



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

April 13, 2021

6:30 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
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Special Meeting Minutes of March 26, 2021
 - B. Resolution Promoting Religious Tolerance, Respect, Equity, and Inclusion in Hanover Township
 - C. Resolution Declaring April as Sikh Awareness and Appreciation Month in Hanover Township
 - D. Resolution Honoring Brooke Biggins
 - E. Resolution to Approve a Professional Service Agreement with Thomas Engineering Group, LLC
 - F. Discussion of Immanuel United Church of Christ Streamwood Cemetery
- IX. Executive Session
- X. Other Business
- XI. Adjournment

**Our mission is to continuously improve the quality of life for Hanover Township residents.
Our vision is a better life through leadership, innovation, and diversity.**

Hanover Township
Board Audit Report
From 3/23/2021 - 4/12/2021

	<u>Total</u>
Total Town Fund	48,376.03
Total Senior Services Fund	23,451.39
Total General Assistance Fund	12,400.71
Total Road Maintenance Fund	48,069.52
Total Mental Health Board Fund	192,480.27
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	200.00
Total Capital Fund	108,649.05
Total All Funds	<u><u>433,626.97</u></u>

Supervisor

Town Clerk
Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
1013 · Town Fund - Revenue					
1013440 · YFS - Tutoring Fees					
Check	03/30/2021	140878	Miriam Scholl	Refund Tutoring Services	45.00
Total 1013440 · YFS - Tutoring Fees					45.00
Total 1013 · Town Fund - Revenue					45.00
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Bill	03/31/2021	Inv# 3472566345	Staples	Inv# 3472566345 Headset	21.79
Total 1014430 · Computer Equipment & Software					21.79
Total 101CAP · Capital Expenditures					21.79
101CHN · Community Health					
1014453 · Printing					
Check	03/30/2021	140867	COTG	Inv# 2671618 Overage Copy Charges March 2021	3.79
Bill	03/31/2021	Inv# 2679658	COTG	Inv# 2679658 Overage Charge 2/25-3/24	14.20
Bill	03/31/2021		Braden Interact Business (70301-1-IBP SS)	Inv# 701572 Copy Charges	4.78
Total 1014453 · Printing					22.77
1014457 · Furniture and Computer Equip					
Bill	03/31/2021	11725602	Leaf (618-008)	Inv# 11725602 LL Copier Lease - March	60.00
Total 1014457 · Furniture and Computer Equip					60.00
1014465 · Medical Supplies					
Bill	03/31/2021	22988768	McKesson Medical Surgical	Inv# 22988768 Vacutainer Tubes	42.92
Total 1014465 · Medical Supplies					42.92
1014492 · Dental, Vision & Life Insurance					
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1014492 · Dental, Vision & Life Insurance					10.60
Total 101CHN · Community Health					136.29
101CVA · Community Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Bill	03/31/2021	Inv# 11680681	Leaf (618-009)	Inv# 11680681 Kyocera Copy Charges March 2021	101.63
Bill	03/31/2021	Inv# 9875785305	Verizon Wireless (00002)	Monthly Charges March 2021	36.01
Total 1014617 · Equipment & Furniture					137.64
1014619 · Office Supplies					

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
Check	03/30/2021	140879	Staples	Inv# 3470838035 Paper/Ink	149.21
			Total 1014619 · Office Supplies		149.21
			1014621 · Satellite Office Utilities		
Check	03/30/2021	140865	Com Ed 010	Acct# 6997418010 Monthly Charges 2/10-3/11	401.24
Bill	03/31/2021	Svc 2/25-3/25	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 2/25-3/25	196.05
			Total 1014621 · Satellite Office Utilities		597.29
			1014692 · Dental, Vision & Life Insurance		
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
			Total 1014692 · Dental, Vision & Life Insurance		10.60
			1014701 · Veterans Honor Roll		
Check	03/23/2021	140766	A1 Trophies & Awards	Inv# 16157 Veteran Plate	4.00
			Total 1014701 · Veterans Honor Roll		4.00
			Total 101CMA · Community Relations		898.74
			Total 101CVA · Community Affairs		898.74
			101ES · ES - Expenditures		
			1014802 · Equipment		
Check	03/23/2021	140765	W.S. Darley & Co	Inv# SO 312498 Coats (2)/ Pants/Boots (2)/Helmets (2), ID Tags	3,552.00
Check	03/30/2021	140859	Air One Equipment, Inc.	Inv# 166403 Rubber Firefighting Boots (2)	370.00
Check	03/30/2021	140859	Air One Equipment, Inc.	Inv# 166853P Bunker Coat (4), Pants (5), Boots (4)	8,369.00
Check	03/30/2021	140859	Air One Equipment, Inc.	Inv# 166854 Helmets (4)	1,066.00
Bill	03/31/2021	Inv# 20400145...	United Radio Communications	Inv# 204001451-1 Pagers (12)	4,894.16
			Total 1014802 · Equipment		18,251.16
			1014808 · Education & Training		
Check	03/30/2021	140869	Andy Goodall	Inv Date 3/22/21Palmer House Fire Training Material/Labor	350.00
			Total 1014808 · Education & Training		350.00
			1014813 · Vehicle Fuel & Maintenance		
Check	03/30/2021	140863	Chicago Communications	Inv# 325386 Microphone Repair	200.00
			Total 1014813 · Vehicle Fuel & Maintenance		200.00
			1014814 · Communications		
Bill	03/31/2021	Inv# 9875785305	Verizon Wireless (00002)	Monthly Charges March 2021	86.22
			Total 1014814 · Communications		86.22
			1014892 · Dental, Vision & Life Insurance		
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	8.48

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
			Total 1014892 · Dental, Vision & Life Insurance		8.48
			Total 101ES · ES - Expenditures		18,895.86
			101MAIN · Facilities Maintenance		
			1014209 · Building Contracts		
Check	04/06/2021	140935	Climatemp Service Group, LLC	Inv# 4310321 Quarterly HVAC Preventative Maintenance - Senior	816.00
			Total 1014209 · Building Contracts		816.00
			1014210 · Building Maintenance - Town		
Bill	03/31/2021	Inv# P38267286	Batteries Plus LLC	Inv# P38267286 Battery Stock	38.60
Bill	03/31/2021	Inv# 25594	Menards - West Chicago	Inv# 25594 Garage Material	60.25
Bill	03/31/2021	02-261655-02	Taylor Rental	Contract# 02-261655-02 Garage Renovation Auger Rental	88.00
			Total 1014210 · Building Maintenance - Town		186.85
			1014213 · Equipment Maintenance - Town		
Bill	03/31/2021	Inv# 25117	Menards - West Chicago	Inv# 25117 Town Hall Passport Office Light Ballasts	20.97
			Total 1014213 · Equipment Maintenance - Town		20.97
			1014214 · Equipment Maintenance - Senior		
Bill	03/31/2021	Inv# S20323	Climatemp Service Group, LLC	Inv# S20323 Chiller Repair Senior Center	370.84
Bill	03/31/2021	Inv# S20324	Climatemp Service Group, LLC	Inv# S20324 Sr Ctr HVAC System Repairs	767.84
			Total 1014214 · Equipment Maintenance - Senior		1,138.68
			1014221 · Cell Phone/Communications		
Bill	03/31/2021	Inv# 9875785305	Verizon Wireless (00002)	Monthly Charges March 2021	180.05
			Total 1014221 · Cell Phone/Communications		180.05
			1014222 · Trash Removal - Town		
Check	04/09/2021	141060	Groot, Inc.	Acct# 3107-68246 Monthly Charges	275.32
			Total 1014222 · Trash Removal - Town		275.32
			1014223 · Trash Removal - Senior		
Check	04/09/2021	141060	Groot, Inc.	Acct# 3107-61390 Monthly Charges	352.95
			Total 1014223 · Trash Removal - Senior		352.95
			1014224 · Trash Removal - Astor		
Check	04/09/2021	141060	Groot, Inc.	Acct# 3107-69323 Monthly Charges	660.78
			Total 1014224 · Trash Removal - Astor		660.78
			1014226 · Uniforms		
Bill	03/31/2021	Inv# 5719	Bartlett Sports	Inv# 5719 Township Shirts (14)	292.00
Bill	03/31/2021	Inv# 5716	Bartlett Sports	Inv# 5716 Township Shirts (14)	289.50

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
			Total 1014226 · Uniforms		581.50
			1014227 · Miscellaneous		
Bill	03/31/2021	1400253	Verify (XHANOV)	Inv# 1400253 Background Check	44.00
			Total 1014227 · Miscellaneous		44.00
			1014230 · Trash Removal - Izaac		
Check	04/09/2021	141060	Groot, Inc.	Acct# 3107-54379 Monthly Charges	134.19
			Total 1014230 · Trash Removal - Izaac		134.19
			1014232 · Work Order Software		
Check	04/06/2021	140940	UpKeep Technologies	Inv# 11178 Annual Subscription for Work Order Software	5,040.00
			Total 1014232 · Work Order Software		5,040.00
			1014292 · Dental, Vision & Life Insurance		
Check	04/06/2021	140937	NCPERS	Billing# 5785042021 Monthly Premium April 2021	16.00
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	40.28
			Total 1014292 · Dental, Vision & Life Insurance		56.28
			Total 101MAIN · Facilities Maintenance		9,487.57
			101PAN · Pantry		
			1014161 · Utilities		
Bill	03/31/2021	Svc 2/15-3/16	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges 02/15-3/16	121.14
Bill	03/31/2021	Svc 2/15-3/15	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges 2/15-3/15	143.88
Bill	03/31/2021	Acct 3940	Village of Hanover Park	Acct# 3940-001 Water/Sewer 3/18/21	35.34
			Total 1014161 · Utilities		300.36
			1014192 · Dental, Vision & Life Insurance		
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
			Total 1014192 · Dental, Vision & Life Insurance		13.95
			Total 101PAN · Pantry		314.31
			101THE · Town Hall Expense		
			1014402 · Telephone - Town		
Check	03/30/2021	140861	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges 2/17-3/16	43.79
Bill	03/31/2021	Jan-Mar 2021	James Barr	Quarterly Cell Phone Reimbursement Jan - Mar	150.00
Check	04/06/2021	140934	AT&T 152	Inv# 847717527303 Monthly Line3/22-4/21	94.90
Check	04/09/2021	141081	Comcast (728 Sr Ctr)	Inv# 119256681 Phone Service Monthly Charges	411.89
			Total 1014402 · Telephone - Town		700.58
			1014403 · Utilities - Town		
Bill	03/31/2021	Svc 2/16-3/16	Nicor 34	Monthly Charges 2/16-3/16	666.76

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
Bill	03/31/2021	Svc 2/24-3/24	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges 2/24-3/24	1,138.10
Total 1014403 · Utilities - Town					1,804.86
1014416 · Equipment Rental - Town					
Bill	03/31/2021	Inv# 11680681	Leaf (618-009)	Inv# 11680681 Kyocera Copy Charges - Main Copier March 2021	310.22
Bill	03/31/2021	Inv# 11680681	Leaf (618-009)	Inv# 11680681 Kyocera Copy Charges - Passport Copier March 2021	27.29
Total 1014416 · Equipment Rental - Town					337.51
Total 101THE · Town Hall Expense					2,842.95
101TOE · Town Office Expense					
1014401 · Postage					
Bill	03/31/2021	Stmt 3/15/21	Easy Permit Postage	Postage Refill March 2021	2,014.30
Total 1014401 · Postage					2,014.30
1014404 · Office Supplies					
Bill	03/31/2021	Inv# 3470837613	Staples	Inv# 3470837613 Clip Paper NonSkd	7.16
Bill	03/31/2021	Inv# 3470837617	Staples	Inv# 3470837617 Coffee Supplies	158.79
Bill	03/31/2021	Inv# 3470837618	Staples	Inv# 3470837618 Coffee Supplies	99.57
Bill	03/31/2021	Inv# 3470837619	Staples	Inv# 3470837619 Coffee Supplies	20.59
Bill	03/31/2021	Inv# 3472083533	Staples	Inv# 3472083533 Sharpie Markers	11.49
Bill	03/31/2021	Inv# 3472566344	Staples	Inv# 3472566344 Copy Paper/Ink	137.82
Total 1014404 · Office Supplies					435.42
1014414 · Memberships, Subs & Publication					
Check	04/09/2021	141036	Metropolitan Township Association	MTA Annual Dues	3,000.00
Total 1014414 · Memberships, Subs & Publication					3,000.00
1014429 · Miscellaneous					
Check	03/30/2021	140877	P.F. Pettibone & Co	Inv# 180161 New Officials' Badges & Holders	1,045.95
Total 1014429 · Miscellaneous					1,045.95
1014530 · Financial Administration					
Check	04/09/2021	141032	Governmental Accounting, Inc	Inv# 58934 Monthly Contract Billing April 2021	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014592 · Dental, Vision & Life Insurance					
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	41.51
Total 1014592 · Dental, Vision & Life Insurance					41.51
Total 101TOE · Town Office Expense					11,937.18
104ASR · Assessor's Division					
1044405 · Office Supplies					

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
Check	03/30/2021	140879	Staples	Inv# 3472083534 Paper/Ink	369.48
Total 1044405 · Office Supplies					369.48
1044492 · Dental, Vision & Life Insurance					
Check	04/06/2021	140937	NCPERS	Billing# 5785042021 Monthly Premium April 2021	16.00
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	19.08
Total 1044492 · Dental, Vision & Life Insurance					35.08
Total 104ASR · Assessor's Division					404.56
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094618 · Psychiatric Backup					
Bill	03/31/2021		Alexian Bros (Psych Bkp) Behavior Health	Psychiatric Backups	240.00
Total 1094618 · Psychiatric Backup					240.00
1094621 · Recruitment and Pre Employment					
Check	03/30/2021	140857	A1 Trophies & Awards	Inv# 16158 Name Badge	7.99
Bill	03/31/2021	Inv# 1395911	Verify (XHANYF)	Inv# 1395911 Background Check Feb 2021	18.00
Total 1094621 · Recruitment and Pre Employment					25.99
1094624 · Client Mgmt Software					
Check	03/30/2021	140872	Kenneth Young Center	Inv# T011281 CIS Monthly Maintenance Jul 2020	300.00
Check	03/30/2021	140872	Kenneth Young Center	Inv# T011282 CIS Monthly Maintenance Aug 2020	300.00
Check	03/30/2021	140872	Kenneth Young Center	Inv# T011283 CIS Monthly Maintenance Sep 2020	300.00
Check	03/30/2021	140872	Kenneth Young Center	Inv# T011284 CIS Monthly Maintenance Oct 2020	300.00
Check	03/30/2021	140872	Kenneth Young Center	Inv# T011285 CIS Monthly Maintenance Nov 2020	300.00
Check	03/30/2021	140872	Kenneth Young Center	Inv# T011286 CIS Monthly Maintenance Dec 2020	300.00
Check	03/30/2021	140872	Kenneth Young Center	Inv# T011287 CIS Monthly Maintenance Jan 2021	300.00
Check	03/30/2021	140872	Kenneth Young Center	Inv# T011288 CIS Monthly Maintenance Feb 2021	300.00
Check	03/30/2021	140872	Kenneth Young Center	Inv# T011289 CIS Monthly Maintenance Mar 2021	300.00
Total 1094624 · Client Mgmt Software					2,700.00
1094626 · Equipment & Furniture					
Bill	03/31/2021	Phone Reimb J...	Tina Houdek	Quarterly Phone Reimbursement Jan-Mar 2021	120.00
Total 1094626 · Equipment & Furniture					120.00
1094692 · Dental, Vision & Life Insurance					
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	37.10
Total 1094692 · Dental, Vision & Life Insurance					37.10
Total 109ADM · Administration & Clinical					3,123.09
109OUT · Outreach & Prevention					
1094650 · Program Supplies					

