217
Unduplicated	2	30	2	87

*COVID-19 partial closure

Department Highlights

- The Youth and Family Services department opened its doors on June 29 resuming normal business hours.
- The Clinical Services Division provided 190 telehealth/virtual appointments and provided 120 case management services to current open cases while working remotely.
- The department continued to offer virtual programming during the month of June with summer programming beginning June 15.
- Virtual Open Gym began June 15 with 71 youth participating in the month of June.
- Virtual Summer Alternatives program also began with 29 participants. The virtual programming exposed youth to various service learning and educational opportunities.
- The Virtual Summer Tutoring program began June 15 and will run on Mondays through August 3rd.
- Jazmin Garza was hired as a Spanish speaking Bilingual Family Therapist and joined the department on June 15.
- The department continues to offer free Parent Support Groups in English and in Spanish for the community to help parents navigate the impact of the COVID-19 pandemic.
- The Open Gym Assistants continued to work assisting the Food Pantry providing 404 hours in June.
- Reception staff and tutors continued to assist Aging Services with wellness calls.
- Director Houdek continued to lead weekly video conference meetings with Association of Illinois Township Committees on Youth (AITCOY) executive members to discuss and collaborate on ways to provide youth services during the pandemic.
- Director Houdek and Substance Abuse Prevention Specialist Konzal secured a date for another Food Drive for the Hanover Township Food Pantry that will be led by the youth leaders. The event will also consist of a Back to School supply/snack drive. This will take place on August 6 from 3 to 5pm and will be held in front of the Senior Center.
- Director Houdek continues to be in contact with U-46 staff regarding the reopening of schools and department programming.

The mission of Hanover Township Youth and Family Services 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 7/7/2020 - 7/20/2020

	<u>Total</u>
Total Town Fund	53,606.68
Total Senior Services Fund	14,268.09
Total General Assistance Fund	12,967.40
Total Road Maintenance Fund	5,761.19
Total Mental Health Board Fund	151,322.87
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	200.00
Total Capital Fund	
 Total All Funds	 <u><u>238,126.23</u></u>

Supervisor

Town Clerk
Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

July 7 - 20, 2020

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014410 · Equipment Purchases					
Check	07/09/2020	CC June 20	JP Morgan Chase	AED battery	185.91
Check	07/09/2020	CC June 20	JP Morgan Chase	AED Pads	156.98
Total 1014410 · Equipment Purchases					342.89
1014430 · Computer Equipment & Software					
Check	07/07/2020	137351	ProxiT Technology Solutions	Inv# 21353 Network Labor June 2020	3,243.13
Check	07/07/2020	137352	Staples	Inv# 3448960675 Web Cameras (13)	1,648.27
Check	07/09/2020	CC June 20	JP Morgan Chase	Human Resources Information Software Monthly Fee	322.00
Check	07/09/2020	CC June 20	JP Morgan Chase	Domain renewal for team-myht.com	119.88
Check	07/10/2020	137393	Access 1 Source	Inv# 79659 Time and Attendance Software Monthly Fee	271.00
Check	07/10/2020	137404	ProxiT Technology Solutions	Inv# 21377 48 Port Switch (2)	2,190.00
Check	07/14/2020	137430	ProxiT Technology Solutions	Inv# 21382 Laptop	707.38
Total 1014430 · Computer Equipment & Software					8,501.66
Total 101CAP · Capital Expenditures					8,844.55
101CHN · Community Health					
1014453 · Printing					
Check	07/07/2020	137342	Braden Interact Business Products (SS)	Inv# 647067 Copy Charges	1.45
Total 1014453 · Printing					1.45
1014454 · Travel & Training					
Check	07/09/2020	CC June 20	JP Morgan Chase	Ageless Grace Educator Recertification Workshop (A. Court)	95.00
Total 1014454 · Travel & Training					95.00
1014457 · Furniture and Computer Equip					
Check	07/07/2020	137348	Leaf (618-008)	Inv# 10789690 Lower Level Copier Lease	60.00
Check	07/09/2020	CC June 20	JP Morgan Chase	Space heater	46.61
Total 1014457 · Furniture and Computer Equip					106.61
1014466 · Communications					
Check	07/09/2020	CC June 20	JP Morgan Chase	Wix.com Premium Plan "just4thehealthofit.org"	49.00
Check	07/09/2020	CC June 20	JP Morgan Chase	Domain name (just4thehealthofit.org) – 2 years	27.90
Total 1014466 · Communications					76.90
Total 101CHN · Community Health					279.96
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014614 · Printing					
Check	07/10/2020	137394	Braden Interact Business (Jay St)	Inv# 647086 Copy Charges	2.66

Hanover Township Board Audit Report

July 7 - 20, 2020

Type	Date	Num	Name	Memo	Amount
			Total 1014614 · Printing		2.66
			1014620 · Satellite Office Programs		
Check	07/09/2020	CC June 20	JP Morgan Chase	Video conferencing annual membership fee	149.90
			Total 1014620 · Satellite Office Programs		149.90
			1014621 · Satellite Office Utilities		
Check	07/07/2020	137350	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 5/26-6/25	45.49
Check	07/10/2020	137396	Com Ed 010	Acct# 6997418010 Monthly Charges 5/8-6/9	222.11
Check	07/10/2020	137397	City of Elgin	Acct# 413720-6423 Water Monthly Charges 5/7-6/9	16.75
			Total 1014621 · Satellite Office Utilities		284.35
			1014623 · Satellite Office Phone & Intrnt		
Check	07/10/2020	137395	Comcast (6276 IWC Internet)	Acct# 8771 20 032 0786276 Monthly Charges 5/4-6/3	193.95
			Total 1014623 · Satellite Office Phone & Intrnt		193.95
			1014627 · Community Affairs		
Check	07/09/2020	CC June 20	JP Morgan Chase	Balloons for "Congratulations Graduates" video on social media	11.32
			Total 1014627 · Community Affairs		11.32
			1014629 · Dues and Subscriptions		
Check	07/09/2020	CC June 20	JP Morgan Chase	Digital monthly newspaper subscription (June)	7.96
Check	07/09/2020	CC June 20	JP Morgan Chase	Wix.com Premium Plan "rideforveterans.org"	60.00
			Total 1014629 · Dues and Subscriptions		67.96
			Total 101CMA · Community Relations		710.14
			Total 101CVA · Community & Veteran Affairs		710.14
			101ES · ES - Expenditures		
			1014802 · Equipment		
Check	07/09/2020	CC June 20	JP Morgan Chase	Case for duty phone	32.52
Check	07/09/2020	CC June 20	JP Morgan Chase	Phone charging cable	21.99
Check	07/09/2020	CC June 20	JP Morgan Chase	Bolts	5.49
Check	07/09/2020	CC June 20	JP Morgan Chase	Trash bags	8.63
Check	07/09/2020	CC June 20	JP Morgan Chase	Cleaning supplies	54.06
Check	07/09/2020	CC June 20	JP Morgan Chase	Bicycle light	42.48
Check	07/09/2020	CC June 20	JP Morgan Chase	Phone charger for auto (2)	10.61
Check	07/09/2020	CC June 20	JP Morgan Chase	Phone charger for auto (4)	28.66
Check	07/09/2020	CC June 20	JP Morgan Chase	Bolts	27.71
Check	07/09/2020	CC June 20	JP Morgan Chase	Oil absorbent (2)	20.98
			Total 1014802 · Equipment		253.13
			1014806 · Office Supplies		
Check	07/07/2020	137363	Lonnie Williams	Reimbursement for Kitchen Utensils	41.49

