



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

July 6, 2021

7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Veterans Honor Roll – ADJ3 Terrance Pearson
 - B. Emergency Services Swearing In of Lt. Liacone
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Trustees’ Committee Reports
 - E. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of June 15, 2021
 - B. Resolution to Approve a Change Order to the Izaak Walton Reserve Project
 - C. Resolution to Approve an Electronic Registration and Titling Service Participating Vendor Agreement with S & S License and Title Service, Inc.
 - D. Consideration of Setting a Township Board Workshop on August 10th at 7:00 PM for Discussion of the Tiknis Campus Expansion
- 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

VETERANS HONOR ROLL

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

NAME: Terrance Pearson (Deceased)
ADDRESS: 1178 Foxboro Lane
CITY/ZIP CODE: Bartlett IL 60123-1608
PHONE #: 630-855-4526
EMAIL ADDRESS: → Pearson 22543@comcast.net
DATE OF BIRTH: 10/26/45
BRANCH OF SERVICE: NAVY RANK AT DISCHARGE: E4 ADJ3
YEARS OF SERVICE: FROM 11-63 TO 8-66
MEDALS AWARDED OR OTHER CITATIONS:
Served during Vietnam at Naples Italy Airport
Jet Mechanic Petty Officer 3rd Class
INJURIES: NONE

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

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

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

Thank you,

Brian P. McGuire
Supervisor

Hanover Township
Board Audit Report
From 6/15/2021 - 7/5/2021

	<u>Total</u>
Total Town Fund	75,119.62
Total Senior Services Fund	38,295.20
Total General Assistance Fund	9,982.85
Total Road Maintenance Fund	30,076.45
Total Committee for Senior Citizens Services	
Total Mental Health Board Fund	7,555.53
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	39,612.81
 Total All Funds	 <u><u>200,642.46</u></u>

Supervisor

Town Clerk
Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

June 15 through July 5, 2021

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	06/15/2021	141907	Access 1 Source	Inv# 883570 Time & Attendance Monthly Software Fee	278.00
Check	06/29/2021	142098	ProxiT Technology Solutions	Inv# 22218 HDMI Adaptor	26.39
Total 1014430 · Computer Equipment & Software					304.39
Total 101CAP · Capital Expenditures					304.39
101CHN · Community Health					
1014453 · Printing					
Check	06/29/2021	142074	COTG	Inv# 22777258 Copy Charges	0.24
Total 1014453 · Printing					0.24
1014465 · Medical Supplies					
Check	06/22/2021	142038	McKesson Medical Surgical	Inv# 25698208 Anticoagulant Test Strips	245.39
Check	06/22/2021	142038	McKesson Medical Surgical	Inv# 25844118 Exam Chair Paper	36.67
Check	06/22/2021	142050	McKesson Medical Surgical	Inv# 26097276 Gloves	48.10
Total 1014465 · Medical Supplies					330.16
1014491 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	1,245.15
Total 1014491 · Health Insurance					1,245.15
1014492 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	96.64
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1014492 · Dental, Vision & Life Insurance					107.24
Total 101CHN · Community Health					1,682.79
101CVA · Community Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	06/29/2021	142067	Canteen Refreshment Services	Inv# ORD107941 Water Machine Rental	44.95
Check	06/29/2021	142085	Leaf (618-009)	Inv# 12002372 Kyocera Copier Lease	111.00
Check	06/29/2021	142106	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges June 2021	36.01
Total 1014617 · Equipment & Furniture					191.96
1014619 · Office Supplies					
Check	06/29/2021	142101	Staples	Inv# 3479494408 Ink	66.40
Total 1014619 · Office Supplies					66.40
1014621 · Satellite Office Utilities					

Hanover Township Board Audit Report

June 15 through July 5, 2021

Type	Date	Num	Name	Memo	Amount
Check	06/29/2021	142073	Com Ed 010	Acct# 6997418010 Monthly Charges 5/10-6/9	464.00
Check	06/29/2021	142094	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 5/26-6/24	62.34
Total 1014621 · Satellite Office Utilities					526.34
1014623 · Satellite Office Phone & Intrnt					
Check	06/29/2021	142071	Comcast (6276 IWC Internet)	Acct# 8771 20 032 0786276 Monthly Charges 6/4-7/3	10.00
Check	06/29/2021	142084	Kuttenberg, Thomas	Cell Phone Reimbursement April - July 2021	200.00
Total 1014623 · Satellite Office Phone & Intrnt					210.00
1014625 · Communications					
Check	06/29/2021	142066	Breese Journal & Publishing Company	Inv# 136640 Summer/Fall 2021 Newsletter Printing	7,231.43
Check	06/29/2021	142077	Easy Permit Postage	Hanover Happenings Newsletter Mailing	7,895.34
Total 1014625 · Communications					15,126.77
1014626 · Community Service Award					
Check	06/22/2021	142018	A1 Trophies & Awards	Inv#16466 Community Service Plaque	75.65
Total 1014626 · Community Service Award					75.65
1014627 · Community Affairs					
Check	06/22/2021	142044	Signs by Tomorrow	Inv# 28111 Township Banners (2)	230.00
Total 1014627 · Community Affairs					230.00
1014691 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	571.64
Total 1014691 · Health Insurance					571.64
1014692 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	90.86
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1014692 · Dental, Vision & Life Insurance					101.46
1014701 · Veterans Honor Roll					
Check	06/15/2021	141905	A1 Trophies & Awards	Inv# 16426 Brass Veteran Plate	4.00
Total 1014701 · Veterans Honor Roll					4.00
Total 101CMA · Community Relations					17,104.22
Total 101CVA · Community Affairs					17,104.22
101ES · ES - Expenditures					
1014802 · Equipment					
Check	06/30/2021	142115	John McGuire	Wire Adapter/Reducer/Spanner Wrench	100.00
Check	06/30/2021	142116	Carol Stream Lawn and Power	Inv# 468489 Honda Generator Maintenance	93.60
Check	06/30/2021	142116	Carol Stream Lawn and Power	Inv# 468488 Subaru Generator Tune Up	92.10

Hanover Township Board Audit Report

June 15 through July 5, 2021

Type	Date	Num	Name	Memo	Amount
Check	06/30/2021	142116	Carol Stream Lawn and Power	Inv# 467929 Generator Tune Up	93.55
Total 1014802 · Equipment					379.25
1014803 · Uniforms					
Check	06/30/2021	142120	Ray O'herron Co., Inc.	Inv# 2120782 Nameplates (2)	21.90
Check	06/30/2021	142120	Ray O'herron Co., Inc.	Inv# 2120726 Shirts (2)/Patches (2)	93.96
Check	06/30/2021	142120	Ray O'herron Co., Inc.	Inv# 2120773 Nameplates/Bars/Braids/Caps (12)	335.79
Total 1014803 · Uniforms					451.65
1014804 · Printing					
Check	06/30/2021	142119	Precise Printing Network, Inc.	Inv# 51609 ES Brochure (250)	117.00
Total 1014804 · Printing					117.00
1014809 · Pre-Volunteer Screening					
Check	06/15/2021	141926	Physicians Immediate Care	Credit Inv# 3710284	-78.00
Check	06/15/2021	141926	Physicians Immediate Care	Credit Inv# 3710363	-78.00
Check	06/15/2021	141926	Physicians Immediate Care	Credit Inv# 3710546	-78.00
Total 1014809 · Pre-Volunteer Screening					-234.00
1014813 · Vehicle Fuel & Maintenance					
Check	06/22/2021	142046	Village of Hanover Park (Fuel)	Inv# 2021-583 May 2021 Fuel	635.52
Total 1014813 · Vehicle Fuel & Maintenance					635.52
1014814 · Communications					
Check	06/29/2021	142106	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges June 2021	86.24
Check	06/30/2021	142117	Comcast (773 ES)	Acct# 877110083 0226773 ES Internet Charges 6/18-7/17	183.02
Check	06/30/2021	142118	Motorola Solutions, Inc.	Inv# 5760820210503 Monthly Radio Service June 2021	586.00
Total 1014814 · Communications					855.26
1014891 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	983.23
Total 1014891 · Health Insurance					983.23
1014892 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	124.00
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	8.48
Total 1014892 · Dental, Vision & Life Insurance					132.48
Total 101ES · ES - Expenditures					3,320.39
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	06/22/2021	142036	Kopon Airdo, LLC	Inv# 190-0001-33642 Legal Services	13,756.61
Check	06/22/2021	142036	Kopon Airdo, LLC	Inv# 190-0002-33643 Legal Services	457.70