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
Bill	03/31/2021		Trujillo, Gisel.	Spring Break Field Trip Supplies	41.52
			Total 1094650 · Program Supplies		41.52
			1094651 · Cellphones		
Bill	03/31/2021	Inv# 9875785305	Verizon Wireless (00002)	Monthly Charges March 2021	197.32
			Total 1094651 · Cellphones		197.32
			1094792 · Dental, Vision & Life Insurance		
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	29.85
			Total 1094792 · Dental, Vision & Life Insurance		29.85
			Total 109OUT · Outreach & Prevention		268.69
			Total 109YFS · Youth & Family Services		3,391.78
			Total 1014 · Town Fund - Expenditures		48,331.03
			1104 · Aging Services - Expenditures		
			1104ADM · Administration		
			1104523 · Recruitment		
Bill	03/31/2021	1400264	Verify (XHTSSE)	Inv# 1400264 Background Check	18.00
			Total 1104523 · Recruitment		18.00
			1104525 · Telephone & High Speed Internet		
Bill	03/31/2021	Inv# 9875785305	Verizon Wireless (00002)	Monthly Charges March 2021	61.10
			Total 1104525 · Telephone & High Speed Internet		61.10
			1104527 · Equipment		
Bill	03/31/2021	11725602	Leaf (618-008)	Inv# 11725602 LL Copier Lease - March	60.00
			Total 1104527 · Equipment		60.00
			1104528 · Office Supplies		
Check	03/23/2021	140756	Accurate Office Supply Co	Inv# 535677 Flash Drive (8)/Labels/Tape/Wireless Mouse	327.76
Check	03/23/2021	140756	Accurate Office Supply Co	Inv# 537097 Envelopes/Pens/Binders	160.99
Check	03/23/2021	140756	Accurate Office Supply Co	Inv# 538140 Toner/Pens/Deskpad	128.74
Check	03/23/2021	140756	Accurate Office Supply Co	Inv# 538565 Toners (4)	348.73
Check	03/30/2021	140858	Accurate Office Supply Co	Inv# 538768 Folders/Paper/Ink/Stapler	135.84
Bill	03/31/2021	Inv# 539216	Accurate Office Supply Co	Inv# 539216 Printer Ink	88.80
Bill	03/31/2021	Inv# 539288	Accurate Office Supply Co	Inv# 539288 Program Beverages	36.02
Check	04/06/2021	140933	Accurate Office Supply Co	Inv# 539645 Ink	97.79
			Total 1104528 · Office Supplies		1,324.67
			1104533 · Printing		
Check	03/30/2021	140867	COTG	Inv# 2671618 Overage Copy Charges March 2021	165.52

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
Bill	03/31/2021		Braden Interact Business (70301-1-IBP SS)	Inv# 701572 Copy Charges	11.77
			Total 1104533 · Printing		177.29
			1104538 · Community Affairs		
Bill	03/31/2021	Inv# 2912	West Pier Laundry Streamwood	Inv# 2912 Laundry Service - Tablecloths March 2021	36.90
Check	04/09/2021	141077	Thomason, Charlene M	Resident Appreciation - 100th Birthday	16.19
			Total 1104538 · Community Affairs		53.09
			1104592 · Dental, Vision & Life Insurance		
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	24.55
			Total 1104592 · Dental, Vision & Life Insurance		24.55
			Total 1104ADM · Administration		1,718.70
			1104NUT · Nutrition		
			1105551 · Congregate Food		
Check	03/23/2021	140759	Get Fresh Produce, Inc	Inv# 3714913 Congregate Food	194.24
Check	03/23/2021	140760	Gordon Food Service	Inv# 934086100 Congregate Food	96.96
Check	03/23/2021	140760	Gordon Food Service	Inv# 208667095 Congregate Food	741.97
Check	03/23/2021	140760	Gordon Food Service	Inv# 208742362 Congregate Food	439.12
Check	03/23/2021	140760	Gordon Food Service	Credit# 15061227 Inv# 208344462 Congregate Food	-44.07
Check	03/23/2021	140762	Highland Baking Company	Inv# 2438537 Congregate Food	73.37
Check	03/30/2021	140868	Get Fresh Produce, Inc	Inv# 3715027 Congregate Food	134.31
Check	03/30/2021	140870	Gordon Food Service	Inv# 208824409 Congregate Food	761.52
Check	03/30/2021	140871	Highland Baking Company	Inv# 2440068 Congregate Food	19.81
Check	03/30/2021	140871	Highland Baking Company	Inv# 2440791 Congregate Food	15.93
Bill	03/31/2021	Inv# 3710022	Get Fresh Produce, Inc	Inv# 3710022 Congregate Food	132.35
Bill	03/31/2021	Inv# 3720177	Get Fresh Produce, Inc	Inv# 3720177 Congregate Food	138.40
Bill	03/31/2021	Inv# 208982370	Gordon Food Service	Inv# 208982370 Congregate Food	621.17
Bill	03/31/2021	Inv# 208982370	Gordon Food Service	Credit# 15100047 Inv# 208667095 Congregate Food	-33.33
Bill	03/31/2021	Inv# 2442890	Highland Baking Company	Inv# 2442890 Congregate Food	17.08
Bill	03/31/2021	Inv# 2434812	Highland Baking Company	Inv# 2434812 Congregate Food	34.05
Check	04/06/2021	140936	Highland Baking Company	Inv# 2444691 Congregate Food	27.84
			Total 1105551 · Congregate Food		3,370.72
			1105553 · Congregate Supplies		
Check	03/23/2021	140760	Gordon Food Service	Inv# 934086100 Congregate Supplies	21.84
Check	03/23/2021	140760	Gordon Food Service	Inv# 208667095 Congregate Supplies	27.06
Check	03/30/2021	140868	Get Fresh Produce, Inc	Inv# 3715027 Congregate Supplies	36.53
Bill	03/31/2021	Inv# 3710022	Get Fresh Produce, Inc	Inv# 3710022 Congregate Supplies	20.73
Bill	03/31/2021	Inv# 3720177	Get Fresh Produce, Inc	Inv# 3720177 Congregate Supplies	24.35
Bill	03/31/2021	Inv# 208982370	Gordon Food Service	Inv# 208982370 Congregate Supplies	21.15
Bill	03/31/2021	Inv# 2913	West Pier Laundry Streamwood	Inv# 2913 Laundry Service - Dish Towels	6.60
			Total 1105553 · Congregate Supplies		158.26
			1105558 · Home Delivered Meals Food		

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
Check	03/23/2021	140759	Get Fresh Produce, Inc	Inv# 3714913 HDM Food	194.23
Check	03/23/2021	140760	Gordon Food Service	Inv# 934086100 HDM Food	96.96
Check	03/23/2021	140760	Gordon Food Service	Inv# 208667095 HDM Food	741.96
Check	03/23/2021	140760	Gordon Food Service	Inv# 208742362 HDM Food	439.11
Check	03/23/2021	140760	Gordon Food Service	Credit# 15061227 Inv# 208344462 HDM Food	-44.07
Check	03/23/2021	140762	Highland Baking Company	Inv# 2438537 HDM Food	73.37
Check	03/30/2021	140868	Get Fresh Produce, Inc	Inv# 3715027 HDM Food	134.31
Check	03/30/2021	140870	Gordon Food Service	Inv# 208824409 HDM Food	761.51
Check	03/30/2021	140871	Highland Baking Company	Inv# 2440068 HDM Food	19.81
Check	03/30/2021	140871	Highland Baking Company	Inv# 2440791 HDM Food	15.93
Bill	03/31/2021	Inv# 3710022	Get Fresh Produce, Inc	Inv# 3710022 HDM Food	132.35
Bill	03/31/2021	Inv# 3720177	Get Fresh Produce, Inc	Inv# 3720177 HDM Food	138.40
Bill	03/31/2021	Inv# 208982370	Gordon Food Service	Inv# 208982370 HDM Food	621.17
Bill	03/31/2021	Inv# 208982370	Gordon Food Service	Credit# 15100047 Inv# 208667095 HDM Food	-33.33
Bill	03/31/2021	Inv# 2442890	Highland Baking Company	Inv# 2442890 HDM Food	17.08
Bill	03/31/2021	Inv# 2434812	Highland Baking Company	Inv# 2434812 HDM Food	34.04
Bill	03/31/2021	Inv# MM03312...	Pur Foods LLC dba Mom's Meals	HDM Food March 2021	2,698.61
Bill	03/31/2021	Inv# MM02282...	Pur Foods LLC dba Mom's Meals	HDM Food Feb 2021	101.50
Check	04/06/2021	140936	Highland Baking Company	Inv# 2444691 HDM Food	27.83
Total 1105558 · Home Delivered Meals Food					6,170.77
1105560 · Home Delivered Meals Supplies					
Check	03/23/2021	140760	Gordon Food Service	Inv# 934086100 HDM Supplies	21.83
Check	03/23/2021	140760	Gordon Food Service	Inv# 208667095 HDM Supplies	27.06
Check	03/30/2021	140868	Get Fresh Produce, Inc	Inv# 3715027 HDM Supplies	36.52
Bill	03/31/2021	Inv# 3710022	Get Fresh Produce, Inc	Inv# 3710022 HDM Supplies	20.72
Bill	03/31/2021	Inv# 3720177	Get Fresh Produce, Inc	Inv# 3720177 HDM Supplies	24.35
Bill	03/31/2021	Inv# 208982370	Gordon Food Service	Inv# 208982370 HDM Supplies	21.15
Bill	03/31/2021	Inv# 2913	West Pier Laundry Streamwood	Inv# 2913 Laundry Service - Dish Towels	6.60
Total 1105560 · Home Delivered Meals Supplies					158.23
1105792 · Dental, Vision & Life Insurance					
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	5.30
Total 1105792 · Dental, Vision & Life Insurance					5.30
Total 1104NUT · Nutrition					9,863.28
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	03/23/2021	140758	Dance Alternatives, Inc.	Inv# HT02101724 Virtual Line Dance Classes 2/10, 2/17, 2/24	165.00
Check	03/23/2021	140758	Dance Alternatives, Inc.	Inv# HT03031017 Virtual Line Dance Classes 3/3, 3/10, 3/17	165.00
Check	03/23/2021	140761	Cesar Grimaldo	Inv# 31921 Zoom French/Spanish Instruction Mar/Apr	600.00
Bill	03/31/2021	Inv# 1NY6-JX7...	Amazon Capital Services	Inv# 1NY6-JX7D-6C9X Bluetooth Headset	35.99
Check	04/06/2021	140938	Julie Ramirez	Inv# 4221 Senior Exercise Instructor April 2021	554.99
Check	04/06/2021	140939	Tranquility Yoga Studio	Virtual Yoga Instruction - April 2021	1,494.99
Check	04/09/2021	141033	Blenderful Music	Inv# 210426 Senior Music Presentation	250.00

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
Check	04/09/2021	141034	JR Media Group	Inv# 4621 Virtual Presentation - Common Phrases	50.00
Total 1104515 · Programming					3,315.97
1104520 · Volunteer Services					
Check	03/23/2021	140763	Alan Lenoci	Home Delivered Meals Mileage Reimbursement March 2021	44.60
Check	03/30/2021	140873	Linda Knobloch	Home Delivered Meals Mileage Reimbursement Jan - Mar 2021	174.29
Check	03/30/2021	140874	Lara, Jennifer	Home Delivered Meals Mileage Reimbursement Mar 2021	2.90
Check	03/30/2021	140875	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement March 2021	49.88
Check	03/30/2021	140881	Valerie Jachowske	Home Delivered Meals Mileage Reimbursement Dec - March	104.40
Check	03/30/2021	140882	Randy Teesdale	Home Delivered Meals Mileage Reimbursement Jan - March	106.72
Bill	03/31/2021	Inv# 1NY6-JX7...	Amazon Capital Services	Inv# 1NY6-JX7D-6C9X Volunteer Recognition Candy & Items	374.03
Bill	03/31/2021	Mileage March ...	Edward Baus.	Home Delivered Meals Mileage Reimbursement March 2021	22.39
Bill	03/31/2021	Mileage Reimb ...	Andrew and Angela Lazzara	Home Delivered Meals Mileage Reimbursement March 2021	40.60
Bill	03/31/2021	Mileage Reimb ...	Lynn Marinelli	Home Delivered Meals Mileage Reimbursement March 2021	46.98
Bill	03/31/2021	Mileage Reimb ...	James Mattson	Home Delivered Meals Mileage Reimbursement March 2021	117.16
Bill	03/31/2021	Mileage Reimb ...	Joanne Rapp	Home Delivered Meals Mileage Reimbursement March 2021	40.60
Bill	03/31/2021	Mileage Reimb ...	Wayne Ruttenburg	Home Delivered Meals Mileage Reimbursement March 2021	54.52
Bill	03/31/2021	Reimb 3/15-4/5	Joanne Watson	Home Delivered Meals Mileage Reimbursement March 2021	32.48
Bill	03/31/2021		Dorothy Archer	Home Delivered Meals Mileage Reimbursement March 2021	67.40
Bill	03/31/2021	1400264	Verify (XHTSSE)	Inv# 1400264 Background Check	70.00
Check	04/09/2021	141078	Charles Valerio	Home Delivered Meals Mileage Reimbursement April 2021	17.98
Total 1104520 · Volunteer Services					1,366.93
1104532 · Visual Arts					
Check	03/23/2021	140757	Blick Art Materials	Inv# 6046027 Art Supplies Paints	42.81
Bill	03/31/2021	Inv# 1MX9-LW...	Amazon Capital Services	Inv# 1MX9-LW9Y-GXGL Pencil Sharpener/Paint	53.56
Bill	03/31/2021	Inv# 1F3C-VPH...	Amazon Capital Services	Inv# 1F3C-VPH9-GD7L Picture Frames/Photos	247.98
Bill	03/31/2021	Inv# 6113190	Blick Art Materials	Inv# 6113190 Paints/Canvas	208.96
Total 1104532 · Visual Arts					553.31
1104892 · Dental, Vision & Life Insurance					
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	29.85
Total 1104892 · Dental, Vision & Life Insurance					29.85
Total 1104PRO · Enrichment Programs					5,266.06
1104SOC · Social Services					
1104516 · Social Services					
Bill	03/31/2021	Inv# 68681	Kwik Print	Inv# 68681 Phone Message Form (4,000)	1,268.60
Check	04/09/2021	141082	North Shore Dance Therapy Inc	Memory Cafe Presentation	100.00
Total 1104516 · Social Services					1,368.60
1104992 · Dental, Vision & Life Insurance					
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
Total 1104992 · Dental, Vision & Life Insurance					10.60
Total 1104SOC · Social Services					1,379.20
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	03/30/2021	140860	Airstream Pressure Washing Inc	Inv# 17416 Bus Wash (8)	200.00
Check	03/30/2021	140866	Complete Fleet Services Inc.	Inv# 29929 Batteries (2)/Heater Inspection	779.20
Check	03/30/2021	140866	Complete Fleet Services Inc.	Inv# 29943 Batteries (2)/Tires & Repairs(2)/oil Change	1,649.80
Check	03/30/2021	140866	Complete Fleet Services Inc.	Inv# 29987 Oil Change	277.14
Bill	03/31/2021	Inv# 514440	Suburban Tire Auto Care Centers	Inv# 514440 Ford 2019 Tire Repair	163.43
Total 1104518 · Vehicle Maintenance					3,069.57
1104547 · Dispatch Software					
Check	04/09/2021	141035	Unified Dispatch	Inv# 320515 Quarterly Call System Support/Maintenance	1,650.00
Total 1104547 · Dispatch Software					1,650.00
1104550 · Telephone					
Check	03/30/2021	140880	Verizon Wireless	Inv# 9875785304 Monthly Charges 3/19-4/18	446.83
Total 1104550 · Telephone					446.83
1104692 · Dental, Vision & Life Insurance					
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	57.75
Total 1104692 · Dental, Vision & Life Insurance					57.75
Total 1104TRN · Transportation					5,224.15
Total 1104 · Aging Services - Expenditures					23,451.39
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Bill	03/31/2021	Inv# 3472566340	Staples	Inv# 3472566340 Copy Paper	67.97
Total 2024202 · Office Supplies					67.97
2024204 · Equipment					
Bill	03/31/2021	Inv# 11680681	Leaf (618-009)	Inv# 11680681 Kyocera Copy Charges March 2021	110.42
Bill	03/31/2021	Inv# 538381	Waterlogic	Inv# 538381 Water Machine Rental 3/4-4/3	43.20
Check	04/06/2021	140941	Waterlogic	Inv# 597121 Water Machine Rental 4/4-5/3	43.20
Total 2024204 · Equipment					196.82
2024210 · Printing					
Bill	03/31/2021	Inv# 701585	Braden Interact Business (Hanover-IBP WS)	Inv# 701585 Copy Charges March 2021	48.02
Total 2024210 · Printing					48.02