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Type	Date	Num	Name	Memo	Amount
Check	07/09/2020	CC June 20	JP Morgan Chase	Toner cartridge	26.13
Check	07/09/2020	CC June 20	JP Morgan Chase	Toner cartridge	26.12
Check	07/10/2020	137408	Staples	Inv# 3445754412 Sheet Protectors/Dividers	16.86
Check	07/10/2020	137408	Staples	Inv# 3444615353 Toner	82.83
Total 1014806 · Office Supplies					193.43
1014808 · Education & Training					
Check	07/09/2020	CC June 20	JP Morgan Chase	First Responder handbook	32.54
Total 1014808 · Education & Training					32.54
1014809 · Pre-Volunteer Screening					
Check	07/10/2020	137407	Physicians Immediate Care	Inv# 3342534 Pre Employment Screening	78.00
Check	07/10/2020	137407	Physicians Immediate Care	Inv# 3354469 Pre Employment Screening	78.00
Check	07/10/2020	137407	Physicians Immediate Care	Inv# 3383611 Pre Employment Screening	78.00
Check	07/10/2020	137410	Verify (XHANEM)	Inv# 1358961 Background Checks April	132.00
Check	07/10/2020	137410	Verify (XHANEM)	Inv# 1365867 Background Checks June	140.00
Total 1014809 · Pre-Volunteer Screening					506.00
1014812 · Volunteer Appreciation					
Check	07/09/2020	CC June 20	JP Morgan Chase	Get well flowers for ES member	87.80
Check	07/09/2020	CC June 20	JP Morgan Chase	Breakfast for probationary member training (6)	29.62
Total 1014812 · Volunteer Appreciation					117.42
1014813 · Vehicle Fuel & Maintenance					
Check	07/07/2020	137361	Carol Stream Lawn and Power	Inv# 450873 Maintenance - Water Pump	60.50
Check	07/07/2020	137361	Carol Stream Lawn and Power	Inv# 450874 Maintenance - Subaru Generator	60.50
Check	07/07/2020	137361	Carol Stream Lawn and Power	Inv# 450872 Maintenance - Honda Generator	60.50
Check	07/07/2020	137361	Carol Stream Lawn and Power	Inv# 450876 Maintenance - Truck Generator	91.60
Check	07/07/2020	137362	Friendly Ford, Inc	Inv# C59918 Oil Change	53.35
Total 1014813 · Vehicle Fuel & Maintenance					326.45
Total 101ES · ES - Expenditures					1,428.97
101ISE · Insurance & Employee Benefits					
1014411 · Employee Assistance Program					
Check	07/07/2020	137343	Ecker Center for Mental Health.	Inv# EAS5003 Employee Assistance Svcs	1,814.05
Total 1014411 · Employee Assistance Program					1,814.05
1014503 · General Insurance					
Check	07/09/2020	CC June 20	JP Morgan Chase	Illinois liquor license renewal	613.50
Total 1014503 · General Insurance					613.50
1014507 · Flex Plan & 457 Plan					
Check	07/07/2020	137340	Better Business Planning	Stmnt# 112149 PCORI HRA Tax/Processing Fee	232.08

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Type	Date	Num	Name	Memo	Amount
Total 1014507 · Flex Plan & 457 Plan					232.08
1014514 · Employee Recognition					
Check	07/09/2020	CC June 20	JP Morgan Chase	Employee recognition	100.00
Total 1014514 · Employee Recognition					100.00
Total 101ISE · Insurance & Employee Benefits					2,759.63
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	07/10/2020	137416	Kopon Airdo, LLC	Inv# 190-0001-30739 Legal Services - June	14,346.59
Check	07/10/2020	137416	Kopon Airdo, LLC	Inv# 190-0005-30740 Legal Services - June	685.00
Total 1014502 · Legal Services					15,031.59
Total 101LEA · Legal & Auditing					15,031.59
101MAIN · Facilities Maintenance					
1014208 · Housekeeping Contract					
Check	07/14/2020	137427	Imperial Service Systems, Inc	Inv# 135299 Cleaning Services - Town Hall	1,069.00
Check	07/14/2020	137427	Imperial Service Systems, Inc	Inv# 135327 Cleaning Services - Senior Center	1,666.00
Check	07/14/2020	137433	Scrubco	Inv# 11281 Cleaning Services - Astor	1,000.00
Total 1014208 · Housekeeping Contract					3,735.00
1014217 · Education & Training					
Check	07/09/2020	CC June 20	JP Morgan Chase	Motor Fuel Tax and Township Government webinar (Hanson)	25.00
Total 1014217 · Education & Training					25.00
1014222 · Trash Removal - Town					
Check	07/14/2020	137426	Groot, Inc.	Acct# 3107-68246 Inv# 5566763 Monthly Charges	264.73
Total 1014222 · Trash Removal - Town					264.73
1014223 · Trash Removal - Senior					
Check	07/14/2020	137426	Groot, Inc.	Acct# 3107-61390 Inv# 5566604 Monthly Charges	339.38
Total 1014223 · Trash Removal - Senior					339.38
1014224 · Trash Removal - Astor					
Check	07/09/2020	CC June 20	JP Morgan Chase	Extended warranty on camera system	33.99
Check	07/14/2020	137426	Groot, Inc.	Acct# 3107-69323 Inv# 5566764 Monthly Charges	660.78
Total 1014224 · Trash Removal - Astor					694.77
1014227 · Miscellaneous					
Check	07/14/2020	137431	Physicians Immediate Care	Inv# 1990384 Pre Employment Physical	208.00
Check	07/14/2020	137437	Verify (XHANOV)	Inv# 1365869 Background Check	18.00