Hanover Township Board Audit Report

June 15 through July 5, 2021

Type	Date	Num	Name	Memo	Amount
Check	06/22/2021	142036	Kopon Airdo, LLC	Inv# 190-0010-33645 Legal Services	40.95
Total 1014502 · Legal Services					14,255.26
Total 101LEA · Legal & Auditing					14,255.26
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	06/22/2021	142021	Bade Supply	Inv# 45178 Can Liners/Soaps/Towels/Disinfectants	101.25
Check	06/29/2021	142062	Bade Supply	Inv# 43213 Hand Sanitizer Refill For All Facilities	68.60
Check	06/29/2021	142062	Bade Supply	Inv# 45244 Can Liners/Cleaning Solution/Towels/Soaps	498.02
Total 1014205 · Janitorial Supplies					667.87
1014210 · Building Maintenance - Town					
Check	06/22/2021	142027	Fox Valley Fire & Safety	Inv# 441814 Security Alarm Monitoring Town Tall	372.00
Check	06/22/2021	142032	Johnson Controls Building Efficiency	Inv# 36001876 Q3 Security Monitoring YFS	359.27
Check	06/22/2021	142043	Sherwin-Williams	Inv# 6085-8 Downey Hall Paint	27.45
Total 1014210 · Building Maintenance - Town					758.72
1014211 · Building Maintenance - Senior					
Check	06/22/2021	142033	Johnson Controls Building Efficiency	Inv# 36001891 Q3 Security Monitoring Sr Ctr	477.52
Check	06/29/2021	142063	Batteries Plus LLC	Inv# P40850638 Emergency Lights Batteries	31.26
Total 1014211 · Building Maintenance - Senior					508.78
1014212 · Building Maintenance - Astor					
Check	06/29/2021	142078	Fox Valley Fire & Safety	Inv# 444972 Annual Fire Alarm Inspection - Astor Ave	275.00
Total 1014212 · Building Maintenance - Astor					275.00
1014213 · Equipment Maintenance - Town					
Check	06/22/2021	142027	Fox Valley Fire & Safety	Inv# 431656 Town Hall Fire Alarm Service	341.20
Total 1014213 · Equipment Maintenance - Town					341.20
1014214 · Equipment Maintenance - Senior					
Check	06/15/2021	141923	Midwest Electrical Service Center	Inv# 85622 Senior Center Kitchen Equipment Preventative Maintenance	140.00
Check	06/29/2021	142088	Midwest Mechanical	Inv# 119045 Contracted HVAC Maintenance June - Aug 2021	816.00
Check	06/29/2021	142088	Midwest Mechanical	Inv# 11221278 Repairs to Chiller	372.84
Total 1014214 · Equipment Maintenance - Senior					1,328.84
1014215 · Equipment Maintenance - Astor					
Check	06/22/2021	142027	Fox Valley Fire & Safety	Inv# 440670 Annual Fire Extinguisher Service Astor Ave	85.00
Total 1014215 · Equipment Maintenance - Astor					85.00
1014219 · Vehicle Fuel - Town					
Check	06/22/2021	142046	Village of Hanover Park (Fuel)	Inv# 2021-583 May 2021 Fuel	634.70

Hanover Township Board Audit Report

June 15 through July 5, 2021

Type	Date	Num	Name	Memo	Amount
Total 1014219 · Vehicle Fuel - Town					634.70
1014221 · Cell Phone/Communications					
Check	06/29/2021	142106	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges June 2021	180.05
Total 1014221 · Cell Phone/Communications					180.05
1014225 · Grounds/Reserve Maintenance					
Check	06/29/2021	142089	Midwest Trading	Inv# 1491753 Mulch for Campus & Runzel Reserve	300.80
Check	06/29/2021	142100	Signs by Tomorrow	Inv# 28147 Replacement IWC Sign	255.00
Total 1014225 · Grounds/Reserve Maintenance					555.80
1014226 · Uniforms					
Check	06/22/2021	142022	Bartlett Sports	Inv# 5768 Uniforms for Seasonal Associates (11)	160.50
Total 1014226 · Uniforms					160.50
1014227 · Miscellaneous					
Check	06/15/2021	141926	Physicians Immediate Care	Inv# 3928246 Pre-Employment Physical/Drug Screen	195.00
Total 1014227 · Miscellaneous					195.00
1014291 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	4,070.08
Total 1014291 · Health Insurance					4,070.08
1014292 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	263.15
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	50.88
Check	06/29/2021	142090	NCPERS	Billing# 5785072021 Monthly Premium July 2021	16.00
Total 1014292 · Dental, Vision & Life Insurance					330.03
Total 101MAIN · Facilities Maintenance					10,091.57
101PAN · Pantry					
1014161 · Utilities					
Check	06/15/2021	141911	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges 5/4-6/3	529.11
Total 1014161 · Utilities					529.11
1014191 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	1,200.44
Total 1014191 · Health Insurance					1,200.44
1014192 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	112.63
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95

Hanover Township Board Audit Report

June 15 through July 5, 2021

Type	Date	Num	Name	Memo	Amount
Total 1014192 · Dental, Vision & Life Insurance					126.58
Total 101PAN · Pantry					1,856.13
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	06/29/2021	142059	AT&T 152	Inv# 847717527303 Monthly Line 5/23-6/22	95.04
Check	06/29/2021	142060	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges 6/16-7/15	43.79
Check	06/29/2021	142070	Comcast (185)	Inv# 124246930 Phone Service 5/4-6/30	744.68
Total 1014402 · Telephone - Town					883.51
1014403 · Utilities - Town					
Check	06/15/2021	141916	Com Ed 006 (Town)	Acct 7826009006 Monthly Charge/Supply Services 5/3-6/2	433.11
Check	06/15/2021	141933	Village of Bartlett	Acct# 62447 Bill# 114400 Water/Sewer Read Date 5/14	235.54
Total 1014403 · Utilities - Town					668.65
1014405 · Internet Access - Town					
Check	06/29/2021	142061	AT&T 824	Acct# 253810824 Back-up Internet 5/28-6/27	83.77
Check	06/29/2021	142068	Comcast (098)	Acct# 933670098 Monthly Ethernet Internet 6/15-7/14	934.95
Total 1014405 · Internet Access - Town					1,018.72
1014416 · Equipment Rental - Town					
Check	06/29/2021	142067	Canteen Refreshment Services	Inv# ORD107262 Installment New Equipment	263.00
Check	06/29/2021	142067	Canteen Refreshment Services	Inv# ORD107942 Water Machine Rental	44.95
Check	06/29/2021	142085	Leaf (618-009)	Inv# 12002372 Kyocera Copier Lease - Main Copier	320.16
Check	06/29/2021	142085	Leaf (618-009)	Inv# 12002372 Kyocera Copier Lease - Passports	36.66
Total 1014416 · Equipment Rental - Town					664.77
Total 101THE · Town Hall Expense					3,235.65
101TOE · Town Office Expense					
1014401 · Postage					
Check	06/29/2021	142077	Easy Permit Postage	Postage Refill	1,865.50
Total 1014401 · Postage					1,865.50
1014404 · Office Supplies					
Check	06/29/2021	142101	Staples	Inv# 3479057788 Notebooks	35.99
Check	06/29/2021	142101	Staples	Inv# 3479057789 Ink	61.25
Check	06/29/2021	142101	Staples	Inv# 3479494235 Wastecans	20.98
Total 1014404 · Office Supplies					118.22
1014406 · Printing					
Check	06/29/2021	142065	Braden Interact Business (DD6303723 Town)	Inv# 702570 Copy Charges Overage	175.92
Check	06/29/2021	142108	Allegra Print & Imaging	Inv# 63989 Township Annual Reports	939.20