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
2024507 · Professional Services					
Check	03/23/2021	140764	NJS Enterprises, Inc	Inv# 0210218 VisualGA.net Software Service Contract (4 Users)	2,800.00
Total 2024507 · Professional Services					2,800.00
2024509 · Volunteer Appreciation					
Bill	03/31/2021	Inv# 5718	Bartlett Sports	Inv# 5718 Township Volunteer uniforms (30)	612.00
Total 2024509 · Volunteer Appreciation					612.00
2024511 · Phone and Internet					
Check	03/30/2021	140864	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 3/25-4/24	222.59
Total 2024511 · Phone and Internet					222.59
2024592 · Dental, Vision & Life Insurance					
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	19.25
Total 2024592 · Dental, Vision & Life Insurance					19.25
Total 2024ADM · Administration					3,966.65
2024HOM · Home Relief					
2024102 · Rent					
Check	04/01/2021	5794	Cook County Treasurer	Property Tax Assistance	379.29
Check	04/01/2021	5795	Country Mutual Insurance Company	Home Insurance Assistance	22.89
Check	04/01/2021	5796	Cynthia Wheelock	April 2021 Rent	550.00
Check	04/01/2021	5797	Foremost Insurance Company	Home Insurance Assistance	52.38
Check	04/01/2021	5798	Larry Bennett	April 2021 Rent	500.00
Check	04/01/2021	5799	Michelle Breen	April 2021 Rent	500.00
Check	04/01/2021	5805	Southwicke on Sutton Condo Assn.	April 2021 Rent	191.93
Check	04/01/2021	5807	Spring Lakes Estates	April 2021 Rent	645.00
Check	04/06/2021	5811	Spring Lakes Estates	April 2021 Rent	640.00
Total 2024102 · Rent					3,481.49
2024103 · Utilities					
Check	04/01/2021	5789	Com Ed	Utilities Assistance	77.77
Check	04/01/2021	5790	Com Ed	Utilities Assistance	0.00
Check	04/01/2021	5791	Com Ed	Utilities Assistance	71.42
Check	04/01/2021	5792	Com Ed	Utilities Assistance	94.83
Check	04/01/2021	5793	Com Ed	Utilities Assistance	70.22
Check	04/01/2021	5800	NICOR	Utilities Assistance	76.13
Check	04/01/2021	5801	NICOR	Utilities Assistance	103.32
Check	04/01/2021	5803	NICOR	Utilities Assistance	38.58
Check	04/01/2021	5804	NICOR	Utilities Assistance	122.23
Check	04/01/2021	5808	Village of Streamwood	Utilities Assistance	71.95
Check	04/01/2021	5809	Village of Streamwood	Utilities Assistance	26.98
Total 2024103 · Utilities					753.43

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
2024105 · Personal Essentials					
Check	04/01/2021	5810	Walmart	Personal Essentials (6)	652.62
Check	04/06/2021	5812	Walmart	Personal Essentials (1)	150.00
Total 2024105 · Personal Essentials					802.62
2024106 · Travel Expenses					
Check	04/01/2021	5788	BP Gas Station	Fuel Assistance Cards (4)	175.00
Check	04/01/2021	5795	Country Mutual Insurance Company	Transportation Assistance	46.52
Total 2024106 · Travel Expenses					221.52
2024116 · Catastrophic Insurance Premium					
Check	04/09/2021	141079	Allied Benefit Systems, Inc.	Inv# 18510 GA Catastrophic Insurance	3,175.00
Total 2024116 · Catastrophic Insurance Premium					3,175.00
Total 2024HOM · Home Relief					8,434.06
Total 2024 · Human Services - Expenditures					12,400.71
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034711 · Utilities					
Check	03/30/2021	140876	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 2/16-3/16	418.75
Total 3034711 · Utilities					418.75
3034792 · Dental, Vision & Life Insurance					
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 3034792 · Dental, Vision & Life Insurance					10.60
Total 3034ADM · Administration					429.35
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Bill	03/31/2021	Inv# 261476	Beverly Materials, L.L.C.	Inv# 261479 Gravel	89.70
Bill	03/31/2021	Inv# SPI10589...	Russo Power Equipment	Inv# SPI10589054 Mower Blades, Trimmer Line & Supplies	778.19
Bill	03/31/2021	Inv# PIV10222...	Russo Power Equipment	Inv# PIV10222529 Chainsaw Bar & Oil	16.99
Bill	03/31/2021	Inv# SPI10591...	Russo Power Equipment	Inv# SPI10591258 Mower Blades	439.78
Total 3034602 · Operating Supplies & Materials					1,324.66
3034610 · Street Lighting					
Bill	03/31/2021	Inv# 662	Wood Dale Electrical Const., Inc.	Inv# 662 Bridlewood Street Light Repairs	346.00
Total 3034610 · Street Lighting					346.00
3034614 · Signs, Stripping & Tree Removal					
Bill	03/31/2021	Tree Removal ...	Quality Roque's Inc	Dead Tree Removal in Gromer Rd Right of Way 3/25	1,600.00

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
Bill	03/31/2021	Tree Removal ...	Quality Roque's Inc	Dead Tree Removal in Gromer Rd Right of Way 3/29	2,200.00
Total 3034614 · Signs, Stripping & Tree Removal					3,800.00
3034616 · Salt					
Check	03/30/2021	140862	Cargill Inc	Inv# 2906078663 FY21 Road Salt	25,607.96
Check	03/30/2021	140862	Cargill Inc	Inv# 2906081693 FY21 Road Salt	15,068.63
Total 3034616 · Salt					40,676.59
Total 3034ROD · Road Maintenance					46,147.25
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Bill	03/31/2021	133590	Kammes Auto & Truck Repair, Inc.	Inv# 133590 Air Tank/Drain Valve Replacement	1,492.92
Total 3034609 · Maintenance Vehicles & Equip					1,492.92
Total 303EQM · Equipment					1,492.92
Total 3034 · Road Maintenance - Expenditures					48,069.52
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054014 · Equip / Database					
Check	04/09/2021	141044	Launch Digital Marketing	Inv# L51921 Website Hosting	50.00
Total 5054014 · Equip / Database					50.00
5054592 · Dental, Vision & Life Insurance					
Check	04/09/2021	141037	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Total 5054592 · Dental, Vision & Life Insurance					13.95
Total 5054ADM · Administration					63.95
5054COM · HT Community Resource Center					
5054210 · Utilities					
Check	03/30/2021	140884	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges 2/8-3/9	234.55
Check	03/30/2021	140888	Nicor (MHB 84)	Acct# 84-67-77-1000 0 Monthly Charges 2/12-3/14	397.60
Total 5054210 · Utilities					632.15
5054286 · Agency Support Services					
Check	04/09/2021	141045	Quench USA, Inc.	Inv# 3036001 Water Cooler Rental	55.00
Check	04/09/2021	141058	Comcast (823 MHB)	Acct 8771 10 084 0485823 Monthly Cable/Internet 4/2-5/1	234.32
Total 5054286 · Agency Support Services					289.32
Total 5054COM · HT Community Resource Center					921.47
5054SVC · Service Contracts					

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
5054100 · CAC CASI					
Check	04/09/2021	141048	Childrens Advocacy Ctr of Nwst Co County	Coordination/Advocacy/Sensitive Interviewing	5,000.00
			Total 5054100 · CAC CASI		5,000.00
5054103 · CAC Safe from the Start					
Check	04/09/2021	141048	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	04/09/2021	141049	Community Crisis Center	Domestic Violence Shelter	8,100.00
			Total 5054104 · CCC Domestic Violence Shelter		8,100.00
5054105 · CCC Domestic Violence Counsel					
Check	04/09/2021	141049	Community Crisis Center	Domestic Violence Counseling	7,800.00
			Total 5054105 · CCC Domestic Violence Counsel		7,800.00
5054108 · Aid Supportive Employment					
Check	04/09/2021	141038	Association for Individual Development	Employment/Community Integration Services	10,250.00
			Total 5054108 · Aid Supportive Employment		10,250.00
5054109 · Aid Case Management					
Check	04/09/2021	141038	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	04/09/2021	141040	Clearbrook	Childrens Program Services	2,050.00
			Total 5054112 · Clearbrook Children's Program		2,050.00
5054113 · Clearbrook Day Services					
Check	04/09/2021	141040	Clearbrook	Day Parogram Services	2,000.00
			Total 5054113 · Clearbrook Day Services		2,000.00
5054130 · Northwest Casa					
Bill	03/31/2021		Northwest CASA	Sexual Assault Intervention	1,261.75
			Total 5054130 · Northwest Casa		1,261.75
5054132 · Ecker Therapy Services					
Check	04/09/2021	141050	Ecker Center for Behavioral Health	Therapy Services	22,650.00
			Total 5054132 · Ecker Therapy Services		22,650.00
5054133 · Ecker Therapy PEP					
Check	04/09/2021	141046	American Association of Retired Asians	Social Isolation Among Older Adults Program	10,000.00

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
Check	04/09/2021	141050	Ecker Center for Behavioral Health	Substance Abuse Services	15,700.00
			Total 5054133 · Ecker Therapy PEP		25,700.00
			5054135 · Ecker Center / Substance		
Check	04/09/2021	141050	Ecker Center for Behavioral Health	Crisis Services	2,625.00
			Total 5054135 · Ecker Center / Substance		2,625.00
			5054142 · Centro De Informacion		
Check	04/09/2021	141047	Centro de Informacion	Family Centered Mental Health Services	8,125.00
			Total 5054142 · Centro De Informacion		8,125.00
			5054149 · FSA Adult		
Check	04/09/2021	141051	Family Svc Assoc of Greater Elgin Area	Therapy Services	10,675.00
			Total 5054149 · FSA Adult		10,675.00
			5054158 · Summitt Center		
Check	04/09/2021	141057	Summit School Early Learning Center	Summit Early Learning Center	3,250.00
			Total 5054158 · Summitt Center		3,250.00
			5054162 · Tide Transportation		
Check	03/30/2021	140886	Peter DiJohn	Reimbursement for 20 TIDE Tickets	190.00
			Total 5054162 · Tide Transportation		190.00
			5054165 · Amita Alexian		
Bill	03/31/2021		Alexian Mental Health Center	Outpatient Psychiatric Services	1,211.02
			Total 5054165 · Amita Alexian		1,211.02
			5054166 · PADS of Elgin		
Check	04/09/2021	141056	PADS of Elgin	Emergency Shelter Program	8,750.00
			Total 5054166 · PADS of Elgin		8,750.00
			5054177 · Staff Development Grant Fund		
Check	03/30/2021	140887	Ecker Center for Behavioral Health	Capital Funds for AED/CPR Staff Training Awarded 2/23/21	1,350.00
			Total 5054177 · Staff Development Grant Fund		1,350.00
			5054180 · Capital Grant Fund		
Check	03/30/2021	140883	Catholic Charities	Capital Funding Awarded 2/23/21 for Thermoscans & Equipment	7,500.00
Check	03/30/2021	140885	Community Alternatives Unlimited	Capital Funding Awarded 2/23/21 for Laptops & Equipment	12,000.00
Check	03/30/2021	140887	Ecker Center for Behavioral Health	Capital Funds for AED Headstart Machine Awarded 2/23/21	1,325.00
			Total 5054180 · Capital Grant Fund		20,825.00
			5054183 · CCC SA Counseling		

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
Check	04/09/2021	141049	Community Crisis Center	Sexual Assault Counseling and Advocacy	3,975.00
		Total 5054183 · CCC SA Counseling			3,975.00
		5054185 · Little City Foundation			
Check	04/09/2021	141043	Little City Foundation	CILA Home and In Home Respite	1,475.00
		Total 5054185 · Little City Foundation			1,475.00
		5054190 · Maryville Academy			
Check	04/09/2021	141055	Maryville Academy	Music Therapy Program	5,000.00
		Total 5054190 · Maryville Academy			5,000.00
		5054193 · Boys and Girls Club			
Check	04/09/2021	141059	Boys & Girls Club of Elgin	SMART Moves/Triple Play/Be There Programming	1,425.00
		Total 5054193 · Boys and Girls Club			1,425.00
		5054196 · Catholic Charities Caregivers			
Check	04/09/2021	141039	Catholic Charities	Senior Services	1,375.00
		Total 5054196 · Catholic Charities Caregivers			1,375.00
		5054203 · Clearbrook - Residential			
Check	04/09/2021	141040	Clearbrook	Residential Program Services	2,100.00
		Total 5054203 · Clearbrook - Residential			2,100.00
		5054204 · Easter Seals Family Support			
Bill	03/31/2021		Easter Seals DuPage & Fox Valley Region	Family Support Services	9,391.58
		Total 5054204 · Easter Seals Family Support			9,391.58
		5054207 · Girl Scouts of N. IL - Outreach			
Check	04/09/2021	141053	Girl Scouts of Northern Illinois	Project Opportunity	3,175.00
		Total 5054207 · Girl Scouts of N. IL - Outreach			3,175.00
		5054208 · Easter Seals Nutrition			
Check	04/09/2021	141076	Easter Seals DuPage & Fox Valley Region	Nutrition Services	615.50
		Total 5054208 · Easter Seals Nutrition			615.50
		5054220 · Gigis Playhouse			
Check	04/09/2021	141052	Gigi's Playhouse	Gig's at Home	3,750.00
		Total 5054220 · Gigis Playhouse			3,750.00
		5054223 · Marklund			
Check	04/09/2021	141054	Marklund Children's Home	Day Residential Services	6,025.00

Hanover Township Board Audit Report

March 23 through April 12, 2021

Type	Date	Num	Name	Memo	Amount
			Total 5054223 · Marklund		6,025.00
			5054225 · Community Alternatives Unlimite		
Check	04/09/2021	141041	Community Alternatives Unlimited	Community Access Services	2,375.00
			Total 5054225 · Community Alternatives Unlimite		2,375.00
			5054226 · Fellowship Housing Corp		
Check	04/09/2021	141042	Fellowship Housing Corporation	Transitional Housing and Financial Literacy	1,250.00
			Total 5054226 · Fellowship Housing Corp		1,250.00
			Total 5054SVC · Service Contracts		191,494.85
			Total 5054 · Mental Health - Expenditures		192,480.27
			7004 · Vehicle Replcmnt - Expenditures		
			7004540 · Bus Purchase		
Bill	03/31/2021	589020 / 589021	Pace	Bus Lease Vanpool (2)	200.00
			Total 7004540 · Bus Purchase		200.00
			Total 7004 · Vehicle Replcmnt - Expenditures		200.00
			8084 · Capital Projects - Expenditures		
			8084415 · Senior Center Improvements		
Bill	03/31/2021	S80010R	Climatemp Service Group, LLC	Inv# S80010R Senior Center Building Automation System	96,128.00
			Total 8084415 · Senior Center Improvements		96,128.00
			8084420 · Izaak Walton Ctr Improvements		
Bill	03/31/2021	25986	Hitchcock Design Group	Izaak Walton Center Reserve - Final Design March 21	10,885.30
			Total 8084420 · Izaak Walton Ctr Improvements		10,885.30
			8084425 · Building & Perm Improvements		
Check	04/09/2021	141080	Comcast (098)	Inv# 119264440 Fiber Installation/Internet Tiknus Campus	1,635.75
			Total 8084425 · Building & Perm Improvements		1,635.75
			Total 8084 · Capital Projects - Expenditures		108,649.05
TOTAL					433,626.97

I. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 7:00 p.m.