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Type	Date	Num	Name	Memo	Amount
Total 1014227 · Miscellaneous					226.00
1014228 · Building Maintenance - Izaac					
Check	07/14/2020	137436	Thompson Elevator Inspection Service Inc	Inv# 20-0994 Annual Elevator Inspection	41.00
Total 1014228 · Building Maintenance - Izaac					41.00
1014229 · Equipment Maintenance - Izaac					
Check	07/09/2020	CC June 20	JP Morgan Chase	HDMI cable extentions	37.98
Check	07/09/2020	CC June 20	JP Morgan Chase	12v power extention cord	25.98
Check	07/09/2020	CC June 20	JP Morgan Chase	8 Channel wireless security camera system	339.99
Total 1014229 · Equipment Maintenance - Izaac					403.95
Total 101MAIN · Facilities Maintenance					5,729.83
101PAN · Pantry					
1014161 · Utilities					
Check	07/10/2020	137412	Village of Hanover Park	Acct# 3940-001 Water/Sewer	32.67
Check	07/14/2020	137420	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges/Supply Services (2) 6/3-7/2	968.81
Total 1014161 · Utilities					1,001.48
Total 101PAN · Pantry					1,001.48
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	07/07/2020	137338	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges 6/16-7/15	74.15
Check	07/07/2020	137339	Barr, James C	Quarterly Phone Reimbursement Q2 2020	150.00
Check	07/09/2020	CC June 20	JP Morgan Chase	Backup phoneline monthly fee	136.16
Check	07/14/2020	137422	Call One	Inv# 264177 Monthly Charges 7/15-8/14	793.45
Total 1014402 · Telephone - Town					1,153.76
1014403 · Utilities - Town					
Check	07/10/2020	137411	Village of Bartlett	Acct# 51470 Water/Sewer	-124.96
Check	07/10/2020	137411	Village of Bartlett	Acct# 63818 Runzel Reserve	552.72
Check	07/14/2020	137421	Com Ed 006 (Town)	Acct 7826009006 Monthly Charge/Supply Services (2) 6/2-7/1	1,464.84
Total 1014403 · Utilities - Town					1,892.60
1014405 · Internet Access - Town					
Check	07/14/2020	137419	AT&T 824	Acct 253810824 Back-up Internet	83.77
Total 1014405 · Internet Access - Town					83.77
Total 101THE · Town Hall Expense					3,130.13
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	07/07/2020	137352	Staples	Inv# 3448960674 Copy Paper (10 cases), Folders, File Sorter	470.86
Check	07/10/2020	137408	Staples	Inv# 3444615353 Toner/Laminating Sheets	160.89

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Type	Date	Num	Name	Memo	Amount
Check	07/14/2020	137432	Staples	Inv# 3449918887 Post Its	20.32
Check	07/14/2020	137432	Staples	Inv# 3449918884 Toner/WhiteOut/Folders	246.95
Check	07/14/2020	137432	Staples	Inv# 3449918888 Folders/Batteries/Clips/Staples	73.57
Total 1014404 · Office Supplies					972.59
1014406 · Printing					
Check	07/07/2020	137341	Braden Interact Business Products (Town)	Inv# 647882 Copy Charges	204.95
Total 1014406 · Printing					204.95
1014414 · Memberships, Subs & Publication					
Check	07/09/2020	CC June 20	JP Morgan Chase	Video conferencing monthly membership fee (May 2020 - Admin)	14.99
Check	07/09/2020	CC June 20	JP Morgan Chase	Video conferencing annual membership fee (June 2020 to June 2021 - A...	149.90
Check	07/09/2020	CC June 20	JP Morgan Chase	Adobe pro-rated annual subscription fee	112.80
Check	07/15/2020	137529	Township Officials of Illinois	Annual Dues Statement	1,383.63
Total 1014414 · Memberships, Subs & Publication					1,661.32
1014429 · Miscellaneous					
Check	07/09/2020	CC June 20	JP Morgan Chase	Director of Aging Services Indeed job posting	33.45
Total 1014429 · Miscellaneous					33.45
1014530 · Financial Administration					
Check	07/10/2020	137400	Governmental Accounting, Inc	Inv# 58798 Monthly Contract Billing	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014560 · Emergency Contingency Fund					
Check	07/09/2020	CC June 20	JP Morgan Chase	COVID-19 Disaster 24 hour staffing supplies	43.73
Check	07/09/2020	CC June 20	JP Morgan Chase	COVID-19 Disaster 24 hour staffing supplies	68.50
Check	07/09/2020	CC June 20	JP Morgan Chase	COVID-19 Disaster 24 hour staffing supplies	26.71
Check	07/09/2020	CC June 20	JP Morgan Chase	COVID-19 Disaster 24 hour staffing Meals (2)	19.01
Check	07/09/2020	CC June 20	JP Morgan Chase	COVID-19 Disaster 24 hour staffing Meals June	1,897.13
Check	07/09/2020	CC June 20	JP Morgan Chase	Acrylic desk shields for COVID-19 precautions	1,962.54
Check	07/09/2020	CC June 20	JP Morgan Chase	Covid Supplies	438.71
Check	07/09/2020	CC June 20	JP Morgan Chase	Covid Supplies	330.42
Total 1014560 · Emergency Contingency Fund					4,786.75
Total 101TOE · Town Office Expense					13,059.06
104ASR · Assessor's Division					
1044411 · Equipment					
Check	07/07/2020	137352	Staples	Inv# 3449446927 Printers (2)	169.99
Check	07/14/2020	137432	Staples	Inv# 3449918886 Headset	46.99
Total 1044411 · Equipment					216.98
Total 104ASR · Assessor's Division					216.98

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Type	Date	Num	Name	Memo	Amount
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094611 · Education & Training					
Check	07/09/2020	CC June 20	JP Morgan Chase	Video conferencing monthly membership fee (Houdek)	14.99
Check	07/09/2020	CC June 20	JP Morgan Chase	Video conferencing monthly membership fee (Gonzalez)	14.99
Total 1094611 · Education & Training					29.98
1094614 · Printing					
Check	07/14/2020	137435	TTSG Leasing	Inv# 51466 Copier Charges	51.41
Total 1094614 · Printing					51.41
1094617 · Equipment Maintenance					
Check	07/07/2020	137367	De Lage Landen Financial Services	Inv# 38222597 Copier Lease 6/15-7/14	201.72
Check	07/07/2020	137367	De Lage Landen Financial Services	Inv# 68591395 Copier Lease 7/15-8/14	183.74
Total 1094617 · Equipment Maintenance					385.46
1094619 · Office Supplies					
Check	07/09/2020	CC June 20	JP Morgan Chase	Plastic pump lotion bottles	15.99
Check	07/09/2020	CC June 20	JP Morgan Chase	Donation box	19.99
Check	07/09/2020	CC June 20	JP Morgan Chase	Desk pad	18.86
Check	07/09/2020	CC June 20	JP Morgan Chase	Copy paper	27.99
Check	07/09/2020	CC June 20	JP Morgan Chase	Pens, notes, sharpies and file folders	66.97
Check	07/09/2020	CC June 20	JP Morgan Chase	Office chair	62.91
Check	07/09/2020	CC June 20	JP Morgan Chase	Extension cord	3.44
Total 1094619 · Office Supplies					216.15
1094620 · Community Affairs					
Check	07/09/2020	CC June 20	JP Morgan Chase	Facebook ads for YFS Open Gym and Parent Support Group	195.25
Total 1094620 · Community Affairs					195.25
1094621 · Recruitment and Pre Employment					
Check	07/10/2020	137407	Physicians Immediate Care	Inv# 3385920 Pre Employment Screening	138.00
Total 1094621 · Recruitment and Pre Employment					138.00
Total 109ADM · Administration & Clinical					1,016.25
109OUT · Outreach & Prevention					
1094644 · Travel					
Check	07/07/2020	137353	Litz, Danielle	Mileage Reimbursement March 2020	48.14
Check	07/07/2020	137353	Litz, Danielle	Mileage Reimbursement June 2020	26.68
Total 1094644 · Travel					74.82
1094650 · Program Supplies					
Check	07/09/2020	CC June 20	JP Morgan Chase	Globe jars for Program Supplies (18)	62.97