Hanover Township Board Audit Report

June 15 through July 5, 2021

Type	Date	Num	Name	Memo	Amount
Total 1014406 · Printing					1,115.12
1014414 · Memberships, Subs & Publication					
Check	06/29/2021	142083	Illinois Trustees Association	TOI Trustee Division Dues 2021	30.00
Check	06/29/2021	142104	Township Officials of Cook County	Annual Dues 2021	2,000.00
Total 1014414 · Memberships, Subs & Publication					2,030.00
1014429 · Miscellaneous					
Check	06/29/2021	142056	A1 Trophies & Awards	Inv# 16481 Name Badge	8.75
Check	06/29/2021	142082	Graffy, Susan L	Reimbursement - Refreshments	43.18
Total 1014429 · Miscellaneous					51.93
1014531 · Community Affairs					
Check	06/29/2021	142107	Village of Streamwood	Inv# 744 Arlingdale Lake Maintenance 2021	1,000.00
Total 1014531 · Community Affairs					1,000.00
1014591 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	3,852.87
Total 1014591 · Health Insurance					3,852.87
1014592 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	358.91
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	41.51
Total 1014592 · Dental, Vision & Life Insurance					400.42
Total 101TOE · Town Office Expense					10,434.06
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	06/29/2021	142101	Staples	Inv# 3479494237 Toner	95.85
Total 1044405 · Office Supplies					95.85
1044413 · Travel Expense					
Check	06/22/2021	142025	Christopher, Cindy L	Mileage Reimbursement June 2021	40.14
Total 1044413 · Travel Expense					40.14
1044419 · Training					
Check	06/22/2021	142025	Christopher, Cindy L	Training Meal Reimbursement (2)	31.52
Total 1044419 · Training					31.52
1044491 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	2,869.64

Hanover Township Board Audit Report

June 15 through July 5, 2021

Type	Date	Num	Name	Memo	Amount
Total 1044491 · Health Insurance					2,869.64
1044492 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	261.42
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	19.08
Check	06/29/2021	142090	NCPERS	Billing# 5785072021 Monthly Premium July 2021	16.00
Total 1044492 · Dental, Vision & Life Insurance					296.50
Total 104ASR · Assessor's Division					3,333.65
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094608 · Salaries					
Check	06/15/2021	141929	Surestaff Inc	Inv# 30163867 Part Time Temp Help	266.63
Check	06/29/2021	142102	Surestaff Inc	Inv# 30164319 Part Time Temp Help	177.75
Total 1094608 · Salaries					444.38
1094619 · Office Supplies					
Check	06/29/2021	142099	Quill Corporation	Inv# 17208118 Toner, Folders	31.79
Check	06/29/2021	142099	Quill Corporation	Inv# 17197208 Toner	72.49
Check	06/29/2021	142099	Quill Corporation	Inv# 17199475 Toner	72.49
Total 1094619 · Office Supplies					176.77
1094622 · Miscellaneous					
Check	06/15/2021	141926	Physicians Immediate Care	Inv# 3879273 Pre-Employment Physical/Drug Screen	110.00
Check	06/15/2021	141926	Physicians Immediate Care	Inv# 3933742 Pre-Employment Physical/Drug Screen	160.00
Total 1094622 · Miscellaneous					270.00
1094624 · Client Mgmt Software					
Check	06/15/2021	141921	Kenneth Young Center	Inv# T011292 CIS June 2021	300.00
Total 1094624 · Client Mgmt Software					300.00
1094691 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	5,773.56
Total 1094691 · Health Insurance					5,773.56
1094692 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	408.87
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	42.40
Total 1094692 · Dental, Vision & Life Insurance					451.27
Total 109ADM · Administration & Clinical					7,415.98
109OUT · Outreach & Prevention					
1094627 · Open Gym Program.					

Hanover Township Board Audit Report

June 15 through July 5, 2021

Type	Date	Num	Name	Memo	Amount
Check	06/22/2021	142052	Next Generation Screen Printing & Embroid	Inv# 18198C Teen Soccer Shirts (26)	157.70
			Total 1094627 · Open Gym Program.		157.70
			1094644 · Travel		
Check	06/15/2021	141932	Trujillo, Gisel	Mileage Reimbursement April 2021	18.56
Check	06/15/2021	141932	Trujillo, Gisel	Mileage Reimbursement May 2021	65.54
			Total 1094644 · Travel		84.10
			1094650 · Program Supplies		
Check	06/29/2021	142086	McKesson Medical Surgical	Inv# 25844126 First Aid Kit, Bandages	128.41
			Total 1094650 · Program Supplies		128.41
			1094651 · Cellphones		
Check	06/29/2021	142106	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges June 2021	197.40
			Total 1094651 · Cellphones		197.40
			1094652 · Substance Abuse Prevention Prog		
Check	06/29/2021	142091	Next Generation Screen Printing & Embroid	Inv# 18223C Summer Soccer League T-Shirts (12)	86.40
			Total 1094652 · Substance Abuse Prevention Prog		86.40
			1094791 · Health Insurance		
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	1,143.28
			Total 1094791 · Health Insurance		1,143.28
			1094792 · Dental, Vision & Life Insurance		
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	258.39
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	29.85
			Total 1094792 · Dental, Vision & Life Insurance		288.24
			Total 109OUT · Outreach & Prevention		2,085.53
			Total 109YFS · Youth & Family Services		9,501.51
			Total 1014 · Town Fund - Expenditures		75,119.62
			1104 · Aging Services - Expenditures		
			1104ADM · Administration		
			1104524 · Utilities		
Check	06/15/2021	141910	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 5/3-6/2	1,372.70
			Total 1104524 · Utilities		1,372.70
			1104525 · Telephone & High Speed Internet		
Check	06/29/2021	142106	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges June 2021	61.12