Clerk Dolan Baumer called the roll; present were Supervisor McGuire, Clerk Dolan Baumer and Trustees Beattie, Essick (remote), Martinez and Moinuddin.

The Supervisor then read the following statements into the record. Pursuant to the Hanover Township Electronic Attendance Rules and Procedures for Board meetings, Trustee Essick will be attending this March 26 Board meeting by other means. This participation is by Zoom conference. The Board should note that a quorum of members of the Township Board is physically present at 240 S. IL Route 59, Bartlett, IL, which is the regular meeting location of the Hanover Township Board; that Trustee Essick is prevented from physically attending because of personal illness or disability/employment purposes or the business of the Township/a family or other emergency; and that Trustee Essick provided advance notice the Township Administrator in accordance with the Hanover Township Electronic Attendance Rules and Procedures for Board meetings. The Supervisor then asked Trustee Essick if he could hear him; the Trustee said he could hear. Generally, I would not invite interruptions, however given the circumstances, I ask that Trustee Essick attending remotely immediately interrupt me if at any time during the course of the meeting you are unable to hear the proceedings.

Further, consistent with the Illinois Open Meetings Act, the Township, and this Board, specifically is committed to ensuring that its actions are taken openly, that its deliberations are conducted openly and that the Township's citizens are given advance notice of and the right to attend all meeting sat which any business of the Township is discussed or acted upon in any way. Due to concerns that the Board meeting and Hearing regarding the Hanover Township Budget and Appropriation Ordinance on March 23, 2021 may not have been in strict compliance with the provisions of the Open Meetings Act, given that the agenda was not posted on the Township's website, the Board has convened this March 26, 2021 Special Board Meeting to reconsider the items that were set forth on the agenda for the March 23, 2021 Board meeting. Similarly, the Board intends to hold another hearing at a later date, in order to comply with the Illinois Township Code and the Illinois Municipal Budget Law, as to the Hanover Township Budget and Appropriations Ordinance for fiscal year April 1, 2021 to March 31, 2022.

Others present either in person or via teleconference were Assessor Tom Smogolski, Facilities and Road Maintenance Director Caleb Hanson, Administrator James Barr, Administrative Assistant Hailey Match, and Attorney Mike Airdo. Also in attendance was Streamwood resident/Mental Health Board member Denise Camacho.

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

III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There were no responses. Mr. McGuire closed the Town Hall.

IV. Bill Paying: Mr. Barr presented the bills for payment from March 2, 2021 through March 22, 2021 as follows:

a.	Town	\$100,621.65
b.	Senior Services	48,080.00
c.	General Assistance	11,544.81
d.	Road Maintenance	142,408.73
e.	Mental Health Board	7,001.29
f.	Vehicle Fund	42,214.00
f.	Vehicle Fund	<u>26,769.42</u>
	Total	<u>\$373,639.90</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from March 2, 2021 through March 22, 2021. Roll call: Ayes: Trustees Beattie, Essick,

Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

V. Unfinished Business: No unfinished business was discussed.

VI. New Business:

A. Board Meeting Minutes of March 2, 2021: Clerk Dolan Baumer presented the minutes from the Board meeting of March 2, 2021 for review and approval. Trustee Essick moved to approve the Board meeting minutes of March 2, 2021; motion seconded by Trustee Moinuddin and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

B. Resolution declaring April 5, 2021 Dorothy Pontoriero Day in Hanover Township in Celebration of her 100th Birthday: Trustee Beattie moved that the Board declare April 5, 2021 Dorothy Pontoriero Day in Hanover Township in Celebration of her 100th Birthday; motion seconded by Trustee Moinuddin. Roll call: Ayes: Trustees Essick, Beattie, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

C. Resolution declaring March as National Senior Nutrition Program Month in Hanover Township: Trustee Beattie moved that the Board declare March National Senior Nutrition Program Month in Hanover Township; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Beattie, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

D. Resolution Authorizing Hanover Township's Membership in the National Cooperative Purchasing Alliance: Trustee Martinez moved that the Board approve resolution #0323321 authorizing Hanover Township's membership in the National Cooperative Purchasing Alliance; motion seconded by Trustee Beattie. Administrator Barr briefly explained the program and the benefits of membership. Roll call: Ayes: Trustees Beattie, Essick, Martinez and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

E. Approval of Purchase of a Replacement Senior Center Building Automation System: Trustee Martinez moved that the Board approve of a resolution to purchase of a replacement Senior Center Building automation system; motion seconded by Trustee Moinuddin. Administrator Barr gave a brief description of the proposed system to be purchased through Climatemp for the control, monitoring and interface of major system equipment, such as boilers, chillers, supply and exhaust fan motors, VAVs, and VFDs. The current system was implemented in 2003 and is aging out and parts are becoming obsolete. The costs were included on the capital projects for FY22. After soliciting bids and reviewing the quotes, staff suggest the Climatemp Service Group at \$96,128. Roll call for resolution #0323211 that the Board approve the purchase and that the Township Supervisor and Clerk be authorized to sign and attest, respectively, the project agreement, was taken: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

F. Approval of the Annual Town Meeting Agenda: Clerk Dolan Baumer presented the 2021 Annual Town Meeting Agenda for review and approval by the Board. Trustee Essick moved to approve the Agenda as presented; Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

G. Consideration of Meeting Posting and Publication Process: Trustee Martinez moved that going forward, Administrative Services take responsibility for the notice and agenda posting requirements for regular meetings of the Township Board, as they are not the statutory duties of the Clerk; the motion was seconded by Trustee Beattie. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

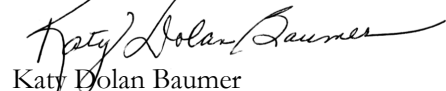
VI. Executive Session: No motion to go into closed session was made.

VIII. Other Business: Supervisor McGuire reported that he gave testimony on HB1861 during Committee,

along with Supervisor Ramey, TOI representative Taylor Anderson; the bill was defeated 6-4 in Committee; it will or may come back as amended. In addition, the Supervisor reported that the MABAS vehicle has arrived, awaiting storage facility upgrades to accommodate it. Finally, congratulations to Trustee Moinuddin on becoming a grandpa!

- IX. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:22 p.m. was made by Trustee Moinuddin and seconded by Trustee Martinez, followed by a roll call vote. Ayes: Trustees Beattie, Essick, Moinuddin 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, Aging Services, Human Services, Y&F Services, Community Affairs



RESOLUTION

Promoting religious tolerance, respect, equity and inclusion in Hanover Township

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

WHEREAS, Hanover Township is a community of caring people who have created a healthy, safe and secure place for people of all religions, nationalities, ethnic, and economic and backgrounds to live, work, raise their children and age with dignity; and

WHEREAS, Hanover Township residents are a diverse group of people, ethnic and racial groups, genders, ages, abilities, and sexual orientations; and

WHEREAS, identifying the need for more outreach and thoughtful research, the Township Board of Trustees established the Diversity and Engagement Task Force in March 2019 as an advisory board to study diversity and engagement in the community; and

WHEREAS, Hanover Township actively promotes educating the public on the need to embrace all cultures to form a united, peaceful and prosperous community; and

WHEREAS, the residents of Hanover Township in keeping with the principle of equal civil rights for all, unequivocally oppose any manifestation of hatred and prejudice towards any group, religion or individual in our community; and

WHEREAS, Hanover Township is committed to ensuring that all officials, staff, and volunteers are promoting the acceptance of all peoples, groups and religions for all programs and services offered by the Township and to foster a community where everyone is welcomed and respected.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Hanover Township Board of Trustees, Cook County, Illinois, that Hanover Township is accepting of all faiths, people and groups, and encourages all schools, local businesses, churches, community-based organizations and residents to work toward tolerance, respect, equity and inclusion throughout our community.

Dated: April 13, 2021

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

Trustee Alisa "Lee" Beattie

Supervisor Brian P. McGuire

Trustee Craig Essick

Clerk Katy Dolan Baumer

Trustee Khaja Moinuddin

Trustee Eugene N. Martinez

*Seal of
Hanover
Township*



RESOLUTION

Declaring April as Sikh Awareness and Appreciation Month in Hanover Township

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

WHEREAS, Sikhs have been living in the United States for more than 120 years, and during the early 20th century, thousands of Sikh Americans worked on farms, in lumber mills and mines, and on the Oregon, Pacific & Eastern Railroad; and

WHEREAS, Sikhism is the fifth largest religion in the world and today, there are more than 25 million Sikhs worldwide and an estimated 500,000 Sikh Americans; and

WHEREAS, Sikh Americans pursue diverse professions, and make rich contributions to the social, cultural, and economic vibrancy of the United States, including service as members of the United States Armed Forces and significant contributions to our great nation in agriculture, information technology, small businesses, the hotel industry, trucking, medicine, and technology; and

WHEREAS, Sikh Americans distinguished themselves by fostering respect among all people through faith and service; and

WHEREAS, Sikh Americans distinguished themselves by fostering respect among all people through faith and service; and

WHEREAS, Hanover Township is committed to educating citizens about the world's religions, the value of religious diversity, tolerance grounded in First Amendment principles, a culture of mutual understanding, and the diminution of violence.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Hanover Township Board of Trustees, Cook County, Illinois, that the month of April 2021 is Sikh Awareness and Appreciation Month in Hanover Township.

Dated: April 13, 2021

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

Trustee Alisa "Lee" Beattie

Supervisor Brian P. McGuire

Trustee Craig Essick

Clerk Katy Dolan Baumer

Trustee Khaja Moinuddin

Trustee Eugene N. Martinez

*Seal of
Hanover
Township*



RESOLUTION

Honoring Brooke Biggins of St. Edward Central Catholic High School for scoring 1,000 points as a member of girls' basketball program

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

WHEREAS, Brooke Biggins is a resident of West Dundee and is the daughter of Gayle and John Biggins; and

WHEREAS, Brooke Biggins is a Junior at St. Edward Central Catholic High School and is the third generation of her family to attend, including her grandfather, James J. Biggins '46, aunt Leslie Biggins Mollsen '86 (and member of the 1985 Girls Basketball State Championship Team), father John Biggins '88, cousin Owen Mollsen '16, and sisters Haley '17 and Lauren Biggins '19; and

WHEREAS, St. Edward Central Catholic High School provides quality education to students in the Hanover Township community; and

WHEREAS, Brooke Biggins is a member of the Basketball and Volleyball sports teams and is the starting Shooting Guard on the Girls Varsity Basketball team; and

WHEREAS, on March 12, 2021, during the last play of the last game of the shortened 2020-21 season, Brooke Biggins scored her 1,000th career point; and

WHEREAS, Brooke Biggins is only the 15th player in the school's girls' basketball program history to reach 1,000 points in her career; and

WHEREAS, Brooke Biggins has received Varsity All-Conference and Academic All-Conference Honors from the Metro Suburban Athletic Conference for the last three consecutive years in Basketball and Volleyball and one year for Soccer; and

WHEREAS, Hanover Township is committed to recognizing the achievements of all student athletes on and off the court/field that bring honor to their schools, families and communities.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Hanover Township Board of Trustees, Cook County, Illinois, that Brooke Biggins is recognized for her outstanding achievement in scoring 1,000 points as a member of the St. Edward Central Catholic High School girls' basketball program.

Dated: April 13, 2021

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

Trustee Alisa "Lee" Beattie

Supervisor Brian P. McGuire

Trustee Craig Essick

Clerk Katy Dolan Baumer

Trustee Khaja Moinuddin

Trustee Eugene N. Martinez

*Seal of
Hanover
Township*



Memorandum

Date: April, 8 2021

To: Hanover Township Board

Cc: James Barr, Township Administrator

From: Caleb Hanson, Director of Facilities and Road Maintenance

Re: Campus Expansion Site Survey and Phase 1 Engineering Proposal

With the recent purchase of the 17.65-acre property directly south of the Township campus, and the prioritized construction of the Emergency Services station, Administration and the Director of Facilities and Road Maintenance, in conjunction with the Village of Bartlett and Thomas Engineering Group, have initiated the process of site development, annexation and rezoning, consolidation of Property Identification Numbers (PIN) to a single PIN, and road dedication of a portion of Sayer Road. These actions are necessary to incorporate the property into the Village of Bartlett, allowing for municipal water and sewer to service the expansion property. The development of the expansion property has been divided into four phases.

Phase I of the development, and the majority portion of this proposal, included; site preparation for the Emergency Services station, associated sewer and water, and the main roadway connecting the main campus to Sayer Road. Phase I also includes the roadway on the east side of the property providing access to existing structures and planned future cemetery operations, as well as required stormwater retention/detention for all future phases of development. Also included in this proposal are the topographical and tree survey necessary for the land development permit required by the Village of Bartlett, as well as an included option to perform engineering for the off-road portions of the walking trails included in phase II. This option significantly increases efficiency of the phase II development and reduces possible damages to phase I construction once phase II moves forward. All cost estimates were calculated using the Cost plus Fixed Fee method of compensation in accordance with IDOT standards of consulting services.

Thomas Engineering Group addresses the full property topographical and tree survey and final design engineering for phase 1 of development, as well as needed work to prepare the Plat of Annexation, Plat of Consolidation, and Plat of Dedication to fulfill the land development permit, general project and contractor management, all required testing, reports, and permitting, geotechnical services, wetland determination/delineation, stormwater management, streetlighting, well/septic abandonment, technical drawings, participation at all required meetings with the Village and public hearings, and assembly of preliminary and final engineering plans.

Although not included in this proposal, phase II consists of the development of planned cemetery and walking paths/nature area throughout the property. This currently is forecast to move forward within the next 2-4 years. Phase III included a proposed Public Works/Transportation facility, with phase IV

addressing future needs of the Township to be located on the expansion property. Phase III and IV are long range planning phases to be considered over the next 10-25+ years

Attached is the quote from Thomas Engineering Group. As Director of Facilities and Road Maintenance, I recommend the board accept the Campus Expansion Site Survey and Phase I Engineering proposal, including the optional off-road walking trail engineering at a cost of \$358,375.64. Without the additional off-road walking path included in phase II, the base total of the proposal is \$251,065.10. Please let me know if I can provide any additional information. Thank you for your consideration.

RESOLUTION _____

**A RESOLUTION
TO APPROVE A PROFESSIONAL SERVICES AGREEMENT
WITH THOMAS ENGINEERING GROUP, LLC**

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

SECTION ONE: The Professional Services Agreement (the “Agreement”) with Thomas Engineering Group, LLC, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of Hanover 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 13, 2021

APPROVED: April 13, 2021

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

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 13, 2021, and approved on April 13, 2021, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

HANOVER TOWNSHIP PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is entered into this ___th day of April 2021, by and between Thomas Engineering Group, LLC ("Design Professional"), and Hanover Township ("Township") (collectively, the "Parties").