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Type	Date	Num	Name	Memo	Amount
Check	07/09/2020	CC June 20	JP Morgan Chase	Crafts for Program Supplies	77.33
Total 1094650 · Program Supplies					140.30
1094652 · Substance Abuse Prevention Prog					
Check	07/09/2020	CC June 20	JP Morgan Chase	Crafts for Substance Abuse Prevention Program	35.87
Check	07/09/2020	CC June 20	JP Morgan Chase	Lawn bowling for Substance Abuse Prevention Program	35.61
Check	07/09/2020	CC June 20	JP Morgan Chase	Lunch for Youth Leader's Food Drive (Reimbursed by Foundation)	100.59
Check	07/09/2020	CC June 20	JP Morgan Chase	Tip for lunch at Youth Leader's Food Drive	10.92
Total 1094652 · Substance Abuse Prevention Prog					182.99
Total 109OUT · Outreach & Prevention					398.11
Total 109YFS · Youth & Family Services					1,414.36
Total 1014 · Town Fund - Expenditures					53,606.68
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104523 · Recruitment					
Check	07/10/2020	137409	Verify (XHTSSE)	Inv# 1365879 Background Checks June (8)	132.00
Total 1104523 · Recruitment					132.00
1104524 · Utilities					
Check	07/10/2020	137411	Village of Bartlett	Acct# 62447 Water/Sewer	108.21
Total 1104524 · Utilities					108.21
1104527 · Equipment					
Check	07/07/2020	137348	Leaf (618-008)	Inv# 10789690 Lower Level Copier Lease	60.00
Check	07/10/2020	137415	Xavus Solutions LLC	Inv# 16393 MySeniorCenter Annual Upgrades/Maint and Support	1,900.00
Total 1104527 · Equipment					1,960.00
1104528 · Office Supplies					
Check	07/07/2020	137337	Accurate Office Supply Co	Inv# 517904 Copy Paper/Labels/Envelopes/3 Hole Punch	297.17
Check	07/09/2020	CC June 20	JP Morgan Chase	Annual SurveyMonkey membership fee	1,152.00
Check	07/09/2020	CC June 20	JP Morgan Chase	Headset	29.99
Check	07/09/2020	CC June 20	JP Morgan Chase	Computer screen wipes (2)	35.98
Check	07/09/2020	CC June 20	JP Morgan Chase	Laminating machine and supplies	103.92
Total 1104528 · Office Supplies					1,619.06
1104533 · Printing					
Check	07/07/2020	137342	Braden Interact Business Products (SS)	Inv# 647067 Copy Charges	10.38
Total 1104533 · Printing					10.38
1104535 · Travel					

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Type	Date	Num	Name	Memo	Amount
Check	07/09/2020	CC June 20	JP Morgan Chase	Basset re-certification training (Adelphia)	14.75
Total 1104535 · Travel					14.75
Total 1104ADM · Administration					3,844.40
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	07/07/2020	137344	Get Fresh Produce, Inc	Inv# 3544204 Congregate Food	76.05
Check	07/07/2020	137344	Get Fresh Produce, Inc	Credit# 439673 Inv# 3544583 Congregate Food	-42.00
Check	07/07/2020	137345	Gordon Food Service	Inv# 203328354 Congregate Food	404.79
Check	07/07/2020	137346	Highland Baking Company	Inv# 2301154 Congregate Food	102.99
Check	07/07/2020	137346	Highland Baking Company	Inv# 2310535 Congregate Food	28.07
Check	07/07/2020	137346	Highland Baking Company	Inv# 2310536 Congregate Food	40.23
Check	07/07/2020	137346	Highland Baking Company	Credit Inv# 2300087-CM Congregate Food	-22.22
Check	07/09/2020	CC June 20	JP Morgan Chase	Cafe Food	95.68
Check	07/10/2020	137399	Gordon Food Service	inv# 203459627 Congregate Food	821.94
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 03547578 Congregate Food	16.93
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 3546139 Congregate Food	75.14
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 3547589 Congregate Food	158.70
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 3548496 Congregate Food	259.69
Check	07/10/2020	137401	Get Fresh Produce, Inc	Credit 440022	-1.98
Check	07/10/2020	137402	Highland Baking Company	Inv# 2314215 Congregate Food	44.63
Check	07/10/2020	137402	Highland Baking Company	Inv# 2314813 Congregate Food	42.45
Check	07/10/2020	137402	Highland Baking Company	Inv# 2313424 Congregate Food	24.04
Check	07/10/2020	137402	Highland Baking Company	Inv# 2313425 Congregate Food	57.20
Check	07/10/2020	137402	Highland Baking Company	Inv# 2312903 Congregate Food	35.38
Total 1105551 · Congregate Food					2,217.71
1105552 · Congregate Equipment					
Check	07/09/2020	CC June 20	JP Morgan Chase	Wall mount fan for Kitchen	49.99
Total 1105552 · Congregate Equipment					49.99
1105553 · Congregate Supplies					
Check	07/07/2020	137344	Get Fresh Produce, Inc	Inv# 3544204 Congregate Supplies	23.50
Check	07/07/2020	137345	Gordon Food Service	Inv# 203328354 Congregate Supplies	25.54
Check	07/10/2020	137399	Gordon Food Service	Inv# 203459627 Congregate Supplies	140.05
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 3546139 Congregate Supplies	20.20
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 3547589 Congregate Supplies	20.20
Check	07/10/2020	137413	West Pier Laundry Streamwood	Inv# 2716 Laundry Service Dish Towels/Tablecloths	29.05
Total 1105553 · Congregate Supplies					258.54
1105558 · Home Delivered Meals Food					
Check	07/07/2020	137344	Get Fresh Produce, Inc	Inv# 3544204 HDM Food	76.05
Check	07/07/2020	137344	Get Fresh Produce, Inc	Credit# 439673 Inv# 3544583 HDM Food	-42.00
Check	07/07/2020	137345	Gordon Food Service	Inv# 203328354 HDM Food	404.28
Check	07/07/2020	137346	Highland Baking Company	Inv# 2301154 HDM Food	102.99