Hanover Township Board Audit Report

June 15 through July 5, 2021

Type	Date	Num	Name	Memo	Amount
Total 1104525 · Telephone & High Speed Internet					61.12
1104528 · Office Supplies					
Check	06/15/2021	141927	Pitney Bowes, Inc	Inv# 1017451989 Postage Machine Ink	237.97
Check	06/22/2021	142019	Accurate Office Supply Co	Inv# 538919 Cork Board	64.40
Check	06/22/2021	142048	Accurate Office Supply Co	Inv# 545224 Copy Paper/Ink/Envelopes	136.07
Check	06/29/2021	142057	Accurate Office Supply Co	Inv# 525284 Paper	6.25
Total 1104528 · Office Supplies					444.69
1104533 · Printing					
Check	06/29/2021	142074	COTG	Inv# 22777258 Copy Charges	124.83
Total 1104533 · Printing					124.83
1104538 · Community Affairs					
Check	06/29/2021	142110	West Pier Laundry Streamwood	Inv# 2991 Laundry Service Dish Towels/Tablecloths	36.90
Total 1104538 · Community Affairs					36.90
1104591 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	2,926.80
Total 1104591 · Health Insurance					2,926.80
1104592 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	188.75
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	24.55
Total 1104592 · Dental, Vision & Life Insurance					213.30
Total 1104ADM · Administration					5,180.34
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	06/15/2021	141919	Get Fresh Produce, Inc	Inv# 3779817 Congregate Food	104.13
Check	06/15/2021	141920	Highland Baking Company	Inv# 2485814 Congregate Food	35.66
Check	06/15/2021	141920	Highland Baking Company	Credit# 2486191 Congregate Food	-6.51
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3778999 Congregate Food	146.98
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3782654 Congregate Food	103.38
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3783301 Congregate Food	54.43
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3783618 Congregate Food	30.11
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3784143 Congregate Food	50.00
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3784148 Congregate Food	7.13
Check	06/22/2021	142029	Gordon Food Service	Inv# 210777024 Congregate Food	640.06
Check	06/22/2021	142029	Gordon Food Service	Inv# 210854482 Congregate Food	627.96
Check	06/22/2021	142029	Gordon Food Service	Credit# 15304422 Inv# 209135827 Congregate Food	-21.79
Check	06/22/2021	142029	Gordon Food Service	Credit# 15315765 Inv# 210528336 Congregate Food	-14.24
Check	06/22/2021	142029	Gordon Food Service	Credit# 15333075 Inv# 210854482 Congregate Food	-4.74
Check	06/22/2021	142031	Highland Baking Company	Inv# 2489350 Congregate Food	45.77
Check	06/22/2021	142031	Highland Baking Company	Inv# 2491556 Congregate Food	34.72

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Type	Date	Num	Name	Memo	Amount
Check	06/22/2021	142031	Highland Baking Company	Inv# 2493357 Congregate Food	62.53
Check	06/22/2021	142049	Get Fresh Produce, Inc	Inv# 3786523 Congregate Food	65.03
Check	06/22/2021	142049	Get Fresh Produce, Inc	Inv# 3788576 Congregate Food	112.13
Check	06/29/2021	142080	Get Fresh Produce, Inc	Inv# 3788607 Congregate Food	102.50
Check	06/29/2021	142080	Get Fresh Produce, Inc	Inv# 3791271 Congregate Food	194.78
Check	06/29/2021	142097	Perri {1}, Marilyn	Congregate Food	42.00
Check	06/29/2021	142109	Highland Baking Company	Inv# 2498073 Congregate Food	39.45
Total 1105551 · Congregate Food					2,451.47
1105553 · Congregate Supplies					
Check	06/15/2021	141919	Get Fresh Produce, Inc	Inv# 3779817 Congregate Supplies	56.68
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3783301 Congregate Supplies	25.65
Check	06/22/2021	142029	Gordon Food Service	Inv# 210854482 Congregate Supplies	69.68
Check	06/22/2021	142049	Get Fresh Produce, Inc	Inv# 3786523 Congregate Supplies	41.68
Check	06/29/2021	142081	Gordon Food Service	Inv# 210986661 Congregate Supplies	25.17
Check	06/29/2021	142110	West Pier Laundry Streamwood	Inv# 2992 Laundry Service Dish Towels/Tablecloths	6.45
Total 1105553 · Congregate Supplies					225.31
1105558 · Home Delivered Meals Food					
Check	06/15/2021	141919	Get Fresh Produce, Inc	Inv# 3779817 HDM Food	104.12
Check	06/15/2021	141920	Highland Baking Company	Inv# 2485814 HDM Food	35.66
Check	06/15/2021	141920	Highland Baking Company	Credit# 2486191 HDM Food	-6.51
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3778999 HDM Food	146.97
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3782654 HDM Food	103.38
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3783301 HDM Food	54.42
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3783618 HDM Food	30.11
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3784143 HDM Food	50.00
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3784148 HDM Food	7.12
Check	06/22/2021	142029	Gordon Food Service	Inv# 210777024 HDM Food	640.06
Check	06/22/2021	142029	Gordon Food Service	Inv# 210854482 HDM Food	627.95
Check	06/22/2021	142029	Gordon Food Service	Credit# 15304422 Inv# 209135827 HDM Food	-21.79
Check	06/22/2021	142029	Gordon Food Service	Credit# 15315765 Inv# 210528336 HDM Food	-14.24
Check	06/22/2021	142029	Gordon Food Service	Credit# 15333075 Inv# 210854482 HDM Food	-4.74
Check	06/22/2021	142031	Highland Baking Company	Inv# 2489350 HDM Food	45.77
Check	06/22/2021	142031	Highland Baking Company	Inv# 2491556 HDM Food	34.72
Check	06/22/2021	142031	Highland Baking Company	Inv# 2493357 HDM Food	62.53
Check	06/22/2021	142049	Get Fresh Produce, Inc	Inv# 3786523 HDM Food	65.02
Check	06/22/2021	142049	Get Fresh Produce, Inc	Inv# 3788576 HDM Food	112.12
Check	06/29/2021	142080	Get Fresh Produce, Inc	Inv# 3788607 HDM Food	102.50
Check	06/29/2021	142080	Get Fresh Produce, Inc	Inv# 3791271 HDM Food	194.78
Check	06/29/2021	142109	Highland Baking Company	Inv# 2498073 HDM Food	39.44
Total 1105558 · Home Delivered Meals Food					2,409.39
1105560 · Home Delivered Meals Supplies					
Check	06/15/2021	141919	Get Fresh Produce, Inc	Inv# 3779817 HDM Supplies	56.67
Check	06/22/2021	142028	Get Fresh Produce, Inc	Inv# 3783301 HDM Supplies	25.65
Check	06/22/2021	142029	Gordon Food Service	Inv# 210854482 HDM Supplies	69.67