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, the Parties hereby agree as follows:

1. Understanding of Project. The project ("Project") is to consist of engineering services for the Hanover Township Campus Expansion Development, as more fully described in Design Professional's Proposal ("Proposal"), attached hereto as "Exhibit 1." In the event of any conflict between the terms and conditions of this Agreement and the Proposal, the most stringent and demanding requirements shall control.

2. Representations of Design Professional. Design Professional represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the services ("Services") set forth in the Proposal in a manner consistent with the standards of professional practice by recognized firms providing services of a similar nature.

3. Scope of Services. Design Professional shall perform and complete the Services pursuant to the terms and conditions of this Agreement.

4. Commencement; Time of Performance. Design Professional shall commence the Services immediately upon receipt of written notice from Township that this Agreement has been fully executed by the Parties ("Commencement Date"). Design Professional shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by Township, but in no event later than February 1, 2022 ("Time of Performance"). Township may modify the Time of Performance at any time upon fifteen (15) days prior written notice to Design Professional.

5. Reporting. Design Professional shall regularly report to the Township Administrator, or his designee, regarding the progress of the Services during the term of this Agreement.

6. Compensation and Method of Payment.

A. Contract Sum. The total amount paid by Township to Design Professional for the Services pursuant to this Agreement shall not exceed \$_____ ("Contract Sum"), as set forth in the Proposal. No claim for additional compensation shall be valid unless made in accordance with Sections 6(D) or 6(E) of this Agreement.

B. Invoices and Payment. Design Professional shall submit invoices in an approved format to Township for costs incurred by Design Professional in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the fixed fees and/or rates set forth in the Proposal. The final pay request by Design Professional shall include, without limitation: (i) all final waivers of lien; and (ii) all final certified payrolls, as required. Township shall pay invoice amounts to Design Professional in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/2 *et seq.*

C. Records. Design Professional shall maintain records showing actual time devoted and costs incurred and shall permit Township to inspect and audit all data and records of Design Professional for work done pursuant to this Agreement. The records shall be made available to Township at reasonable times during the term of this Agreement and for one year after the termination of this Agreement.

D. Claim in Addition to Contract Sum. Design Professional shall provide written notice to Township of any claim for additional compensation as a result of action taken by Township, within fifteen (15) days after the occurrence of such action. Design Professional acknowledges and agrees that: (a) the provision of such written notice shall not be deemed or interpreted as entitling Design Professional to any additional compensation; and (b) any changes in the Contract Sum shall be valid only upon written amendment pursuant to Section 23(A) of this Agreement. Regardless of the decision of Township relative to a claim submitted by Design Professional, Design Professional shall proceed with all of the work required to complete the Services under this Agreement, as determined by Township, without interruption.

E. Additional Services. Design Professional acknowledges and agrees that Township shall not be liable for any costs incurred by Design Professional in connection with any services provided by Design Professional that are outside the scope of this Agreement ("Additional Services"), regardless of whether such Additional Services are requested or directed by Township, except upon the prior written consent of Township.

F. Taxes, Benefits, and Royalties. Each payment by Township to Design Professional includes all applicable federal, state, and Township taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by Design Professional.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by Township of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

7. Personnel; Subcontractors.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of Design Professional. The Key Project Personnel shall not be changed without Township's prior written approval.

B. Availability of Personnel. Design Professional shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. Design Professional shall notify Township as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. Design Professional shall have no claim for damages and shall not bill Township for additional time and materials charges as the result of any portion of the Services

which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. Design Professional shall perform the Services with its own personnel and under the management, supervision, and control of its own organization, unless otherwise approved in advance by Township in writing. All subcontractors and subcontracts used by Design Professional shall be acceptable to, and approved in advance by, Township. Township's approval of any subcontractor or subcontract shall not relieve Design Professional of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of Design Professional. For purposes of this Agreement, the term "Design Professional" shall be deemed also to refer to all subcontractors of Design Professional, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to Township and consistent with commonly accepted professional practices, Design Professional shall immediately upon notice from Township remove and replace such personnel or subcontractor. Design Professional shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

8. Confidential Information.

A. Confidential Information. The term "Confidential Information" shall mean information in the possession or under the control of Township relating to the technical, business, or corporate affairs of Township; Township property; user information, including, without limitation, any information pertaining to usage of Township's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. The term Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of Design Professional from a source other than Township prior to the time of disclosure of such information to Design Professional pursuant to this Agreement ("Time of Disclosure"); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of Design Professional or Township; or (4) to have been supplied to Design Professional after the Time of Disclosure without restriction by a third party who is under no obligation to Township to maintain such information in confidence.

B. No Disclosure of Confidential Information by Design Professional. Design Professional acknowledges that it shall, in performing the Services for Township under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. Design Professional shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of Township. Design Professional shall use reasonable measures at least as strict as those Design Professional uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of Design Professional to execute a non-disclosure agreement before obtaining access to Confidential Information.

9. Standard of Services, Indemnification, and Insurance.

A. Representation and Certification of Services. Design Professional represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, skill, and diligence practiced by recognized members of Design Professional's profession in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto Township.

B. Indemnification. Design Professional agrees to waive any and all rights of contribution against Township and shall indemnify, defend, and hold harmless Township, the Township Supervisor and Board of Trustees, and their respective officials, officers, employees, volunteers, agents, representatives, successors, and assigns (individually, an "Indemnified Party" and, collectively, the "Indemnified Parties"), from and against any and all claims, lawsuits, actions, causes of action, demands, injuries, deaths, damages, losses, penalties, fines, obligations, liabilities, judgments, liens, lien rights, expenses, costs, and fees, including, but not limited to, attorneys' fees and expenses, court costs, settlement judgments, prejudgment interest, and post-judgment interest (collectively, "Claims"), which arise out of or in any way relate to the following: (a) Design Professional's performance of, or failure to perform, the Services, the Additional Services, or any part thereof; (b) the actual or alleged acts, errors, or omissions of Design Professional or its officials, officers, employees, volunteers, agents, representatives, contractors or subcontractors of any tier, successors, or assigns, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable (collectively, "Design Professional's Agents"); (c) Design Professional's breach of any of its obligations under, or Design Professional's default of, any provision of this Agreement, including, but not limited to, the representations and certifications set forth in Section 9(A) of this Agreement, infringement of any patent, trademark, or copyright, or violation of any law, ordinance, order or decree; except to the extent it has been finally adjudicated by a court of competent jurisdiction, evidenced by a final non-appealable order, that the Claim was caused by the negligence of an Indemnified Party. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation to indemnify, defend, or hold harmless which would otherwise exist as to any party or person under this Agreement

In the event the an Indemnified Party is subject to any Claim, Design Professional shall, at its sole cost and expense, appear, defend, and pay any and all judgment, expenses, costs, and fees, including, but not limited to, attorneys' fees and expenses and court costs, arising therefrom or incurred in connection therewith. The obligations in this paragraph are binding on Design Professional without regard to whether or not such Claim is alleged to have been caused in whole or in part by the act, omission, or negligence of any Indemnified Party. The Indemnified Parties shall have the right to retain their own counsel in connection with such Claim, without relieving Design Professional of its obligations under this Section 9(B). Design Professional shall also assume the investigation, defense, and expense of all such Claims, or, in the event that an Indemnified Parties assumed the investigation or defense of any Claim, Design Professional shall indemnify such Indemnified Parties for all related costs as they are incurred. Any settlement must be made only with the prior written consent of an Indemnified Party if the settlement requires any action on the part of that Indemnified Party.

The indemnification and defense obligations in this Agreement shall not be limited by any insurance protection required of Design Professional herein or otherwise provided by

Design Professional. To the extent permitted by law, Design Professional waives any limits to the amount of its obligations to defend, indemnify, hold harmless, or contribute to any sums due under any Claims, including any Claim by any employee of Design Professional, that may be subject to the Workers Compensation Act, 820 ILCS 305/1 *et seq.*, or any other related law or judicial decision, such as *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). Township, however, does not waive any limits it may have on its liability under the Worker's Compensation Act, the Illinois Pension Code, any other statute, or any judicial decision. Nothing in this Section 9(B) shall be construed to represent an express and/or implied waiver of any common law or statutory privileges, immunities, protections, or defenses granted or otherwise available to Township as to any liability whatsoever, and all such privileges and immunities are expressly reserved. The indemnification and defense obligations in this Agreement shall survive the expiration and/or termination of this Agreement.

C. Insurance.

i. Required Coverages. Design Professional shall procure and maintain for the duration of the Services and Additional Services insurance Workers' Compensation and Employers Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in the types and in the amounts of not less than as follows:

Workers Compensation and Employees Liability Insurance:

State:	Statutory
Federal:	Statutory
Employer's Liability:	\$500,000.00 per accident \$500,000.00 disease, policy limit \$500,000.00 disease, each employee

Commercial General Liability Insurance ("CGL"):

\$2,000,000.00	General Aggregate per Project
\$1,000,000.00	Products Completed Operations Aggregate
\$1,000,000.00	Each Occurrence

CGL insurance shall cover liability arising from the Services and Additional Services, including activities performed by or on behalf of Design Professional; premises owned, leased, or used by Design Professional; operations; administration of the work; independent contractors; subcontractors; vendors and suppliers; products-completed operations; personal injury and advertising injury; and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). There shall be no endorsement or modification of the CGL insurance limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

Commercial Automobile Liability Insurance ("CAL"):

Property Damage:	\$1,000,000.00 per occurrence
Bodily Injury:	\$1,000,000.00 per person \$1,000,000.00 per accident

CAL insurance shall cover liability arising out of "Any Auto" including owned, hired, and non-owned autos. If necessary, the policy shall be endorsed to cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Professional Liability Insurance:

\$2,000,000.00

Per wrongful act or failure to perform professional services

When Professional Liability Insurance policies are renewed or replaced, the policy retroactive date must coincide with, or precede, the start of services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

Umbrella Excess Liability:

\$1,000,000.00

Over Primary Insurance Limit

ii. **Additional Insured.** The required insurance coverages, with the exception of Workers Compensation, shall name Township and the Township Supervisor and Board of Trustees, its respective officers, officials, employees, volunteers, agents, successors, and/or assigns (collectively, the "Additional Insured") as insured. These insurance coverages shall be primary and non-contributory with respect to any other insurance or self-insurance afforded to the Additional Insured and shall not require exhaustion of any other coverage or tender of any claim or action to any other insurer providing coverage to any of the Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured, or any of them. If Design Professional maintains broader coverage and/or higher limits than the minimums shown above, the Additional Insured requires and should be entitled to the broader coverage and/or higher limits maintained by Design Professional. Any endorsement or policy provision which limits contractual liabilities shall be deleted in its entirety. If the Additional Insured have not been included as an insured under the Commercial General Liability, Commercial Auto Liability, and Umbrella Excess Liability Insurance coverages required herein, Design Professional waives all rights against each Additional Insured, for recovery of damages arising out of or related to the Services or Additional Services.

iii. **Acceptability of Insurers.** Insurance shall be provided by insurance companies licensed to do business in the State of Illinois with a policy holder rating of not less than A and a financial rating of not less than VII in the latest edition of Best Insurance Guide. Upon written request from the Township Administrator, Design Professional must supply certified copies of the requested insurance policies within ten (10) days.

iv. **Evidence of Insurance.** Prior to beginning work, Design Professional shall furnish Township with a certificate(s) of insurance and applicable policy endorsement(s), including, but not limited to, all additional insured endorsements required herein, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days' written notice to Township prior to the cancellation or material change of any insurance referred to therein. Written notice to Township shall be by certified mail, return receipt requested. Failure of Township to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of Township to identify a deficiency from evidence that is provided shall not be construed as a waiver of Design Professional's obligation to maintain such insurance. Township shall have the right, but not the obligation, of prohibiting Design Professional or any subcontractor of any tier from entering Township properties until such certificates or other evidence that insurance has been placed in complete compliance with these

requirements is received and approved by Township. Failure to maintain the required insurance may result in termination of this Agreement at the option of Township. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Township whenever requested.

v. Cross-Liability Coverage. If Design Professional's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

vi. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to Township. At the option of Township, Design Professional may be asked to eliminate such deductibles or self-insured retentions as respects the Additional Insured or required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claim administration, and defense expenses.

vii. No Waiver of Subrogation Rights. Township shall not, in any manner, be deemed or intended to have waived any right of subrogation which either it and/or its insurance carrier and/or risk pool provider, risk management agency, and/or insurance company providing excess coverage on behalf of the any of them may have against any Design Professional, for any property injury, death, or other damage caused by Design Professional and/or any of its subcontractors of any tier, or any of their respective employees, agents, consultants, officers, directors, limited or general partners, and/or otherwise arising out of the Services or Additional Services.

viii. Failure to Comply with Insurance Reporting Provisions. All insurance required of Design Professional shall provide that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Additional Insured, or any of them.

ix. Insurance Requirements Cannot Be Waived. Under no circumstances shall Township and/or any of the Additional Insured be deemed to have waived any of the insurance requirements herein by any action or omission, including, but not limited to: (a) allowing any work to commence by Design Professional before receipt of Certificates of Insurance; (b) failing to review any Certificates of Insurance received; (c) Failing to advise Design Professional that any Certificate of Insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner; and/or (d) issuing any payment without receipt of a sworn certification from Design Professional stating that all the required insurance is in force. Design Professional agrees that the obligation to provide the insurance required herein is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by Township and/or any of the other Additional Insured.

x. Liability of Design Professional not Limited by Insurance. Nothing herein contained in these insurance requirements is to be construed as limiting the liability of Design Professional and/or its respective insurance carriers. Township and the Additional Insureds do not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Additional Insured, or any of them, Design Professional, or any subcontractor's interest or liabilities, but are merely minimums. Any obligation of Design Professional to purchase insurance shall not, in any way, limit their obligations to the Additional Insured in the event that the Additional Insured, or any of them, should suffer an injury or loss in

excess of the amount recovered through insurance, or any loss or portion of the loss which is not covered by Design Professional's insurance.

xi. Notice of Personal Injury or Property Damage. Design Professional shall notify Township, in writing, of any actual or possible claim for personal injury or property damage relating to the work, or of any occurrence which might give rise to such a claim, promptly upon obtaining first knowledge of same.

xii. Subcontractors. Design Professional shall cause each subcontractor employed by Design Professional to purchase and maintain insurance of not less than the types and amounts specified above. When requested by Township, Design Professional shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

D. No Personal Liability. No elected or appointed official or employee of Township shall be personally liable, in law or in contract, to Design Professional as the result of the execution of this Agreement.

E. Mutual Waiver. To the fullest extent permitted by law, Design Professional and Township waive against each other and the other's officials, officers, employees, volunteers, agents, representatives, successors, and assigns any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement.

10. Relationship of the Parties. It is understood, acknowledged, and agreed by the Parties that the relationship of Design Professional to Township arising out of this Agreement shall be that of an independent contractor. Neither Design Professional, nor any employee or agent of Design Professional, is an employee, partner, joint venturer, and/or agent of Township, and, therefore, is not entitled to any benefits provided to employees of Township. Design Professional has no authority to employ/retain any person as an employee or agent for or on behalf of Township for any purpose. Neither Design Professional nor any person engaging in any work or services related to this Agreement at the request or with the actual or implied consent of Design Professional may represent himself to others as an employee of Township. Should any person indicate to Design Professional or any employee or agent of Design Professional by written or oral communication, course of dealing or otherwise, that such person believes Design Professional to be an employee or agent of Township, Design Professional shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, Design Professional shall do so in Design Professional's own business.

11. Conflict of Interest. Design Professional represents and certifies that, to the best of its knowledge: (1) no elected or appointed Township official, employee, or agent has a personal financial interest in the business of Design Professional or in this Agreement or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Design Professional nor any person employed or associated with Design Professional has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Design Professional nor any person employed by or associated with Design Professional shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

12. No Collusion. Design Professional represents and certifies that Design Professional is not barred from contracting with a unit of state or local government as a result of:

(1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless Design Professional is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11- 42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* Design Professional represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to Township prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Design Professional has, in procuring this Agreement, colluded with any other person, firm, or corporation, then Design Professional shall be liable to Township for all loss or damage that Township may suffer, and this Agreement shall, at Township's option, be null and void.