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Type	Date	Num	Name	Memo	Amount
Check	07/07/2020	137346	Highland Baking Company	Inv# 2310535 HDM Food	28.07
Check	07/07/2020	137346	Highland Baking Company	Inv# 2310536 HDM Food	40.23
Check	07/07/2020	137346	Highland Baking Company	Credit Inv# 2300087-CM HDM Food	-22.21
Check	07/09/2020	CC June 20	JP Morgan Chase	HDM Food	95.67
Check	07/10/2020	137399	Gordon Food Service	Inv# 203459627 HDM Food	821.93
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 03547578 HDM Food	16.92
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 3546139 HDM Food	75.13
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 3547589 HDM Food	158.70
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 3548496 HDM Food	259.69
Check	07/10/2020	137401	Get Fresh Produce, Inc	Credit 440022	-1.97
Check	07/10/2020	137402	Highland Baking Company	Inv# 2314215 HDM Food	44.62
Check	07/10/2020	137402	Highland Baking Company	Inv# 2314813 HDM Food	42.45
Check	07/10/2020	137402	Highland Baking Company	Inv# 2313424 HDM Food	24.04
Check	07/10/2020	137402	Highland Baking Company	Inv# 2313425 HDM Food	57.19
Check	07/10/2020	137402	Highland Baking Company	Inv# 2312903 HDM Food	35.38
Check	07/10/2020	137406	Pur Foods LLC dba Mom's Meals	Inv# MM06302020 Special Dietary Meals (277)	1,862.39
Total 1105558 · Home Delivered Meals Food					4,079.55
1105560 · Home Delivered Meals Supplies					
Check	07/07/2020	137344	Get Fresh Produce, Inc	Inv# 3544204 HDM Supplies	23.50
Check	07/07/2020	137345	Gordon Food Service	Inv# 203328354 HDM Supplies	25.53
Check	07/10/2020	137399	Gordon Food Service	Inv# 203459627 HDM Supplies	140.05
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 3546139 HDM Supplies	20.20
Check	07/10/2020	137401	Get Fresh Produce, Inc	Inv# 3547589 HDM Supplies	20.20
Check	07/10/2020	137413	West Pier Laundry Streamwood	Inv# 2716 Laundry Service Dish Towels/Tablecloths	29.05
Total 1105560 · Home Delivered Meals Supplies					258.53
Total 1104NUT · Nutrition					6,864.32
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	07/07/2020	137332	Marti Spenk	Inv# 31 Exercise Class Instructor Fee/Zoom Subscription	344.99
Check	07/09/2020	CC June 20	JP Morgan Chase	Conference call monthly fee	5.95
Check	07/09/2020	CC June 20	JP Morgan Chase	Storage for Gift Shop items	45.96
Check	07/09/2020	CC June 20	JP Morgan Chase	Netflix monthly subscription fee	15.99
Check	07/09/2020	CC June 20	JP Morgan Chase	Graying of the Rainbow - LGBTQ Zoom presentation	200.00
Check	07/09/2020	CC June 20	JP Morgan Chase	Adobe monthly subscription fee	15.93
Check	07/09/2020	CC June 20	JP Morgan Chase	Final balance for purchase of tickets (26) (balance to be applied to 2021 s...	260.00
Check	07/09/2020	CC June 20	JP Morgan Chase	Deposit refund for purchase of tickets to Frozen (40) (show cancelled due t...	-570.00
Check	07/10/2020	137387	Jim Gibbons	Senior Presentation - Goebbels Propoganda Machine	275.00
Check	07/10/2020	137388	Martina Mathisen	Senior Presentation - Mae West	200.00
Check	07/10/2020	137389	Denise Laurin-Donatelle	Inv# 070920 Senior Presentation - Drawing Class	240.00
Check	07/10/2020	137390	William Hazelgrove	Inv# 070820 Senior Presentation - Noble Train	200.00
Check	07/10/2020	137398	Dance Alternatives, Inc.	Inv# HP06100617 Virtual Line Dance Classes (4)	220.00
Check	07/14/2020	137434	Marti Spenk	Inv# 32 Exercise Class Instructor Fee/Zoom Subscription	364.99
Total 1104515 · Programming					1,818.81

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Type	Date	Num	Name	Memo	Amount
1104520 · Volunteer Services					
Check	07/07/2020	137354	Trujillo, Gisel	Home Delivered Meals Mileage Reimbursement March-June 2020	88.74
Check	07/07/2020	137355	Dorothy Archer	Home Delivered Meals Mileage Reimbursement June 2020	111.13
Check	07/07/2020	137356	Lawrence Boquist	Home Delivered Meals Mileage Reimbursement Feb-Jun 2020	64.96
Check	07/07/2020	137357	Alan Lenoci	Home Delivered Meals Mileage Reimbursement May-Jun 2020	134.39
Check	07/07/2020	137358	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement May-Jun 2020	81.20
Check	07/07/2020	137359	Larry Piemonte	Home Delivered Meals Mileage Reimbursement May-Jun 2020	107.88
Check	07/07/2020	137360	Pat Zickler	Home Delivered Meals Mileage Reimbursement May-Jun 2020	78.30
Check	07/10/2020	137391	Charles Valerio	Home Delivered Meals Mileage Reimbursement June 20	49.88
Check	07/10/2020	137392	A1 Trophies & Awards	Inv# 15501 Volunteer Appreciation Plaque	48.00
Total 1104520 · Volunteer Services					764.48
1104532 · Visual Arts					
Check	07/09/2020	CC June 20	JP Morgan Chase	Clip art for art classes	29.00
Check	07/09/2020	CC June 20	JP Morgan Chase	Visual Art supplies for "to-go" projects	71.15
Check	07/09/2020	CC June 20	JP Morgan Chase	Ceramics supplies (bisque pieces)	97.48
Check	07/09/2020	CC June 20	JP Morgan Chase	Visual Art supplies (foam brushes and lead cord)	23.97
Check	07/09/2020	CC June 20	JP Morgan Chase	Visual Art supplies (Mod Podge, erasers, keychain, and painting book)	86.75
Check	07/09/2020	CC June 20	JP Morgan Chase	Ceramics supplies (paint)	63.77
Total 1104532 · Visual Arts					372.12
Total 1104PRO · Enrichment Programs					2,955.41
1104TRN · Transportation					
1104513 · Alternate Transportation					
Check	07/09/2020	CC June 20	JP Morgan Chase	Angel Wheels Transportation Invoice (4)	440.00
Total 1104513 · Alternate Transportation					440.00
1104518 · Vehicle Maintenance					
Check	07/07/2020	137347	Kammes Auto & Truck Repair, Inc.	Inv# 131395 Safety Lanes for Buses 145, 146, 143	120.00
Check	07/14/2020	137429	O'Reilly Auto Parts	Inv# 3421-260790 Diesel Fuel Treatment	43.96
Total 1104518 · Vehicle Maintenance					163.96
Total 1104TRN · Transportation					603.96
Total 1104 · Aging Services - Expenditures					14,268.09
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	07/07/2020	137366	Staples	Inv# 3448567239 Plastic Shopping Bags - to be reimbursed	141.90
Check	07/07/2020	137366	Staples	Inv# 3448567240 Toners/Ink (6)	509.64
Check	07/07/2020	137366	Staples	Inv# 3449446924 Thank You Bags - to be reimbursed	172.14
Check	07/07/2020	137366	Staples	Inv# 3449446925 Break Room Supplies	53.77
Check	07/07/2020	137366	Staples	Inv# 3449446926 Ink, Copy Paper	186.47
Check	07/10/2020	137408	Staples	Inv# 3449449925 Coffee Supplies	53.77
Check	07/10/2020	137408	Staples	Inv# 3449446926 Copy Paper/Ink	186.47