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Type	Date	Num	Name	Memo	Amount
Check	06/22/2021	142049	Get Fresh Produce, Inc	Inv# 3786523 HDM Supplies	41.67
Check	06/29/2021	142081	Gordon Food Service	Inv# 210986661 HDM Supplies	25.17
Check	06/29/2021	142110	West Pier Laundry Streamwood	Inv# 2992 Laundry Service Dish Towels/Tablecloths	6.45
Total 1105560 · Home Delivered Meals Supplies					225.28
1105792 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	42.54
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	5.30
Total 1105792 · Dental, Vision & Life Insurance					47.84
Total 1104NUT · Nutrition					5,359.29
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	06/22/2021	142023	Susan Benjamin	Senior Virtual Presentation - Bing Crosby 8/23/21	300.00
Check	06/22/2021	142030	Cesar Grimaldo	Inv# 51121 Zoom French/Spanish Instruction July/Aug 2021	600.00
Check	06/22/2021	142034	JR Media Group	Senior Virtual Presentation - "Reminiscing" 7/6/21	50.00
Check	06/22/2021	142035	JR Media Group	Senior Presentation - "Reminiscing" 7/6/21	225.00
Check	06/22/2021	142040	Julie Ramirez	Inv# 61821 Senior Exercise Instructor - July/Aug 2021	1,049.88
Check	06/22/2021	142041	Shannon Reiskis	Inv# 61721 Yoga Class Instruction - Aug 2021	140.00
Check	06/22/2021	142045	Tranquility Yoga Studio	Virtual Yoga Instruction - July 2021	1,334.99
Check	06/22/2021	142051	Tranquility Yoga Studio	Virtual Yoga Instruction - August 2021	1,374.99
Check	06/29/2021	142075	Giuseppa Crisopulli	Cooking Class Instructor & Supplies 6/21/21	241.17
Total 1104515 · Programming					5,316.03
1104520 · Volunteer Services					
Check	06/15/2021	141908	Marlies Bellos	Home Delivered Meals Mileage Reimbursement April-May 2021	92.80
Check	06/15/2021	141909	Lawrence Boquist	Home Delivered Meals Mileage Reimbursement April-May 2021	65.66
Check	06/15/2021	141930	Randy Teesdale	Home Delivered Meals Mileage Reimbursement April - June	103.82
Check	06/30/2021	142111	Charles Valerio	Home Delivered Meals Mileage Reimbursement June	23.78
Check	06/30/2021	142112	Bill Schmidt	Home Delivered Meals Mileage Reimbursement Dec-June	171.10
Check	06/30/2021	142113	Joanne Rapp	Home Delivered Meals Mileage Reimbursement May-June	51.62
Check	06/30/2021	142114	Maureen Edelman	Home Delivered Meals Mileage Reimbursement June 2021	32.48
Total 1104520 · Volunteer Services					541.26
1104526 · Senior Newsletter					
Check	06/29/2021	142105	USPS	Club 59 Newsletter Postage Sept/Oct 2021	1,459.01
Total 1104526 · Senior Newsletter					1,459.01
1104532 · Visual Arts					
Check	06/22/2021	142047	Jenny Vogt	Inv# 6221 Watercolor Class 7/13	120.00
Check	06/29/2021	142064	Blick Art Materials	Inv# 6605929 Art Supplies	75.57
Total 1104532 · Visual Arts					195.57
1104891 · Health Insurance					

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Type	Date	Num	Name	Memo	Amount
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	5,681.10
Total 1104891 · Health Insurance					5,681.10
1104892 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	431.70
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	29.85
Total 1104892 · Dental, Vision & Life Insurance					461.55
Total 1104PRO · Enrichment Programs					13,654.52
1104SOC · Social Services					
1104991 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	1,245.15
Total 1104991 · Health Insurance					1,245.15
1104992 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	90.86
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1104992 · Dental, Vision & Life Insurance					101.46
Total 1104SOC · Social Services					1,346.61
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	06/15/2021	141917	Complete Fleet Services Inc.	Inv# 31214 Steering System Repair/Tires/Joints	3,240.63
Check	06/15/2021	141925	O'Reilly Auto Parts	Inv# 293124 Headlights for Busses	40.46
Total 1104518 · Vehicle Maintenance					3,281.09
1104550 · Telephone					
Check	06/30/2021	142121	Verizon Wireless	Inv# 9882215825 Monthly Charges 5/19-6/18	447.20
Total 1104550 · Telephone					447.20
1104552 · Fuel					
Check	06/22/2021	142046	Village of Hanover Park (Fuel)	Inv# 2021-583 May 2021 Fuel	3,012.05
Total 1104552 · Fuel					3,012.05
1104691 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	5,453.46
Total 1104691 · Health Insurance					5,453.46
1104692 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	516.84
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	43.80

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Type	Date	Num	Name	Memo	Amount
			Total 1104692 · Dental, Vision & Life Insurance		560.64
			Total 1104TRN · Transportation		12,754.44
			Total 1104 · Aging Services - Expenditures		38,295.20
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	06/29/2021	142101	Staples	Inv# 3479494236 Ink	132.90
			Total 2024202 · Office Supplies		132.90
2024204 · Equipment					
Check	06/29/2021	142085	Leaf (618-009)	Inv# 12002372 Kyocera Copier Lease	119.79
			Total 2024204 · Equipment		119.79
2024212 · Dues & Publications					
Check	06/15/2021	141922	Kiwanis Club of Streamwood	Annual Dues	180.00
			Total 2024212 · Dues & Publications		180.00
2024507 · Professional Services					
Check	06/15/2021	141926	Physicians Immediate Care	Inv# 3852312 Pre-Employment Physical/Drug Screen	115.00
			Total 2024507 · Professional Services		115.00
2024509 · Volunteer Appreciation					
Check	06/22/2021	142022	Bartlett Sports	Inv# 5771 Township Shirts (2)	44.00
			Total 2024509 · Volunteer Appreciation		44.00
2024510 · Miscellaneous					
Check	06/29/2021	142101	Staples	Inv# 3479057790 Thank You Bags	148.77
			Total 2024510 · Miscellaneous		148.77
2024511 · Phone and Internet					
Check	06/29/2021	142069	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 6/25-7/24	212.60
			Total 2024511 · Phone and Internet		212.60
2024591 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	1,143.28
			Total 2024591 · Health Insurance		1,143.28
2024592 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	126.08
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60

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Type	Date	Num	Name	Memo	Amount
Total 2024592 · Dental, Vision & Life Insurance					136.68
Total 2024ADM · Administration					2,233.02
2024HOM · Home Relief					
2024102 · Rent					
Check	07/01/2021	5867	Cook County Treasurer	Property Tax Assistance	379.29
Check	07/01/2021	5868	Spring Lakes Estates	July 2021 Rent	645.00
Check	07/01/2021	5869	Foremost Insurance Company	Home Insurance Assistance	52.38
Check	07/01/2021	5870	Michelle Breen	July 2021 Rent	500.00
Check	07/01/2021	5871	Larry Bennett	July 2021 Rent	500.00
Check	07/01/2021	5874	Spring Lakes Estates	July 2021 Rent	640.00
Check	07/01/2021	5876	Cynthia Wheelock	July 2021 Rent	550.00
Total 2024102 · Rent					3,266.67
2024103 · Utilities					
Check	07/01/2021	5866	Village of Streamwood	Utilities Assistance	71.95
Check	07/01/2021	5872	NICOR	Utilities Assistance	50.00
Check	07/01/2021	5873	Com Ed	Utilities Assistance	60.00
Check	07/01/2021	5875	Com Ed	Utilities Assistance	98.76
Total 2024103 · Utilities					280.71
2024105 · Personal Essentials					
Check	07/01/2021	5878	Walmart	Personal Essentials (6)	802.62
Total 2024105 · Personal Essentials					802.62
2024106 · Travel Expenses					
Check	07/01/2021	5877	BP Gas Station	Fuel Assistance Cards (3)	150.00
Total 2024106 · Travel Expenses					150.00
2024119 · Emergency Assistance					
Check	06/23/2021	5861	Hearthwood Farms Association	Emergency Assistance	1,451.06
Check	06/23/2021	5862	Village of Bartlett	Emergency Assistance	53.26
Check	06/23/2021	5863	Com Ed	Emergency Assistance	89.68
Check	06/23/2021	5864	NICOR	Emergency Assistance	397.78
Check	06/23/2021	5865	Blackhawk Apartments	Emergency Assistance	1,258.05
Total 2024119 · Emergency Assistance					3,249.83
Total 2024HOM · Home Relief					7,749.83
Total 2024 · Human Services - Expenditures					9,982.85
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034701 · Legal					