13. Compliance with Laws. Design Professional shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Design Professional shall also comply with all conditions of any federal, state, or local grant received by Township or Design Professional with respect to this Agreement or the Services. Further, Design Professional shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act. Design Professional shall be solely liable and shall indemnify, defend, and hold harmless the Indemnified Parties from and against any and all Claims that may arise, or be alleged to have arisen, out of or in connection with Design Professional's or Design Professional's Agents' performance of, or failure to perform, the Services, the Additional Services, or any part thereof. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

14. Illinois Prevailing Wage Act. All laborers, mechanics, and other workers employed by Design Professional and by any subcontractor(s) performing the Services, the Additional Services, or any part thereof shall be paid wages (*i.e.*, hourly cash wages plus fringe benefits) at rates not less than those required under the Illinois Prevailing Wage Act ("Act"), 820 ILCS 130/01 *et seq.* ("Prevailing Wages"). Design Professional and all subcontractor(s) shall comply with all regulations issued pursuant to the Act and other applicable federal, state, and local laws and regulations pertaining to labor standards with the most stringent laws and regulations controlling.

Design Professional agrees and stipulates that the prevailing rate of wages are revised by the Illinois Department of Labor and are available on the Illinois Department of Labor's official website. Design Professional shall notify immediately in writing all its subcontractors of all changes in the schedule of Prevailing Wages. Design Professional shall include in each of its subcontracts a written stipulation that not less than the Prevailing Wages shall be paid to all laborers, mechanics, and other workers performing the Services, the Additional Services, or any part thereof under this Agreement and shall require each of its subcontractors of every tier to include said stipulation regarding payment of Prevailing Wages.

Any increase in costs to Design Professional due to changes in the Prevailing Wages or labor law during the term of any contract and/or sub-contract of any tier shall be at the expense of Design Professional and not at the expense of Township. Design Professional shall be solely responsible to maintain accurate records as required by applicable federal and state law, with the most stringent requirements controlling, and shall be solely liable for paying the difference between Prevailing Wages and any wages actually received by laborers, mechanics, or other workers performing the Services, the Additional Services, or any part thereof and for ensuring strict compliance with the requirements of the above mentioned Act, including, but not limited to, providing certified payrolls to Township in accordance with said applicable laws.

15. Illinois Freedom of Information Act. Design Professional agrees to maintain, without charge to Township, all records, and documents for projects of Township in compliance with the Freedom of Information Act, 5 ILCS 140/1 *et seq.* In addition, Design Professional shall produce records which are responsive to a request received by Township under the Freedom of Information Act, so that Township may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Design Professional shall so notify Township, and, if possible, Township shall request an extension so as to comply with the Act. In the event Township is found to have not complied with the Freedom of Information Act due to Design Professional's failure to produce documents or otherwise appropriately respond to a request under the Act, Design Professional shall indemnify, defend, and hold harmless the Indemnified Parties from and against any and all Claims that may arise, or be alleged to have arisen, out of or in connection with such failure, and pay all amounts determined to be due, including, but not limited to, fines, costs, attorneys' fees and penalties.

16. Termination. Notwithstanding any other provision hereof, Township may terminate this Agreement at any time upon fifteen (15) days written notice to Design Professional. In the event that this Agreement is so terminated, Design Professional shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the fixed fees and/or rates set forth in the Proposal.

17. Default. If it should appear at any time that Design Professional has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services or the Additional Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services, the Additional Services, or any other requirement of this Agreement ("Event of Default"), and fails to cure any such Event of Default within ten (10) business days after Design Professional's receipt of written notice of such Event of Default by Township, then Township shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

A. Cure by Design Professional. Township may require Design Professional, within a reasonable time, to complete or correct all or any part of the Services or the Additional Services that are the subject of the Event of Default; and to take any or all other action necessary to bring Design Professional and the Services into compliance with this Agreement.

B. Termination of Agreement by Township. Township may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

C. Withholding of Payment by Township. Township may withhold from any payment, whether or not previously approved, or may recover from Design Professional, any and all costs, including attorneys' fees and administrative expenses, incurred by Township as the result of any Event of Default by Design Professional or as a result of actions taken by Township in response to any Event of Default by Design Professional.

18. No Additional Obligation. Design Professional and Township acknowledge and agree that Township is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with Design Professional or with any vendor solicited or recommended by Design Professional.

19. Township Board Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by Design Professional to, vendors shall be subject to the approval of the Township Supervisor and Board of Trustees. For purposes of this Section 19, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to Township. Township shall not be liable to any vendor or third party for any agreements made by Design Professional without the knowledge and approval of the Township Supervisor and Board of Trustees.

20. Mutual Cooperation. Township agrees to cooperate with Design Professional in the performance of the Services, including meeting with Design Professional and providing Design Professional with such non-confidential information that Township may have that may be relevant and helpful to Design Professional's performance of the Services. Design Professional agrees to cooperate with Township in the performance and completion of the Services, the Additional Services, and with any other consultants engaged by Township.

21. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from Township by Design Professional in connection with any or all of the Services to be performed under this Agreement ("Documents") shall be and remain the exclusive property of Township. At Township's request, or upon termination of this Agreement, Design Professional shall cause the Documents to be promptly delivered to Township.

22. Dispute Resolution. In the event any dispute shall arise with respect to any matter related to or arising out of this Agreement, the Parties shall use their best efforts to resolve the dispute through an informal dispute resolution process, to include, but not limited to mediation. In the event that the Parties are unable to resolve the dispute informally within thirty (30) days, both Parties agree to waive their right to a jury trial and agree that either party may elect to have the matter resolved by binding arbitration before a neutral arbitrator to-be-agreed upon by both Parties. In the event that both Parties are unable to agree upon a third-party neutral arbitrator, the matter will be submitted by the Parties to a mutually determined neutral arbitration firm. In the event the Parties are unable to mutually agree upon such a neutral arbitration firm, the matter will be submitted by the Parties to the American Arbitration Association. Each party shall be responsible for its own costs and expenses related to the arbitration, including, but not limited to, attorneys' fees, but the costs of the arbitration shall be shared equally by both Parties. The decision of the arbitrator shall be final and not appealable and subject to enforcement as a judgment under the Illinois Code of Civil Procedure. All rules of procedure, discovery, and evidence as set forth in the rules adopted by the American Arbitration Association, at the time that arbitration is required, shall be applicable to the proceedings,

except to the extent those rules conflict with the requirements of applicable Illinois law. Any arbitration pursuant to this Agreement shall take place in Cook County, Illinois. This dispute resolution provision shall survive any termination of this Agreement.

23. General Terms and Conditions.

A. Entire Agreement. This Agreement constitutes the full and complete agreement between Design Professional and Client and supersedes all prior agreements and negotiations between them, whether written or oral, relating to the subject matter of this Agreement. Except as otherwise provided herein, this Agreement may be amended, added to, superseded, or waived only if both Parties specifically define in writing an official amendment of this Agreement.

B. Assignment. This Agreement may not be assigned by Township or Design Professional without the express written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

C. Notice. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed served: (a) when delivered by Federal Express or similar overnight courier service to that party's address set forth below during the hours of 9:00 a.m. and 5:00 p.m. local time Monday through Friday, excluding federal holidays; (b) when mailed to any other person designated by that party in writing herein to receive such notice, via certified mail, return receipt requested, postage prepaid; or (c) via fax. Fax notice shall be effective as of date and time of facsimile transmission, provided that the notice transmitted shall be sent on business days during business hours (*i.e.*, 9:00 A.M. to 5:00 P.M. Central Standard Time). In the event fax notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission. Notice shall be given to the following:

If to Design Professional:

Thomas Engineering Group, LLC
238 S. Kenilworth Avenue
Oak Park, IL 60302
Attention: Kevin VanDeWoestyne, Principal

With a copy to:

Attention:

If to Township:

Hanover Township
250 S. IL Route 59
Bartlett, Illinois 60103
Attention: James Barr, Township Administrator
With a copy to:

Kopon Airdo, LLC

111 E. Wacker Drive, Suite 500
Chicago, IL 60601
Attention: Michael A. Airdo

D. Third-Party Beneficiary. This Agreement is entered into solely for the benefit of the Parties hereto, and nothing herein is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish, or impose any legal duty or obligation to any third party. No claim as a third-party beneficiary under this Agreement by any person or entity shall be made or be valid against Township.

E. Survival. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

F. Severability. Any provision or part of the Agreement held to be void or unenforceable under the Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be deemed binding upon the Client and Design Professional, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Law. This Agreement shall be construed, governed, and enforced according to the laws of the State of Illinois.

J. Authority to Execute. Township hereby warrants and represents to Design Professional that the persons executing this Agreement on its behalf have been properly authorized to do so by the Township Supervisor and Board of Trustees. Design Professional hereby warrants and represents to Township that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Waiver. Neither Township nor Design Professional shall be under any obligation to exercise any of the rights granted to them in this Agreement, except as it shall determine to be in its best interest from time-to-time. The failure of Township or Design Professional to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect Township's or Design Professional's right to enforce such rights or any other rights.

L. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

M. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders, and the plural includes the singular and vice versa.

N. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all Parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

O. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

P. Exhibits. Exhibits A and B attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement.

Q. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

R. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

S. No Waiver of Immunities or Privileges. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of Hanover Township, and/or its officials, officers, employees, volunteers and/or agents.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date set forth above.

HANOVER TOWNSHIP

THOMAS ENGINEERING GROUP, LLC

Township Supervisor

Principal

Date: _____

Date: _____

ATTEST:

ATTEST:

Township Clerk

April 7, 2021

Mr. James C. Barr
Township Administrator
Administrative Services
Hanover Town Hall
250 S. IL Route 59
Bartlett, IL 60103

**Re: Hanover Township Campus Expansion
Professional Engineering Services Proposal for Topographic Survey and Final Design
Engineering (Phase 1)**

Dear Mr. Barr:

Thomas Engineering Group, LLC (TEG) respectfully submits the enclosed proposal to Hanover Township to provide topographic surveying and final design services for Phase 1 of a four (4) phase Campus Expansion Development.

We understand that Hanover Township is planning to utilize a 17.5-acre lot for the campus expansion, located immediately south of the existing Township campus. The intent is to expand the campus to the south, initially adding an emergency services station, future public works facilities, and cemetery operations.

The campus will be developed in stages. Phase 1 will include the Emergency Services Station, associated utilities (sewer/water) and main roadway from connections at the main campus to Sayer Road. Phase 1 will also include the roadway segment which will provide access to the eastern structure and future cemetery operations and all retention/detention facilities needed to support all phases of the development. This proposal encompasses the topographic site survey and tree survey for the entire site, and final design engineering services for the Phase 1 development, as described in the attached Scope of Services narrative. This proposal also includes the work effort for preparing the Plat of Annexation, Plat of Consolidation, and Plat of Dedication.

Phase 2, estimated 2-4 years out, will consist of the cemetery and walking paths or trails throughout the property. TEG has provided an optional cost to provide the final design engineering of the trails during Phase 1. Phase 3 is expected to include the Public Works garage with Phase 4 comprised of possible future development at the south end of property. We propose to accomplish Phase 2 through 4 scoping items with design engineering services under a subsequent contract.

TEG is eager to partner with the Township on this important project. We understand that the Township wishes to initiate the annexation and development permit with the Village of Bartlett as soon as possible. Our team is prepared to initiate the topographic and tree surveys immediately.



The Cost Estimate of Consultant Services (CECS) worksheets herein represent what we have developed in terms of our proposed engineering work effort and fee. The cost estimate was developed using the Cost plus Fixed Fee method of compensation in accordance with IDOT standards for consulting services. We believe that the proposed work effort accurately reflects the scope of work as described in our Proposal and expected by the Township. We understand that you may interpret the scope differently and may seek to add, subtract, or modify the scope or level of effort contained herein.

We are confident that our experience and knowledge will add value to the Township and make this project a success. We appreciate the opportunity to work with you on this project and display our **service at the highest grade®**. If you have any questions or require additional information, please call me at (847) 815-9500 or e-mail at kevinv@thomas-engineering.com.

Sincerely,

thomas engineering group, llc



Kevin C. VanDeWoestyne, P.E., ENV SP
Municipal Department Head

Enclosures Exhibit A: Scope of Services
 Exhibit B: Cost Estimate of Consultant Services
 Exhibit C: Detailed Summary of Direct Costs

Cc: Mr. Caleb Hanson, Director, Facilities and Road Maintenance, Hanover Township
 Ms. Mary Hall, P.E., Thomas Engineering Group, LLC
 Mr. Curtis Cornwell, P.E., PTOE, Thomas Engineering Group, LLC
 Mr. Vince Micek, P.E., CFM, Thomas Engineering Group, LLC



Hanover Township Campus Expansion

Topographic Survey & Final Design Engineering (Phase 1)

Exhibit A: Scope of Services

The following Base Scope of Services will be provided by Thomas Engineering Group, LLC (TEG) and subconsultants, where indicated.

1) Administration, Meetings and Coordination

- 1.1 **Administration.** TEG's Project Manager will manage scope, schedule, and budget, and perform administrative tasks needed for the successful completion of this work. TEG's Project Manager will maintain regular communication with Township staff with periodic progress updates.
- 1.2 **Meetings.** TEG will provide coordination, preparation of exhibits/meeting materials, attend meetings, and prepare meeting minutes to help ensure a successful project. We anticipate the following meeting will be required:
 - a. Progress Meetings (3 Total)
- 1.3 **Coordination.** TEG will provide consistent and timely coordination and follow-up throughout the project related to all the appropriate items included in this Scope of Services.
 - a. TEG will prepare the Development Application on behalf of Hanover Township.
 - b. Submittals (3 Anticipated)

2) Topographic Survey and Tree Survey

- 2.1 **Boundary Survey** of the site prepared and certified by a registered land surveyor, showing the dimensions of the property's boundaries and all existing rights of way adjacent to the property. Note, the Plat of Survey and ALTA was recently performed by others.
- 2.2 **Plat of Annexation** rezoning ER-1 to P1 Public Lands.
- 2.3 **Plat of Consolidation** to 1 PIN.
- 2.4 **Plat of Dedication** dedicating a portion of the property to public ROW for the southwest corner of the site containing Sayer Road.
- 2.5 **Topographic Survey.** Existing topography of the land with contours shown at intervals no greater than two feet (2'). Topographic data shall refer to the U.S.G.S. North American Datum--Mean Sea Level Elevation.

2.6 Tree Survey. Data collection attributes be collected on each individual tree or tree site by International Society of Arboriculture (ISA) Certified Arborists.

- a. Pre-survey selective clearing delineation with Village's crews/clearing contractor.
- b. Survey of existing trees and landscape features, including significant tree groupings, isolated preservable trees in accordance with Title 10, Chapter 11A, Article 10-11A-5: TREE PRESERVATION: Tree Survey: A tree survey shall include the location, size and species (both scientific and common names) of all deciduous trees located on the parcel with a trunk size of four inches (4") or greater in diameter measured one foot (1') above natural ground level, all multi-stemmed trees greater than six feet (6') in height with an aggregate trunk diameter of ten inches (10") or greater measured at diameter at breast height (54 inches above natural ground level), and all evergreen trees measuring five feet (5') or greater in height, hereinafter the "significant surveyed trees". All of the significant surveyed trees illustrated on the tree survey shall be numbered on the tree survey and on the tree preservation plan and the significant surveyed trees on the proposed development property shall be tagged with the corresponding number.
- c. Identification and tagging of the individual trees in the urban forest and characterize their species, size, health and environment.
- d. Data to be provided in tabular form.
- e. Where existing trees are grouped in a dense cluster, where no potential development is planned, an overall tree mass may be used without a specific delineation of individual trees.