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Type	Date	Num	Name	Memo	Amount
Check	07/10/2020	137408	Staples	Inv# 3449446924 Thank You Bags (Reimbursable)	172.14
Check	07/10/2020	137408	Staples	Inv# 3448567240 Toner (4) / Pop Up Notes	509.64
Check	07/10/2020	137408	Staples	Inv# 3448567239 Pantry Bags (Reimbursable)	141.90
Check	07/10/2020	137408	Staples	Inv# 3447117858 Copy Paper	84.69
Total 2024202 · Office Supplies					2,212.53
2024204 · Equipment					
Check	07/10/2020	137414	Waterlogic	Inv# 119951 Water Machine Rental	41.05
Check	07/10/2020	137414	Waterlogic	Tax Exempt	-3.05
Total 2024204 · Equipment					38.00
2024210 · Printing					
Check	07/07/2020	137364	Braden Interact Business Products (WS)	Inv# 647087 Copy Charges	49.66
Total 2024210 · Printing					49.66
2024212 · Dues & Publications					
Check	07/10/2020	137403	Kiwanis Club of Streamwood	Annual Dues - (3)	270.00
Total 2024212 · Dues & Publications					270.00
2024507 · Professional Services					
Check	07/14/2020	137438	Verify (XHANGA)	Inv# 1365868 Background Checks	18.00
Total 2024507 · Professional Services					18.00
2024510 · Miscellaneous					
Check	07/09/2020	CC June 20	JP Morgan Chase	Food Pantry items (reimbursed by Foundation)	3,283.31
Total 2024510 · Miscellaneous					3,283.31
2024511 · Phone and Internet					
Check	07/07/2020	137365	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 6/25-7/24	176.96
Total 2024511 · Phone and Internet					176.96
Total 2024ADM · Administration					6,048.46
2024HOM · Home Relief					
2024103 · Utilities					
Check	07/10/2020	5561	Village of Streamwood	Utilities Assistance	94.95
Check	07/10/2020	5564	Com Ed	Utilities Assistance	134.53
Total 2024103 · Utilities					229.48
2024105 · Personal Essentials					
Check	07/10/2020	5559	Walmart	Personal Essentials	150.00
Total 2024105 · Personal Essentials					150.00

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Type	Date	Num	Name	Memo	Amount
2024119 · Emergency Assistance					
Check	07/10/2020	5560	Squire Village	Emergency Assistance	2,500.00
Check	07/10/2020	5562	Nancy Olexik	Emergency Assistance	1,900.00
Check	07/10/2020	5563	NICOR	Emergency Assistance	139.46
Check	07/14/2020	5565	Blackhawk Apartments	Emergency Assistance	2,000.00
Total 2024119 · Emergency Assistance					6,539.46
Total 2024HOM · Home Relief					6,918.94
Total 2024 · Human Services - Expenditures					12,967.40
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	07/10/2020	137416	Kopon Airdo, LLC	Inv# 190-0007-30741 Legal Services - June	3,803.48
Total 3034701 · Legal					3,803.48
3034711 · Utilities					
Check	07/07/2020	137349	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 5/17-6/15	56.11
Check	07/14/2020	137423	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges/Supply Services (2) 6/2-7/1	245.62
Total 3034711 · Utilities					301.73
Total 3034ADM · Administration					4,105.21
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	07/14/2020	137425	Earth, Inc	Inv# 22087 Greenfeather Cul De Sac Topsoil	1,600.00
Total 3034602 · Operating Supplies & Materials					1,600.00
3034610 · Street Lighting					
Check	07/14/2020	137424	Com Ed 051	Acct# 5619024051 Monthly Charges 6/1-7/2	33.67
Total 3034610 · Street Lighting					33.67
Total 3034ROD · Road Maintenance					1,633.67
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	07/14/2020	137428	Martin Implement Sales, Inc	Mower Switch	22.31
Total 3034609 · Maintenance Vehicles & Equip					22.31
Total 303EQM · Equipment					22.31
Total 3034 · Road Maintenance - Expenditures					5,761.19
5054 · Mental Health - Expenditures					
5054ADM · Administration					

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Type	Date	Num	Name	Memo	Amount
5054012 · Office Supplies					
Check	07/10/2020	137408	Staples	Inv# 3445754412 Tickets w/Stubs	66.20
Total 5054012 · Office Supplies					66.20
5054014 · Equip / Database					
Check	07/07/2020	137336	Launch Digital Marketing	Inv# L46911 Website Hosting July 2020	50.00
Total 5054014 · Equip / Database					50.00
5054544 · Consultants					
Check	07/09/2020	CC June 20	JP Morgan Chase	International Child/Parenting Development Program training for MHB (12)	5,230.00
Total 5054544 · Consultants					5,230.00
Total 5054ADM · Administration					5,346.20
5054COM · HT Community Resource Center					
5054210 · Utilities					
Check	07/07/2020	137333	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges 5/6-6/5	426.54
Total 5054210 · Utilities					426.54
5054250 · Building Maintenance					
Check	07/07/2020	137335	Fox Valley Fire & Safety	Inv# 355310 Annual Insp Fire Alarm System	310.00
Total 5054250 · Building Maintenance					310.00
5054286 · Agency Support Services					
Check	07/07/2020	137334	Comcast (MHB 823)	Acct 8771 10 084 0485823 Monthly Cable/Internet 7/2-8/1	197.13
Check	07/14/2020	137417	Quench USA, Inc.	Inv# 2547252 Water Cooler Rental	55.00
Total 5054286 · Agency Support Services					252.13
Total 5054COM · HT Community Resource Center					988.67
5054SVC · Service Contracts					
5054100 · CAC CASI					
Check	07/10/2020	137373	Childrens Advocacy Ctr of Nwst Co County	CASI Services	5,000.00
Total 5054100 · CAC CASI					5,000.00
5054103 · CAC Safe from the Start					
Check	07/10/2020	137373	Childrens Advocacy Ctr of Nwst Co County	Safe From the Start	6,250.00
Total 5054103 · CAC Safe from the Start					6,250.00
5054104 · CCC Domestic Violence Shelter					
Check	07/10/2020	137374	Community Crisis Center	Domestic Violence Shelter	7,500.00
Total 5054104 · CCC Domestic Violence Shelter					7,500.00