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Type	Date	Num	Name	Memo	Amount
Check	06/22/2021	142036	Kopon Airdo, LLC	Inv# 190-0007-33644 Legal Services	1,326.00
Total 3034701 · Legal					1,326.00
3034709 · Uniforms & Safety Equipment					
Check	06/22/2021	142022	Bartlett Sports	Inv# 5768 Uniforms for Seasonal Associates (11)	160.50
Total 3034709 · Uniforms & Safety Equipment					160.50
3034711 · Utilities					
Check	06/15/2021	141914	Com Ed 039	Acct# 7826007039 Monthly Charges 5/3-6/2	21.15
Check	06/15/2021	141915	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges/Supply Services 5/3-6/2	166.42
Check	06/29/2021	142092	Nicor (29)	Acct# 29-26-62-8714 2 Monthly Charges 5/17-6/15	63.65
Check	06/29/2021	142095	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 5/17-6/15	61.41
Total 3034711 · Utilities					312.63
3034713 · Recruitment					
Check	06/15/2021	141926	Physicians Immediate Care	Inv# 3928249 Pre-Employment Physical/Drug Screen	195.00
Check	06/15/2021	141926	Physicians Immediate Care	Inv# 3934040 Pre-Employment Physical/Drug Screen	195.00
Total 3034713 · Recruitment					390.00
3034791 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	1,143.28
Total 3034791 · Health Insurance					1,143.28
3034792 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	90.86
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 3034792 · Dental, Vision & Life Insurance					101.46
Total 3034ADM · Administration					3,433.87
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	06/15/2021	141918	Earth, Inc	Inv# 22520 Topsoil for Restoration on Douglas & Dennis Dr	100.00
Check	06/15/2021	141928	SiteOne Landscape Supply, LLC	Inv# 109841316-001 Grass Seed Restoration on Douglas Dr	144.49
Check	06/22/2021	142037	Lafarge Aggregates Illinois Inc	Inv# 714571287 Erosion Control Stone - 200 Sherwood Dr	180.20
Check	06/22/2021	142037	Lafarge Aggregates Illinois Inc	Inv# 714571288 Erosion Control Stone - 200 Sherwood Dr	193.38
Check	06/22/2021	142037	Lafarge Aggregates Illinois Inc	Inv# 714585806 Erosion Control Stone - 200 Sherwood Dr	122.83
Check	06/29/2021	142058	Alta Equipment Company	Inv# SP4/31989 Parts for Chainsaw	28.16
Check	06/29/2021	142076	Earth, Inc	Inv# 22555 Topsoil for Rolling Knolls Restoration & Erosion Control	100.00
Total 3034602 · Operating Supplies & Materials					869.06
3034603 · Fuel					
Check	06/22/2021	142046	Village of Hanover Park (Fuel)	Inv# 2021-583 May 2021 Fuel	562.09

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Type	Date	Num	Name	Memo	Amount
Total 3034603 · Fuel					562.09
3034606 · Engineering					
Check	06/15/2021	141931	Thomas Engineering Group LLC	Inv# 21-148 Progress Payment for FY22 Road Project Engineering	20,516.14
Check	06/15/2021	141931	Thomas Engineering Group LLC	Inv# 21-150 New Construction Driveway Permit Review	250.00
Check	06/29/2021	142096	Norman J Toberman & Associates LLC	NJT Project# 20-7176 Engineering Svcs for Rorhssen Rd/Chapel Hill	3,500.00
Total 3034606 · Engineering					24,266.14
3034610 · Street Lighting					
Check	06/15/2021	141912	Com Ed 076	Acct# 7742763076 Monthly Charges 5/3-6/2	26.01
Check	06/22/2021	142026	Com Ed 152	Acct# 0045120152 Monthly Charges 5/5-6/4	364.24
Total 3034610 · Street Lighting					390.25
Total 3034ROD · Road Maintenance					26,087.54
303EQM · Equipment					
3034608 · Equipment Purchase					
Check	06/22/2021	142020	Alta Equipment Company	Inv# SP4/31390 Track Steer/Trailer Chains & Binders	352.80
Total 3034608 · Equipment Purchase					352.80
3034609 · Maintenance Vehicles & Equip					
Check	06/22/2021	142042	Russo Power Equipment	Inv# PSI10034714 Pole Saw Repairs	202.24
Total 3034609 · Maintenance Vehicles & Equip					202.24
Total 303EQM · Equipment					555.04
Total 3034 · Road Maintenance - Expenditures					30,076.45
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054541 · Printing					
Check	06/22/2021	142039	Precise Printing Network, Inc.	Inv# 51608 Mental Health Brochure	137.00
Total 5054541 · Printing					137.00
5054591 · Health Insurance					
Check	06/25/2021	142053	United Healthcare	Monthly Medical Premiums	1,726.36
Total 5054591 · Health Insurance					1,726.36
5054592 · Dental, Vision & Life Insurance					
Check	06/25/2021	142054	Euclid Managers	Acct 5641581 Monthly Premium	167.53
Check	06/25/2021	142055	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Total 5054592 · Dental, Vision & Life Insurance					181.48
Total 5054ADM · Administration					2,044.84

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Type	Date	Num	Name	Memo	Amount
5054COM · HT Community Resource Center					
5054210 · Utilities					
Check	06/15/2021	141913	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges 5/6-6/7	30.90
Check	06/29/2021	142093	Nicor (MHB 84)	Acct# 84-67-77-1000 0 Monthly Charges 5/13-6/13	53.68
Total 5054210 · Utilities					84.58
5054250 · Building Maintenance					
Check	06/29/2021	142079	Fox Valley Fire & Safety	Inv# 445300 Annual Fire Alarm Inspection - Resource Center	335.00
Total 5054250 · Building Maintenance					335.00
Total 5054COM · HT Community Resource Center					419.58
5054SVC · Service Contracts					
5054102 · CAC Family Support					
Check	06/22/2021	142024	Childrens Advocacy Ctr of Nwst Co County	Family Support Services April 2021	3,239.75
Check	06/22/2021	142024	Childrens Advocacy Ctr of Nwst Co County	Family Support Services May 2021	1,851.36
Total 5054102 · CAC Family Support					5,091.11
Total 5054SVC · Service Contracts					5,091.11
Total 5054 · Mental Health - Expenditures					7,555.53
8084 · Capital Projects - Expenditures					
8084414 · Emergency Services Station					
Check	06/15/2021	141931	Thomas Engineering Group LLC	Inv# 21-149 Expansion Property Site Development Engineering	22,476.79
Total 8084414 · Emergency Services Station					22,476.79
8084425 · Building & Perm Improvements					
Check	06/15/2021	141906	ABM Commercial Flooring Inc	Inv# 21-11603 Flooring	5,445.00
Check	06/15/2021	141924	Northwest Insulation	Inv# 12394666 Insulation	2,500.00
Check	06/22/2021	142043	Sherwin-Williams	Inv# 6272-2 Renovation Paint/Supplies	526.94
Check	06/22/2021	142043	Sherwin-Williams	Inv# 6333-2 Drywall	10.08
Check	06/29/2021	142087	Mendel Pumbing & Heating Inc	Inv# 386351 Plumbing Work	8,124.00
Check	06/29/2021	142103	The Alphabet Shop, Inc	Inv# 58048 Downey Hall Recognition Award Wall Updates	530.00
Total 8084425 · Building & Perm Improvements					17,136.02
Total 8084 · Capital Projects - Expenditures					39,612.81
TOTAL					200,642.46

- I. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 7:02 p.m.