3) Wetland Delineation (TEG/Huff & Huff)

3.1 Wetland Delineation. Wetland determinations shall be conducted by Huff & Huff and TEG staff using definitions and guidelines established in the Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory 1987) and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (Version 2.0) (USACE 2010).

3.2 Wetland Impact & Mitigation Plan. Huff & Huff will prepare a direct Wetland Impact Analysis and WIE form. The impact plan will identify permanent and temporary wetland, Waters of the U.S. and buffer impacts.

3.3 Maintenance and Monitoring Plan. Huff & Huff will prepare a planting, maintenance and monitoring plan to mitigate these impacts in accordance with USACE requirements.

3.4 **Wetland Permitting.** Huff & Huff will prepare the USACE permit on behalf of the Township.

4) **Environmental Site Studies**

4.1 **Records Search and Review:** Preparation of the Potential Impacted Properties (PIP) analysis of the project corridors identified within the RFP. A database search will be conducted to cover the project area, including review of historical aerial photographs to document land-use over time within the project area.

4.2 **Site Inspection:** Inspection of the work sites, looking for indications of potential environmental concern such as stained soils or dead vegetation in conjunction with PIP analysis. The locations of any identified PIPs in close proximity to the project areas will be confirmed during the site inspection if applicable. This task also includes pre-marking of proposed soil boring locations for the utility locate call.

4.3 **Environmental Audit and Indemnification:** Environmental risk audit assuring the grantee that there are no "hazardous substances" on, under, to or from the property. In the event the Phase I audit does not conclude that there is no presence or likely presence of a release or substantial threat of a release of hazardous substance(s) or pesticide on, under, to or from the property, a Phase II environmental audit will be provided which includes the soil toxicity analysis and recommendation from said environmental professional, certifying that in the judgment of said environmental professional there is no reasonable probability that the land contains any hazardous substances in violation of any Federal or State environmental standards.

4.4 **Natural Resource Inventory Report** from the North Cook County Soil and Water Conservation District located at 899 Jay Street, Elgin, IL 60120 (phone#847-468-0071).

4.5 **Ecological Compliance Assessment Tool Report (EcoCAT)** An **Ecological Compliance Assessment Tool Report (EcoCAT)** from the Illinois Department of Natural Resources located at One Natural Resources Way, Springfield, IL 62702-1271 (phone #217-782-6302).

5) **Sub-Surface Geotechnical Investigation (TEG/Rubino Engineering Inc.)**

5.1 **Soil Borings, Sampling, and Laboratory Analysis:** Rubino will conduct soil sampling activities within the proposed limits of excavation with laboratory analysis based upon the recognized environmental concerns (RECs) determined through the due diligence process in Task a.

- i. Soil Borings – 3 soil borings, 20' bgs and structure foundation recommendation for the Emergency Services Station
- ii. Soil Borings – 6 soil borings, 10' bgs
- iii. Soil Infiltration Tests – 2 for potential pervious pavement design
- iv. Soil Classification
- v. Determination of Immediate Bearing Value (IBV)

- vi. Laboratory Analysis
- vii. Geotechnical Report

5.2 CCDD Documentation: The scope of the work includes environmental engineering services necessary to evaluate the subgrade soil condition for the purpose of compliance with Clean Construction or Demolition Debris regulations in areas of proposed excavation. The soil sample results will be compared to the Maximum Allowable Concentrations (MACs) associated with CCDD facility acceptance, including the soil pH range of 6.25 to 9.0. Any locations that do not achieve the MACs (including soil pH range) will be identified as exclusion zones, not acceptable for CCDD facility disposal.

6) Master Site Plan 1"=50' scale (Phasing)

1. Location Map
2. Phasing Plan
3. Existing zoning and land uses on and adjacent to the site.
4. Village, school district, and park district boundary lines on or adjacent to the site.
5. Locations and dimensions of all existing and proposed structures, building heights, number of stories, gross floor areas, floor area ratios, and entrances.
6. All proposed uses, including statistical tabulation of the acreage amounts of all uses, the number, size and the type of dwelling units in all structures, and the dwelling unit density.
7. Proposed Parking
8. Fire Lanes
9. Signage, Fencing
10. Acres, number of parking spaces, truck parking, floor area
11. Lot and Block Arrangement
12. Street Patterns and Location
13. Areas Designated for Landscaping, detention, open space
14. Building Setbacks
15. Potential Utility Connections
16. Existing Well and Septic
17. Wetlands
18. Wetland Buffer
19. The designation, location, type and size of all existing trees four inches (4") and larger in diameter measured one foot (1') above natural grade. Any trees to be removed should be clearly identified. Trees measuring between two and one-half inches (2 1/2") and four inches (4") in diameter which will be used to meet landscape requirements shall also be indicated. If required for reasons of clarity, this information may be placed on an additional illustration. Where existing trees are grouped in a dense cluster, an overall tree mass may be used without a specific delineation of individual trees. If this technique is used, protected trees used to meet site landscape requirements must be tagged on-site and identified on the plan in tabular form.

7) Stormwater

7.1 Drainage Study

- a. Perform a drainage study of existing and proposed conditions

7.2 Volume Storage Calculations

- a. It is assumed that only one drainage outfall will be required.
- b. Calculations will be based on all proposed (current and future) impervious areas. If desired, these systems can be oversized to help alleviate existing drainage problems, but this would increase construction costs. The proposed stormwater design will be in accordance with DuPage County Stormwater and Floodplain Ordinance.

7.3 Proposed Drainage Plans 1"=20' scale

- a. Assume 5 sheets total.
 - i. 1 Overall Plan Sheet
 - ii. 4 Plan Sheets at 1" = 20' Scale

7.4 Proposed Grading Plans 1"=20' scale

- a. Existing and proposed topography of the land with contours shown at intervals no greater than two feet (2'). Topographic data shall refer to the U.S.G.S. North American Datum--Mean Sea Level Elevation.
- b. Existing and proposed landscape features, including significant tree groupings, isolated preservable trees six inches (6") or more in diameter at one foot (1') above ground level, scenic views, and other natural features such as streams, bogs, etc.

7.5 Final Stormwater Management Report

- a. A drainage calculation report will need to be submitted to the Bartlett Planning & Zoning Division for review and acceptance. This will require assembly of exhibits, calculations, submittal, addressing comments, and resubmittal.

7.6 Permitting

- a. Bartlett is a partial waiver community. All stormwater requirements of the DuPage County Ordinance are enforced by the stormwater administrator of the partial waiver community. Upon approval of the stormwater application, the County issues a Stormwater Authorization Letter to the partial waiver community that grants them permission to issue Stormwater Certifications for the development. As part of this task, TEG will develop a Stormwater Pollution Prevention Plan (SWPPP) for inclusion in the Erosion Control Plan.

8) Sewer & Water Utilities

8.1 Proposed Utility Plans 1"=20' scale

- a. TEG will develop water main and sanitary sewer alignment with an emphasis given to relationship of proposed water main distribution to existing parallel water, storm, and sanitary sewer mains. TEG will use sewer pole down measurements in order to rule out or confirm the presence of parallel sewer replacement in accordance with Sections 41-2.01A and 2.01B of the "Standard Specifications for Water and Sewer Main Construction in Illinois" for horizontal and vertical separation of water mains and sewers.

8.2 Sewer & Water Utility Permitting

- a. TEG will prepare the IEPA Application for Construction Permit on behalf of the Village/Township for submittal to the Division of Water Pollution Control, Permit Section for the water main extension.
- b. TEG will prepare the IEPA Application for Construction Permit on behalf of the Village/Township for submittal to the Division of Water Pollution Control, Permit Section for the sanitary sewer extension.
- c. A sanitary sewer lift station is not anticipated. The sanitary sewer is expected to be a gravity sewer with a connection to the Bartlett sanitary sewer main near IL Route 59. The sanitary sewer outfall is the MWRD lift station at Devon and Berteau, therefore, TEG will prepare an MWRD WMO Permit for the sanitary sewer extension.

8.3 Well & Septic Abandonment

- a. Demolition permits shall also be required for abandoning private wells and septic systems after presentation of a permit or other authorization from the department of public health or other agency having jurisdiction in the county in which the private well or septic system is located. TEG will assist the Township with the abandonment of any wells and septic systems. It is understood that the Township is interested in preserving one water well as non-potable water for future grounds maintenance near the proposed cemetery.

9) Traffic Analysis

- 9.1 **Traffic Study.** A traffic study indicating the volume of traffic to be generated by the planned unit development and proposing any special engineering design features and/or traffic regulation devices needed to ensure the proper safety of traffic circulation to, through and around the planned unit development or any phase of it.

9.2 Truck Turning Movement Plans. Truck turning movement plans will be prepared using AutoTURN to perform forward and reverse maneuvers to check vehicle access and ensure vehicles have enough space to circulate onto and through the site safely and efficiently.

10) Street Lighting (AMES Engineering, Inc.) 1"=20' scale

10.1 Lighting Plans (subconsultant)

- a. General notes
- b. Proposed Street Lighting Plans
- c. Schedule of Quantities
- d. Wiring Diagrams
- e. Electrical Details
- f. Photometrics
- g. Foot candle measurements to all property lines
- h. Voltage Drop
- i. Cost Estimate
- j. ComEd Coordination

11) Landscaping (TEG/Huff & Huff (QC/QA)) 1"=20' scale

11.1 Landscape Plans will be provided in accordance with Chapter 11A Landscaping, Screening and Tree Preservation of the Bartlett Municipal Code. The following proposed details will be included in the Landscape Plan:

- a. Site Improvements
- b. Setbacks
- c. Dimensions
- d. Plantings and a Plant List that contains the name, size and quantity of all plant material shown on the plan
- e. Location of: light poles, fire hydrants and proposed doors on the building
- f. Calculation of landscaped area- square footage and percentage

11.2 Landscape Plans and Details will be provided for the following areas:

- a. **Interior Parkway Landscaping:** A landscaped open space extending a minimum of ten feet (10') from all street rights of way.
- b. **Perimeter Landscape Area:** An area around the periphery of a property not facing a public road. The perimeter landscape area extends from the property line to the nearest building face, parking area, or access drive, exclusive of the foundation area and the interior parkway.
- c. **Site Interior/Parking Lot Islands:** The open space area behind and between buildings on a site with multiple structures, excluding the interior parkway, foundation area and perimeter landscape area.
- d. **Detention/Retention Basins:** Temporary and permanent seeding plans for the perimeter of the basins.

12) Preliminary/Final Engineering Plans 1"=20' scale

The plans will be prepared in accordance with all appropriate IDOT and Village standards. The following are the anticipated plan sheets that will be required:

1. Cover Sheet (1 Plan Sheet)
2. General Notes/Index/Standards (2 Plan Sheets)
3. Summary of Quantities (2 Plan Sheets)
4. Typical Sections (Roadway, Parking Lot, and Detention Basin) (2 Plan Sheets)
5. Alignment, Ties, and Benchmarks (2 Plan Sheets)
6. Existing Conditions and Demolition Plans (Includes removal items & existing features) (5 Plan Sheets, 1 Overall, 4 Sheets at 20 scale)
7. Grading Plans (5 Plan Sheets, 1 Overall, 4 Sheets at 20 scale)
8. Drainage Plan Sheets (Includes existing & proposed Drainage) (5 Plan Sheets, 1 Overall, 4 Plan Sheets at 20 scale)
9. Utility Plan Sheets (Includes water main and sanitary sewer) (5 Plan Sheets, 1 Overall, 4 Plan Sheets at 20 scale, 4 Profile Sheets)
10. Roadway Plan-Profile Sheets (Includes proposed Roadway features) (5 Plan sheets, 1 overall, 4 sheets at 20 scale and 4 Profile Sheets)
11. Parking Lot Plan (1 Plan Sheet, 20 Scale)
12. Erosion Control Plan (5 plan sheets, 1 overall, 4 sheets at 20 scale)
13. SWPPP (1 Plan Sheet)
14. Landscaping Plans (5 Plan Sheets, 1 Overall, 4 Sheets at 20 scale)
15. Proposed Pavement Markings & Signing (Included on Roadway Plan Sheets)
16. Street Lighting Plans and Details (5 Plan Sheets, 1 Overall, 4 Sheets at 20 scale)
17. ADA Curb Ramp Details (2 Hours/Ramp)
18. Construction Details, Village Standard Details (5 Plan Sheets)
19. IDOT Highway Standards
20. Cross Section Sheets (35 Cross Sections, 50' spacing)

13) QA/QC Review

13.1 **Plan Review.** TEG will conduct QA/QC throughout the project. It is our experience this leads to smoother construction with fewer changes to cost and schedule.

14) Public Hearing

14.1 **Public Hearing.** One final meeting presentation of final concept at Zoning Board of Appeals. (1 Presentation)

15) Deliverables (Direct Costs)

1. A completed/signed Application including the Findings of Fact (8 copies)
2. Plat of Survey (one full size copy drawn to scale)
3. Plat of Annexation (3 folded full-size copies and one reduction), Annexation Petition & Annexation Agreement (3 copies each)
4. Preliminary/Final Plat of Subdivision (8 folded full-size copies and one reduction)
5. Preliminary/Final PUD Plan (8 folded full-size copies and one reduction)
6. Site Plan (8 folded full-size copies, one reduction (11x17))
7. Preliminary/Final Engineering Plans (8 folded full-size copies)
8. Final Stormwater Management Report (2 copies)
9. Landscape Plan (8 folded full-size copies)
10. Building Elevations (8 folded full-size copies)
11. Truck Turning Movement Plans (8 folded full-size copies), one reduction (11x17)
12. Lighting Plan (Photometrics) (8 folded full-size copies)

16) Bid Assistance

TEG will support the Township to ensure a competitive bidding process. Issuing any plan revisions and addendums will be completed as necessary. TEG will also be prepared to answer any technical questions that arise during the bidding process.

17) Optional – Off-Street Trail Design

TEG has provided an optional cost to provide the final design engineering of the off-street trails along the proposed roadways and in landscaped open space during Phase 1.

Assumptions/Exclusions

1. Phase 1 includes the final design engineering of the Emergency Services Station, associated utilities (sewer/water) and main roadway from connections at main campus and Sayer Road. Phase 1 will also include the roadway segment which will provide access to the eastern structure and future cemetery operations and all retention/detention facilities needed to support all phases of the development.
2. Phase 2 (exclusion) includes the Cemetery, utilities, and roadway to the Cemetery Operations, and walking paths/trails throughout property. TEG has provided an optional cost to provide the final design engineering of the trails during Phase 1.
3. Phase 3 (exclusion) includes the Public Works garage and immediately surrounding parking lot and landscaping improvements. Any landscaped open space (land covered by trees, shrubs, turf grasses or ground cover) not included in prior Phases will be designed during Phase 3.
4. Phase 4 (exclusion) consists of the possible future development of south end of property.
5. Common areas and shelters will be part of a future phase.
6. Unified Business Center Sign Plan not necessary.
7. Tax and School Impact Study not necessary.

8. Assessment of existing residential structures and asbestos detection will be performed by others.
9. In the event said Phase II environmental audit and/or soil toxicity analysis discloses the presence or likely presence of a release or a substantial threat of a release of any hazardous substances at, on, under, to or from the land to be conveyed, additional soil borings and site investigations will be necessary.
10. Foundation Area Landscaping to be provided by others: The ground area immediately adjacent to a building on all sides thereof. Foundation areas extend a minimum of four feet (4') in all directions from the foundation of the building(s).
11. Landscape Maintenance and Monitoring program, if necessary, to be performed by others under separate contract.
12. All permit and application fees will be paid for directly by Hanover Township.
13. All Cook County recording fees will be paid for directly by Hanover Township.
14. Other dry utilities (electric, gas, etc.) to be brought to site and designed by others. TEG can provide permitting and plan review assistance upon request.
15. TEG will provide civil plans to FGM Architects for coordination of storm and utility service connections to be designed by FGM Architects.
16. Building Elevations and Renderings to be provided by FGM Architects.
17. The Cemetery Plat will be completed under a separate contract following Phase I.