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Type	Date	Num	Name	Memo	Amount
5054105 · CCC Domestic Violence Counsel					
Check	07/10/2020	137374	Community Crisis Center	Domestic Violence Counseling	7,500.00
			Total 5054105 · CCC Domestic Violence Counsel		7,500.00
5054108 · Aid Supportive Employment					
Check	07/10/2020	137372	Association for Individual Development	Employment/Community Integration Services	10,250.00
			Total 5054108 · Aid Supportive Employment		10,250.00
5054109 · Aid Case Management					
Check	07/10/2020	137372	Association for Individual Development	Home Based Services Program	1,500.00
			Total 5054109 · Aid Case Management		1,500.00
5054112 · Clearbrook Children's Program					
Check	07/10/2020	137368	Clearbrook	Childrens Program	2,000.00
			Total 5054112 · Clearbrook Children's Program		2,000.00
5054113 · Clearbrook Day Services					
Check	07/10/2020	137368	Clearbrook	Day Services	1,875.00
			Total 5054113 · Clearbrook Day Services		1,875.00
5054132 · Ecker Therapy Services					
Check	07/10/2020	137375	Ecker Center for Mental Health.	Therapy Services	22,000.00
			Total 5054132 · Ecker Therapy Services		22,000.00
5054135 · Ecker Center / Crisis Services					
Check	07/10/2020	137375	Ecker Center for Mental Health.	Crisis Services	2,625.00
			Total 5054135 · Ecker Center / Crisis Services		2,625.00
5054138 · Contract Support Services					
Check	07/10/2020	137382	Maryville Academy	Covid 19 Emergeny Funding	18,000.00
			Total 5054138 · Contract Support Services		18,000.00
5054142 · Centro De Informacion					
Check	07/10/2020	137376	Centro de Informacion	Family Center Mental Health Services	6,875.00
			Total 5054142 · Centro De Informacion		6,875.00
5054148 · FSA THERapy Services					
Check	07/10/2020	137377	Family Svc Assoc of Greater Elgin Area	Therapy Services	10,000.00
			Total 5054148 · FSA THERapy Services		10,000.00
5054158 · Summitt Center					
Check	07/10/2020	137381	Summit School Early Learning Center	Summit Early Learning Center	3,250.00

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Type	Date	Num	Name	Memo	Amount
			Total 5054158 · Summitt Center		3,250.00
Check	07/14/2020	137418	A#1 Cab Dispatch Inc	Tide Transportation Services	1,088.00
			Total 5054162 · Tide Transportation		1,088.00
Check	07/10/2020	137380	PADS of Elgin	Emergency Shelter and Day Program	8,750.00
			Total 5054166 · PADS of Elgin		8,750.00
Check	07/10/2020	137374	Community Crisis Center	Sexual Assault Counseling and Advocacy	3,750.00
			Total 5054183 · CCC SA Counseling		3,750.00
Check	07/10/2020	137386	Little City Foundation	CILA Home and In Home Respite	1,475.00
			Total 5054185 · Little City Foundation		1,475.00
Check	07/10/2020	137382	Maryville Academy	Music Therapy	5,000.00
			Total 5054190 · Maryville Academy		5,000.00
Check	07/10/2020	137371	Boys & Girls Club of Elgin	SMART Moves/Triple Play/Be There Programming	1,550.00
			Total 5054193 · Boys and Girls Club		1,550.00
Check	07/10/2020	137370	Catholic Charities	Caregiver Support	1,250.00
			Total 5054196 · Catholic Charities Caregivers		1,250.00
Check	07/10/2020	137368	Clearbrook	Residential Services	2,000.00
			Total 5054203 · Clearbrook - Residential		2,000.00
Check	07/10/2020	137385	Girl Scouts of Northern Illinois	Hanover Township Outreach	2,500.00
			Total 5054207 · Girl Scouts of N. IL - Outreach		2,500.00
Check	07/10/2020	137369	Center for Enriched Living	Day Program Services	750.00
			Total 5054209 · Center for Enriched Living		750.00
			5054220 · Gigis Playhouse		

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Type	Date	Num	Name	Memo	Amount
Check	07/10/2020	137378	Gigi's Playhouse	Community Outreach	3,750.00
Total 5054220 · Gigis Playhouse					3,750.00
5054223 · Marklund					
Check	07/10/2020	137379	Marklund Children's Home	Wasmond Center	5,625.00
Total 5054223 · Marklund					5,625.00
5054225 · Community Alternatives Unlimite					
Check	07/10/2020	137383	Community Alternatives Unlimited	Community Access Svcs	2,250.00
Total 5054225 · Community Alternatives Unlimite					2,250.00
5054226 · Fellowship Housing Corp					
Check	07/10/2020	137384	Fellowship Housing Corporation	Transitional Housing and Financial Literacy	625.00
Total 5054226 · Fellowship Housing Corp					625.00
Total 5054SVC · Service Contracts					144,988.00
Total 5054 · Mental Health - Expenditures					151,322.87
7004 · Vehicle Replcmnt - Expenditures					
7004540 · Bus Purchase					
Check	07/10/2020	137405	Pace	Inv# 578006 Bus Lease	100.00
Check	07/10/2020	137405	Pace	Inv# 578007 Bus Lease	100.00
Total 7004540 · Bus Purchase					200.00
Total 7004 · Vehicle Replcmnt - Expenditures					200.00
TOTAL					238,126.23

- 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 Supervisor McGuire, Clerk Dolan Baumer and Trustees Beattie, Martinez, Essick, and Moinuddin.
Others present either in person or via teleconference were Assessor Tom Smogolski, Aging Services Diana Gomez*, Human Services Director Mary Jo Imperato*, Community Health Director Kristen 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*, Administrator James Barr, HR Manager Suzy Callahan, Management Intern Mackenzie Peshek, and Attorney Mike Airdo; no public was present. *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 or via teleconference at this time, and no comments were submitted for consideration by the public, and Mr. McGuire closed the Town Hall.
- IV. Presentation from the Diversity and Engagement Task Force presented by Ms Peshek. She reviewed the purpose of the group: to assess the status of diversity within the Township at all levels; investigate circumstances which appear to inhibit diversity and community engagement; and to research and compile recommendations to address any identified diversity and community engagement issues for the Township Board. She outlined the steps the Task Force had taken to date, and the five recommendations for consideration by the Board.
- V. Reports
 - A. Supervisor's Report: Supervisor McGuire reported that the demographics of our committees and task forces is reflective of the Board. He reported that he was contacted by Roosevelt University's Pharmacy program and put them in touch with Director Smith for a possible collaboration effort. He thanked the department heads for meeting with him during the Covid Disaster Proclamation in Hanover Township, and for the work they did. He will not continue meeting with them or the management team going forward as the Proclamation has come to an end. Mr. Barr reported that there is not strong interest in the proposed social services proposal that was discussed at the last Board meeting; therefore, the Board concurred that the Township should not pursue it at this time. The Supervisor thanked all who helped develop the proposal, including former Senator John Milner.
 - B. Clerk's Report: Clerk Dolan Baumer reported that she has received many calls from Clerks throughout the State asking for direction on the upcoming Annual Town Meeting. Once again, Hanover Township is in the forefront with planning and organization of an important event.
 - C. Assessor's Report: Assessor Smogolski reported that the Cook County Assessor's Office would be open for appeals starting August 20.
 - D. Trustee Liaison Committee Reports: No reports were offered.