Clerk Dolan Baumer called the roll; present were Supervisor McGuire, Clerk Dolan Baumer and Trustees Beattie, Camacho, and Essick. Absent: Trustee Martinez.

Others present either in person were Facilities and Road Maintenance Director Caleb Hanson, Aging Services Director Megan Conway, Human Services Director Mary Jo Imperato, Community Health Director Kristen Smith, Community and Government Relations Director Tom Kutenberg, Emergency Services Director Mike Crews, Youth and Family Services Director Tina Houdek, Prevention Services Manager Ryan Dickinson, Mental Health Board Manager Amanda Teachout, Assistant Administrator Kristin Vana, Administrator James Barr, Administrative Assistant Hailey Matich, Management Intern Micah Chambers, and Attorney Mike Airdo. Also attending the meeting were many volunteers from the Emergency Services unit, Chief Haigh and his wife, and Village of Streamwood Trustee Mike Baumer.
- 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. Presentations:
 - A. Trustee Essick moved that the Board approve the resolution honoring Hanover Park Fire Chief Haigh on his retirement from the department. Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Camacho, Essick, and Supervisor McGuire. Nays: None. Motion carried.
- V. Reports:
 - A. Supervisor's Report: The City of St. Charles send ta thank you note to the Township complimenting the Emergency Services unit for assistance during a recent search and rescue effort. While Hanover Township did not find the individual, he was subsequently located. State Representative Lewis was at the Township for a tour, a review of services and a discussion on the benefits of township government. Trustee Beattie was thanked for her assistance during the Veterans meal pick up. The Township received a note of thanks for flowers at the death of her husband and daughter from Naomi Walters-Lenoci.
 - B. Clerk's Report: Clerk Dolan Baumer reminded the Board that the TOCC Spring Conference would be held via Zoom from Schaumburg Township on Thursday, June 17.
 - C. Assessor's Report: Assessor Smogolski offered no additional report.
 - D. Department Reports: Reports were submitted for review by the Board; included in the highlights were Director Smith reporting that Illinois is now in Phase 5, with its lessened restrictions on social distancing and wearing of facemasks. Nurse Ariel Jacobson's last day is June 18. A temporary nurse will hold the position until a replacement is found. Self-pay client services have resumed. Group programs starts July 9. Director Imperato reported that 213 meals were distributed during the Veterans meal pick up. Veteran Services training is ongoing for Lori Orozco and herself; they are half way through the program. Community Resource groups are starting up again tomorrow at the Izaak Walton Center. Summer lunch distribution with the Illinois Food Bank had a slow start and only 63 children were served this week. The Human Services department would participate in the Friday in the Park event starting next Friday. There will be a food distribution even held on June 25. Senator Castro's staff would be returning in July for regular office hours. Backpack registration has started, and distribution is scheduled for the second week in August. Community Relations Director Kutenberg reported that planning is continuing for the successful plan for the Center grounds. MTA-sponsored SB1799 has passed, but is not yet signed. HB162, for creating a local government consolidation committee was sent back to committee. HB268 never left committee; HB1861 is still in committee. The Community Shred is scheduled for October 9. Manager Teachout reported that the Board is on break for the

summer, but she is making personal visits to the various agencies. Agencies are continuing to thank the Mental Health Board for their support during Covid 19 pandemic. Director Houdek reported that Prevention Services programming began this week, as did the Youth Leadership group. Teen Night with the Streamwood Park District proved to be a success; the next one would be held on June 18. Movie Night would be held on June 25. Donations for the YFS Annual Garage Sale on June 25-26 are still being taken; proceeds benefit the Teen Institute Summer Conference Township attendees. Friday in the Park in cooperation with Human Services, the Streamwood High School, and Streamwood Park District would be held on June 18. Director Conway reported that she received two resignations: Program Manager Jamie Zbrzezny and Program Specialist Sarah Adelpia. The licensure applications for the new home services agency program have been submitted to the State. Aging Services is accepting work for the 2021 "Got Art" exhibition. The Director met with area TRIP participants to discuss program expansion. She would attend the National Council on Aging Conference. A \$11,500 grant for a vaccine clinic was received. Nutrition Services is offering ice cream starting next week. Annual award forms for ITASC recognition are available in the Township Perspective magazine and would be presented during the virtual annual T.O.I. Conference. The Senior Citizens Services Committee is holding an Eli's cheesecake fundraiser. Director Hansen reported that the Township took possession of the new backhoe loader today. In-house work is ongoing at the Christafano property house. Surveying is ongoing by Thomas Engineering, and they are working on the annexing and consolidating of the roads. Assistant Administrator Vana reported that they have seen an increase in the number of visitors to the Township office, and in the requests for passport processing, which is almost up to pre-Covid 19 levels. She introduced Micah Chambers as the new Management Intern from NIU. Director Crews reported that partnerships are beginning between Districts 2 and 12. Chain saw training and tornado preparedness training is occurring this month. He would attend the FEMA Academy this summer, as well. Administrator Barr reported that Covid 19 processes have been update at Hanover Township for Phase 5. Please note that the Township Officials of Illinois conference would be held virtually this year in November; more details to follow. The MTA Summer Symposium is being worked on with more details to follow.

VI. Bill Paying: Mr. Barr presented the bills for payment from June 1, 2021 through June 14, 2021 as follows:

a.	Town	\$50,745.64
b.	Senior Services	31,815.46
c.	General Assistance	9,199.58
d.	Road Maintenance	63,574.48
e.	Committee for Senior Citizens Svc.	252.96
f.	Mental Health Board	21,398.15
g.	Vehicle fund	200.00
h.	Capital Fund	<u>23,222.39</u>
	Total	<u>\$200,408.67</u>

A motion was made by Trustee Beattie and seconded by Trustee Camacho to approve payment of the bills as presented from June 1, 2021 through June 14, 2021. Roll call: Ayes: Trustees Beattie, Essick, and Camacho, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

VII. Unfinished Business: Attorney Airdo gave a brief synopsis on the status of the unsafe pool conditions that exist at 1169 Robin Hood Drive in Elgin, unincorporated Cook County, noting that it was abandoned by the now defunct Sherwood Oaks Athletic Club. No taxes were paid since 2016; it was sold for taxes in 2018 to Wheeler Financial Services. A letter from Hanover Township was sent to the County outlining the dangerous situation that exists with the pool, now filling with water, who in turn started the process serving Wheeler Financial. The matter is up before the court tomorrow. There are basically three options that could occur: the Court could start the abandonment process and the land would go to the County Land Bank; they could quick claim deed it to Hanover Township, or the Township could work

with Wheeler to acquire the property. Attorney Airdo would report back to the Board during the next meeting.