Schedule

- | | |
|-----------------------------|----------------|
| 1. Annexation | May – July |
| 2. Topographic Survey | May – June |
| 3. Environmental Assessment | May - August |
| 4. Engineering & Design | June - January |

EXHIBIT B**COST ESTIMATE OF CONSULTANT SERVICES**

ROUTE: IL Route 59 South of Bartlett Road
 PROJECT: Hanover Township Campus Expansion
 SECTION:
 COUNTY: Cook
 JOB NO.:

CONSULTANT: Thomas Engineering Group, LLC

DATE: 04/07/2021

OVERHEAD RATE: 125.45%

COMPLEXITY FACTOR

ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENEFIT (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	SERVICES BY OTHERS (F)	TOTAL (G)	% OF GRAND TOTAL (H)
Phase II Final Design Engineering								
1 Meetings and Coordination	64	\$3,724.00	\$4,671.76		\$1,217.38		\$9,613.14	2.74%
2 Public Hearing	40	\$2,118.00	\$2,657.03		\$692.38		\$5,467.41	1.56%
3 Topographic Survey	222	\$10,239.80	\$12,845.83		\$3,347.42		\$26,433.05	7.53%
4 Tree Survey	216	\$8,664.00	\$10,868.99		\$2,832.28		\$22,365.27	6.37%
5 Wetland Delineation (Huff & Huff)	0	\$0.00	\$0.00		\$0.00	\$36,770.00	\$36,770.00	10.47%
6 Environmental	140	\$4,659.50	\$5,845.34		\$1,523.20		\$12,028.04	3.43%
7 Permitting	120	\$5,151.50	\$6,462.56		\$1,684.04		\$13,298.09	3.79%
8 Geotechnical (Rubino)	0	\$0.00	\$0.00		\$0.00	\$9,140.00	\$9,140.00	2.60%
9 Utility Coordination	48	\$2,604.00	\$3,266.72		\$851.25		\$6,721.97	1.91%
10 Existing Conditions and Demolition Plan	80	\$2,957.80	\$3,710.56		\$966.91		\$7,635.27	2.17%
11 Master Site Plan	48	\$1,987.80	\$2,493.70		\$649.82		\$5,131.31	1.46%
12 Proposed Drainage and Grading Plan	200	\$8,835.20	\$11,083.76		\$2,888.25		\$22,807.21	6.50%
13 Stormwater Report and Calculations	128	\$5,907.30	\$7,410.71		\$1,931.11		\$15,249.12	4.34%
14 Proposed Sewer and Water Utility Plan	200	\$8,835.20	\$11,083.76		\$2,888.25		\$22,807.21	6.50%
15 Erosion Control Plan and SWPPP	200	\$7,701.25	\$9,661.22		\$2,517.56		\$19,880.03	5.66%
16 Proposed Landscaping Plan	120	\$4,745.60	\$5,953.36		\$1,551.35		\$12,250.30	3.49%
17 Proposed Lighting Plan (AMES)	0	\$0.00	\$0.00		\$0.00	\$16,693.00	\$16,693.00	4.75%
18 Traffic Analysis	80	\$3,392.70	\$4,256.14		\$1,109.08		\$8,757.92	2.49%
19 Roadway Design	340	\$13,419.00	\$16,834.14		\$4,386.70		\$34,639.84	9.87%
20 Quantities and Estimates	60	\$2,681.85	\$3,364.38		\$876.70		\$6,922.93	1.97%
21 QA/QC	100	\$6,372.00	\$7,993.67		\$2,083.02		\$16,448.70	4.69%
22 Admin	100	\$7,080.00	\$8,881.86		\$2,314.47		\$18,276.33	5.21%
23 Direct Costs	0	\$0.00	\$0.00	\$1,510.00	\$218.95		\$1,728.95	0.49%
24 OPTIONAL - Off-Street Trail Design	40	\$2,832.00	\$3,552.74		\$925.79		\$7,310.53	
BASE TOTALS	2,506	\$111,076.50	\$139,345.47	\$1,510.00	\$36,530.14	\$62,603.00	\$351,065.10	100.00%
OPTIONAL TOTALS	2,546	\$113,908.50	\$142,898.21	\$1,510.00	\$37,455.92	\$62,603.00	\$358,375.64	

CONSULTANT: Thomas Engineering Group, LLC
 ROUTE: IL Route 59 South of Bartlett Road
 PROJECT: Hanover Township Campus Expansion
 SECTION: _____
 COUNTY: Cook
 JOB NO.: _____

DATE: 04/07/2021

SHEET 1 OF 6

PAYROLL CLASSIFICATION	HOURLY RATE	Meetings and Coordination			Public Hearing			Topographic Survey			Tree Survey		
		HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE
Project Principal	\$70.00												
Senior Project Manager	\$70.00	16	25.0%	\$17.50	4	10.0%	\$7.00						
Project Manager/Senior Resident Engineer	\$60.00	24	37.5%	\$22.50	8	20.0%	\$12.00						
Project/Resident Engineer IV	\$48.50	24	37.5%	\$18.19	28	70.0%	\$33.95						
Project/Resident Engineer III	\$41.49												
Engineer III	\$33.50												
Engineer II	\$31.10												
Engineer I	\$29.25												
Business Manager	\$58.30												
Chief Surveyor	\$57.50							98	44.1%	\$25.38			
Technical Manager	\$48.20										120	55.6%	\$26.78
Senior Technician	\$43.83							64	28.8%	\$12.63			
Technician III	\$43.00												
Technician II	\$30.00							60	27.0%	\$8.11	96	44.4%	\$13.33
Technician I	\$28.80												
Marketing & Admin Coordinator	\$40.00												
Administrative Assistant II	\$28.00												
Intern	\$17.00												
TOTALS		64	100.0%	\$58.19	40	100.0%	\$52.95	222	100.0%	\$46.13	216	100.0%	\$40.11

FROM CECS 64

40

222

216

CONSULTANT: Thomas Engineering Group, LLC
 ROUTE: IL Route 59 South of Bartlett Road
 PROJECT: Hanover Township Campus Expansion
 SECTION: _____
 COUNTY: Cook
 JOB NO.: _____

DATE: 04/07/2021

SHEET 2 OF 6

PAYROLL CLASSIFICATION	HOURLY RATE	Wetland Delineation (Huff & Huff)			Environmental			Permitting			Geotechnical (Rubino)		
		HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE
Project Principal	\$78.00												
Senior Project Manager	\$78.00												
Project Manager/Senior Resident Engineer	\$60.00							8	6.7%	\$4.00			
Project/Resident Engineer IV	\$48.50							40	33.3%	\$16.17			
Project/Resident Engineer III	\$41.49				40	28.6%	\$11.85	40	33.3%	\$13.83			
Engineer III	\$33.50							32	26.7%	\$8.93			
Engineer II	\$31.10												
Engineer I	\$29.25												
Business Manager	\$58.30												
Chief Surveyor	\$57.50												
Technical Manager	\$48.20												
Senior Technician	\$43.83												
Technician III	\$43.00												
Technician II	\$30.00				100	71.4%	\$21.43						
Technician I	\$28.80												
Marketing & Admin Coordinator	\$40.00												
Administrative Assistant II	\$28.00												
Intern	\$17.00												
TOTALS		0	0.0%	\$0.00	140	100.0%	\$33.28	120	100.0%	\$42.93	0	0.0%	\$0.00

CONSULTANT: Thomas Engineering Group, LLC
 ROUTE: IL Route 59 South of Bartlett Road
 PROJECT: Hanover Township Campus Expansion
 SECTION: _____
 COUNTY: Cook
 JOB NO.: _____

DATE: 04/07/2021

SHEET 3 OF 6

PAYROLL CLASSIFICATION	HOURLY RATE	Utility Coordination			Existing Conditions and Demolition Plan			Master Site Plan			Proposed Drainage and Grading Plan		
		HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE
Project Principal	\$78.00												
Senior Project Manager	\$78.00												
Project Manager/Senior Resident Engineer	\$60.00	24	50.0%	\$30.00	4	5.0%	\$3.00	4	8.3%	\$5.00	16	8.0%	\$4.80
Project/Resident Engineer IV	\$48.50	24	50.0%	\$24.25	12	15.0%	\$7.28	12	25.0%	\$12.13	80	40.0%	\$19.40
Project/Resident Engineer III	\$41.49				16	20.0%	\$8.30	16	33.3%	\$13.83	64	32.0%	\$13.28
Engineer III	\$33.50				16	20.0%	\$6.70	8	16.7%	\$5.58	40	20.0%	\$6.70
Engineer II	\$31.10												
Engineer I	\$29.25				32	40.0%	\$11.70	8	16.7%	\$4.88			
Business Manager	\$58.30												
Chief Surveyor	\$57.50												
Technical Manager	\$48.20												
Senior Technician	\$43.83												
Technician III	\$43.00												
Technician II	\$30.00												
Technician I	\$28.80												
Marketing & Admin Coordinator	\$40.00												
Administrative Assistant II	\$28.00												
Intern	\$17.00												
TOTALS		48	100.0%	\$54.25	80	100.0%	\$36.97	48	100.0%	\$41.41	200	100.0%	\$44.18

CONSULTANT: Thomas Engineering Group, LLC
 ROUTE: IL Route 59 South of Bartlett Road
 PROJECT: Hanover Township Campus Expansion
 SECTION: _____
 COUNTY: Cook
 JOB NO.: _____

DATE: 04/07/2021

SHEET 4 OF 6

PAYROLL CLASSIFICATION	HOURLY RATE	Stormwater Report and Calculations			Proposed Sewer and Water Utility Plan			Erosion Control Plan and SWPPP			Proposed Landscaping Plan		
		HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE
Project Principal	\$78.00												
Senior Project Manager	\$78.00												
Project Manager/Senior Resident Engineer	\$60.00	8	6.3%	\$3.75	16	8.0%	\$4.80	8	4.0%	\$2.40	8	6.7%	\$4.00
Project/Resident Engineer IV	\$48.50	64	50.0%	\$24.25	80	40.0%	\$19.40	32	16.0%	\$7.76	24	20.0%	\$9.70
Project/Resident Engineer III	\$41.49	56	43.8%	\$18.15	64	32.0%	\$13.28	60	30.0%	\$12.45	32	26.7%	\$11.06
Engineer III	\$33.50				40	20.0%	\$6.70	60	30.0%	\$10.05	32	26.7%	\$8.93
Engineer II	\$31.10												
Engineer I	\$29.25							40	20.0%	\$5.85	24	20.0%	\$5.85
Business Manager	\$58.30												
Chief Surveyor	\$57.50												
Technical Manager	\$48.20												
Senior Technician	\$43.83												
Technician III	\$43.00												
Technician II	\$30.00												
Technician I	\$28.80												
Marketing & Admin Coordinator	\$40.00												
Administrative Assistant II	\$28.00												
Intern	\$17.00												
TOTALS		128	100.0%	\$46.15	200	100.0%	\$44.18	200	100.0%	\$38.51	120	100.0%	\$39.55

CONSULTANT: Thomas Engineering Group, LLC
 ROUTE: IL Route 59 South of Bartlett Road
 PROJECT: Hanover Township Campus Expansion
 SECTION: _____
 COUNTY: Cook
 JOB NO.: _____

DATE: 04/07/2021

SHEET 5 OF 6

PAYROLL CLASSIFICATION	HOURLY RATE	Proposed Lighting Plan (AMES)			Traffic Analysis			Roadway Design			Quantities and Estimates		
		HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE
Project Principal	\$78.00												
Senior Project Manager	\$78.00										4	6.7%	\$5.20
Project Manager/Senior Resident Engineer	\$60.00				8	10.0%	\$6.00	20	5.9%	\$3.53	4	6.7%	\$4.00
Project/Resident Engineer IV	\$48.50				24	30.0%	\$14.55	80	23.5%	\$11.41	24	40.0%	\$19.40
Project/Resident Engineer III	\$41.49				24	30.0%	\$12.45	80	23.5%	\$9.76	12	20.0%	\$8.30
Engineer III	\$33.50				12	15.0%	\$5.03	80	23.5%	\$7.88			
Engineer II	\$31.10												
Engineer I	\$29.25				12	15.0%	\$4.39	80	23.5%	\$6.88	16	26.7%	\$7.80
Business Manager	\$58.30												
Chief Surveyor	\$57.50												
Technical Manager	\$48.20												
Senior Technician	\$43.83												
Technician III	\$43.00												
Technician II	\$30.00												
Technician I	\$28.80												
Marketing & Admin Coordinator	\$40.00												
Administrative Assistant II	\$28.00												
Intern	\$17.00												
TOTALS		0	0.0%	\$0.00	80	100.0%	\$42.41	340	100.0%	\$39.47	60	100.0%	\$44.70

CONSULTANT: Thomas Engineering Group, LLC
 ROUTE: IL Route 59 South of Bartlett Road
 PROJECT: Hanover Township Campus Expansion
 SECTION: _____
 COUNTY: Cook
 JOB NO.: _____

DATE: 04/07/2021

SHEET 6 OF 6

PAYROLL CLASSIFICATION	HOURLY RATE	QA/QC			Admin			Direct Costs			OPTIONAL - Off-Street Trail Design		
		HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE
Project Principal	\$78.00				20	20.0%	\$15.60						
Senior Project Manager	\$78.00	36	36.0%	\$28.08	40	40.0%	\$31.20						
Project Manager/Senior Resident Engineer	\$60.00	40	40.0%	\$24.00	40	40.0%	\$24.00				2		
Project/Resident Engineer IV	\$48.50	24	24.0%	\$11.64							8		
Project/Resident Engineer III	\$41.49										10		
Engineer III	\$33.50										10		
Engineer II	\$31.10												
Engineer I	\$29.25										10		
Business Manager	\$58.30												
Chief Surveyor	\$57.50												
Technical Manager	\$48.20												
Senior Technician	\$43.83												
Technician III	\$43.00												
Technician II	\$30.00												
Technician I	\$28.80												
Marketing & Admin Coordinator	\$40.00												
Administrative Assistant II	\$28.00												
Intern	\$17.00												
TOTALS		100	100.0%	\$63.72	100	100.0%	\$70.80	0	0.0%	\$0.00	40	0.0%	\$0.00

EXHIBIT C

DETAILED SUMMARY OF DIRECT COSTS

CONSULTANT: Thomas Engineering Group, LLC
ROUTE: IL Route 59 South of Bartlett Road
PROJECT: Hanover Township Campus Expansion
SECTION:
COUNTY: Cook
JOB NO.:

INHOUSE DIRECT COSTS

TRAVEL

50	50	\$0.55	<u>N/A</u>
# of trips	x # of miles/trip	x mileage rate	Cost

- OR -

		<u>\$0.00</u>
# of days	x mileage rate/day	Cost

SURVEY SUPPLIES (tree tags)	<u>\$300.00</u>
-----------------------------	-----------------

PLATS	<u>\$210.00</u>
-------	-----------------

PRINTING (breakdown in following manner: # of sets x # of prints/set x rate)

Blueprints:	<u>\$1,000.00</u>
-------------	-------------------

Reports:	<u></u>
----------	---------

OUTSIDE DIRECT COSTS

PRINTING

Mylars:	<u></u>
---------	---------

Reports:	<u></u>
----------	---------