- E. Department Reports: Written reports were prepared for the Board's review; highlights included Director Houdek reporting that staff is reporting into the Township for regular hours since June 29. Groups, tutoring, and individual sessions are still being held over Zoom or virtually. Outdoor meetings are being planned, as well. They are awaiting information from U-46 about the 2020-21 school year. On June 30, the Mental Health Board approved emergency funding of \$18,000 to Maryville Academy, reported Manager Teachout. Annual funding applications would be available from the end of July and be due in September for consideration by the Mental Health Board. Child Advocacy returned to the Resource Center and they are starting to see clients again, both in person and virtually. A staff development grant for Gigi's Playhouse is being considered. Director Smith reported that some outdoor programming is being developed and implemented. The community health nurse is being recertified in chair exercise programming. Online registration is available through the Red Cross for the upcoming blood drive on August 11; participants would be tested for C19 during the drive. Contact tracing of C19 is ongoing with 170 people to date being traced. A virtual health expo is being planned. Director Imperato reported that while the office is open to the public, emergency walk-ins are being seen; others are being processed remotely. Over \$63,000 has been raised to date for the Hanover Township Foundation. 254 meal boxes were distributed for the 4th of July. A website link has been set up to allow clients to order through Amazon. LIHEAP will start early in July this year. Backpack donations and recipient list have begun to be collected. Ms Gomez reported that according to the Illinois Department of Aging, the Township could start to move back to regular programming within state guidelines for social distancing and PPEs. Staff would be responsible for health screening any onsite participants for meals or programs. Transportation is back to the normal schedule, still following the sanitizing and distancing protocols, but use is down. Nutrition Services is still doing curbside pick-ups and offering home delivered meals. Social Services staff is offering phone in service and therapists are working four days a week. A bi-lingual ECC student would be working at reception. The Izaak Walton Center opened on June 29. Ms Wollack is assisting Vets over the phone. She would be attending NAVSO for virtual training to maintain her certification. Director Kuttentberg sent Representative Crespo a letter asking for an update on GA funds, but has not heard back to date. A letter to Senator Castro regarding the proposed state grant has not been responded to yet. The Center is open to group under 12 people, but use is low. The Arts in Bartlett has been scheduled for June 26-27, 2021. Director Crews reported that 9,050 volunteer hours have been logged, with overnight coverage beginning this month. Recruitment of volunteers is focusing on diversity. The promotion exams would be held in the fall. Director Hanson reported that the phones have been rewired at the Emergency Services Station. The UVC tower is on order and acrylic shields have been installed throughout the Township. The Cook County Highway liaison starts July 22 and would be in Township shortly thereafter to address certain resident concerns in unincorporated Cook County/Hanover Township. Beehive grates have been installed on Forestview. Quotes have been received for the enclosure of the dumpster at the Izaak Walton Center. Appointments have been set for three candidates for the new cleaning positions available. Astor Avenue resurfacing will be coordinated with Hanover Park's street resurfacing project. Thank you to Road Maintenance staff for the chipping work during these hot days. Manager Callahan reported that 17 computers would be replaced throughout the Township; these

computers were ordered through Staples and would be installed by ProxIT. The Sexual Harrassment Training is due. An employee workplace questionnaire deadline is July 31. Passport processing is down since it opened on July 1, and IDNR licenses are up.

At this time, Supervisor McGuire excused staff for the balance of the meeting.

- VI. Bill Paying: Mr. Barr presented the bills for payment from June 16, 2020 through July 6, 2020 as follows:

a.	Town	\$53,195.18
b.	Senior Services	24,379.73
c.	General Assistance	16,470.31
d.	Road Maintenance	4,412.02
e.	Mental Health Board	1,522.11
f.	Vehicle	0.00
g.	Capital	<u>46,481.77</u>
	Total	<u>\$146,461.12</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from June 16, 2020 through July 6, 2020. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

- VII. Unfinished Business: Executive Session Minutes of June 2, 2020: Clerk Dolan Baumer presented the minutes from the Executive Session of June 2, 2020 for review and approval. A motion to approve the Executive Session minutes of June 2, 2020 was made by Trustee Essick and seconded by Trustee Moinuddin. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.

- VIII. New Business:

- A. Board Meeting Minutes of June 16, 2020: Clerk Dolan Baumer presented the minutes from the Board meeting of June 16, 2020 for review and approval. Trustee Martinez moved to approve the Board meeting of June 16, 2020; motion seconded by Trustee Beattie and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- B. Executive Session Minutes of June 16, 2020: Clerk Dolan Baumer presented the minutes from the Executive Session of June 16, 2020 for review and approval. A motion to approve the Executive Session minutes of June 16, 2020 was made by Trustee Beattie and seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- C. Appointment of the Director of Aging Services: Trustee Essick moved to appoint Ms Megan Conway to the position of Aging Services Director; motion seconded by Trustee Beattie. Administrator Barr reviewed the selection process, Ms Conway's background and reasons why she was the best candidate and selected to be recommended to the Board. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Motion carried.
- D. Appointment to the Committee on Youth: Trustee Beattie moved to concur with the Supervisor's appointment of Miss Jennifer De Lao Bautista of Streamwood to the Committee on Youth; motion seconded by Trustee Martinez and followed by roll call

vote. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Motion carried.

- E. Appointments to the Senior Citizens Services Committee: Trustee Essick moved to concur with the Supervisor's appointment of Ms Peggy Bucaro of Bartlett, Ms Carla Fruhauf of Bartlett, and Thomas Lathara of Streamwood to the Senior Citizens Services Committee; motion seconded by Trustee Moinuddin and followed by roll call vote. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Motion carried.
- F. Consideration of Diversity and Engagement Task Force Recommendations: Trustee Martinez moved that the Board approves the recommendations presented by the Diversity and Engagement Task Force; Trustee Moinuddin seconded the motion. These recommendations include expanding outreach and collaboration with religious institutions, bringing Township information to the community in a familiar setting; identifying a translation service provider and training staff to use the service; increasing community engagement through attending local events at high schools, organizations and park district to recruit and retain bilingual, bicultural volunteers; providing cultural sensitivity training; and to develop a plan to communicate with ethnically diverse groups within the Township. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried. Mr. McGuire thanked Trustees Moinuddin and Martinez for continuing to chair this task force, and for the practical and easy to implement ideas brought forward.
- G. Consideration of Canceling Township Board 2020 Workshops: A motion was made by Trustee Beattie to cancel scheduled Township Board 2020 workshops (July 11, August 8, September 9, October 10, November 14, and December 12); motion was seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- H. Consideration of Rescheduling the July 21 Township Board Meeting to 7:30 p.m.: A motion was made by Trustee Essick to reschedule the July 21 Township Board meeting to 7:30 p.m. immediately following the Annual Town Meeting; motion was seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- IX. Executive Session: Motion to go into Executive Session pursuant §2c5 (The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.), pursuant to the Illinois Open Meetings Act was made by Trustee Essick and seconded by Trustee Martinez. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Any remaining staff was excused from the meeting at 8:07 p.m.

The Board returned from Executive Session at 8:21 p.m. and Clerk Dolan Baumer called the roll: present were Trustees Beattie, Moinuddin, Martinez, Essick, and Supervisor McGuire.
- X. Other Business: Administrator Barr reported that he would give a \$2020 bonus to those staff members who worked over and above in response to the Covid 19 pandemic here in Hanover Township; Mr. McGuire noted that that is within his purview. Mr. McGuire thanked Assistant Administrator Vana for the great job she did covering as Interim Director for Aging Services.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn

Minutes of a Meeting of the Hanover Township Board

Tuesday, July 7, 2020

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at 8:25 p.m. was made by Trustee Essic and seconded by Trustee Beattie 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,

A handwritten signature in cursive script, appearing to read "Katy Dolan Baumer".

Katy Dolan Baumer

Clerk

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