VIII. New Business:

- A. Board Meeting Minutes of June 1, 2021: Clerk Dolan Baumer presented the Board meeting minutes of June 1, 2021 for review and approval. Trustee Beattie moved to approve the Board meeting minutes of June 1, 2021; motion seconded by Trustee Essick. Roll call: Ayes: Trustees Beattie, Essick and Camacho, and Supervisor McGuire. Nays: None. Motion carried.
- B. Resolution to Declare World Elder Abuse Awareness Day: Trustee Beattie moved that the Board declare June 15, 2021 World Elder Abuse Awareness Day in Hanover Township; motion seconded by Trustee Camacho. Roll call: Ayes: Trustees Beattie, Essick and Camacho, and Supervisor McGuire. Nays: None. Motion carried.
- C. Resolution proclaiming June 19, 2021 as Juneteenth Day in Hanover Township: Trustee Essick moved that Board approve the resolution proclaiming June 19, 2021 as Juneteenth Day in Hanover Township; Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick and Camacho, and Supervisor McGuire. Nays: None. Motion carried.
- D. Consideration of Designating the Izaak Walton Center as a Youth Center: After a presentation by Director Houdek on the consideration of designating Izaak Walton Center as a Youth Center, the Trustees and Supervisor concurred that this was a good idea and directed the Administrator to start the process of carrying out the plan described by staff to start in mid-August to coincide classes starting in the fall. Concerns were raised regarding hours of Open Gym and transportation, which will be examined in more detail as the plan moves forward.

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

XI. Other Business: No other business was discussed.

IX. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:09 p.m. was made by Trustee Beattie and seconded by Trustee Camacho, followed by a roll call vote. Ayes: Trustees Beattie, Essick, and Camacho 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

From: Russ Wennerstrom <rwennerstrom@epdoyle.com>

Sent: Wednesday, June 30, 2021 10:36 AM

To: James Barr <JBarr@hanover-township.org>

Cc: Thomas Kuttnerberg <tkuttnerberg@hanover-township.org>; Caleb Hanson <chanson@hanover-township.org>; Rick Nelson <rnelson@hanover-township.org>; ehornig@hitchcockdesigngroup.com; Lacey Lawrence <llawrence@hitchcockdesigngroup.com>; Ed Pietrowicz <epietrowicz@epdoyle.com>; Patrick Byrne <pbyrne@epdoyle.com>

Subject: Izaak Walton - Bridge Change EWP #02

James,

We have assembled pricing on the bridge change. Extra Work Proposal (EWP) #02 is attached for review/approval. The detailed cost breakdown is included as Exhibit A. Descriptions of the elements and conditions affecting pricing of this change are presented below:

A. Boardwalk Changes:

- a. The cost includes adjusted pricing on materials due to inflation. Wickcraft's cost was actually higher with reduced scope. Modular Trail Structures (MTS) offered better pricing on changed scope resulting in a credit. MTS also recommended an alternate toe rail that included a small credit.
- b. The credit for labor component of the deleted boardwalk bridge translates to approximately 100 man hours.

B. Helical Pile Changes: The net reduction is 12 piles. This assumes the west bridge abutment will not require helical piles for support. Between the bid and award pricing on the pile materials increased by 50% (from \$400 each to \$600 each). Therefore, the material credit for fewer piles is nearly offset by inflation. According to preliminary discussions with the structural engineer the bridge abutment helical piles may require installation on a batter (angle) for lateral stability. 3 days mobilization and production was figured and is still required. Mobilization costs are fixed. The last day may now be a partial day or not depending on floodplain work conditions and battered pile requirements. Regardless, the crew is paid by the day and will not be able to finish out the day at another job. Therefore, there is no labor credit on the helical pile installation.

C. Concrete Bridge Abutments: The west abutment change is straightforward assuming bearing can be achieved at frost depth. The big cost driver is the east abutment in the floodplain 70' on the opposite bank and 8' lower in elevation. Getting forms and concrete to this location will require a small crane, concrete pump or buggies through the woods, or a combination thereof. Install abutments and anchor bolts precisely as coordinated with bridge shop drawings.

D. Earthwork: Minor cost increase for added excavation, backfill and haul-off at abutments.

E. Pre-Engineered Aluminum Bridge: Pricing per CMI quote dated 6/16/21. Verified through CMI the quote will be honored through E. P. Doyle.

F. Bridge Installation: Includes 70 ton crane and rigging, crane operator, 5 man crew to hoist one-piece bridge from truck and install on abutments/anchor bolts. Furnish anchor bolts. Install cover plates if applicable.

G. \$20,000 Boardwalk Contingency: Apply to offset extra costs discussed.

Let me know if there are any questions or comments.

Thank you,



Russell R. Wennerstrom | E. P. Doyle & Son, LLC

1100 Wheaton Oaks Court | Wheaton, IL 60187

p. (630) 665-0600 | f. (630) 665-0606 | EPDoyle.com



Memorandum

Date: 7/1/2021
From: Lacey Lawrence, Hitchcock Design Group
RE: Izaak Walton Reserve

Overview

This memorandum summarizes recent change orders to the Izaak Walton Reserve improvement project.

During the design phase of the project, the design team evaluated several options for crossing the Poplar Creek tributary. We reviewed our original intent as defined in the IDNR OSLAD grant which was a wood bridge (framing and decking), prefabricated steel/aluminum bridge (metal framing and wood decking), and a stick-built boardwalk style crossing (metal framing and wood decking) that matched the aesthetic of the elevated boardwalk through the natural area. Through coordination with various vendor representatives, we were led to believe the boardwalk system would be able to span the creek without issue and would be the most cost-effective solution. As a result, the Wickcraft bridge system was selected by the design team and supported by Township Staff.

As the final details of the system came together it became apparent that the boardwalk system would require multiple helical supports within the stream itself and additional supports within the floodway. Given the potential for extensive maintenance, i.e., removal of woody debris floating down the creek that could be caught on the in-stream helical supports, and the lengthy permitting process with IDNR OWR for construction within the floodway, the design team with support from Township Staff, opted to review bridge crossing options again. The bidding process was active and concluded before a final change was made.

Following review of crossing options, the design team with support from Township Staff, concluded that a metal prefabricated bridge that would free span the stream and floodway and be most advantageous to IDNR approval while balancing budget constraints and long-term management of the feature for the Township. This option has been submitted to IDNR for review. Our preliminary budget studies utilizing the lowest bid at the conclusion of bidding indicate this change would result in an increased cost of \$6,000. Since that time, the awarded lowest responsible bidder generally had higher unit costs, in addition to highly volatile material pricing resulting in 20%-30% increases in steel and wood pricing that could not have been foreseen, resulted in the proposed change value of \$59,479.

22 E. Chicago Avenue
Suite 200A
Naperville, Illinois 60540
630.961.1787
hitchcockdesigngroup.com



Scope of Work:

Change Order #1 includes the addition of structural engineering services by a Licensed Structural Engineer in the State of Illinois for the preparation of design and calculations for bridge abutments including helical pier supported abutments in non-load bearing soils. The preferred bridge manufacturer, GatorBridge/CMI, does not provide design or structural engineering calculations for supporting bridge abutments. The Contractor will be responsible for final engineering of the bridge abutments based on in situ soils and as detailed in the Geotechnical Investigation Report prepared by Soil and Material Consultants and dated March 10, 2021. The Geotechnical Investigation Report was completed and distributed to the Contractor following the bid opening. Structural engineering services are not included in the Final Design contract with Hitchcock Design Group; however, we can provide a quote for consideration.

Change Order #2 includes omission of the purchase and installation of Wickcraft bridge system (framing, southern yellow pine (SYP) decking, and safety rail) and associated helical piers and adds the purchase and installation of GatorBridge/CMI free span prefabricated aluminum bridge with SYP decking and additional concrete abutment supported with helical piers. Change Order #2 utilizes a \$20,000 contingency allowance that was included in the base bid contract at the time of bid opening.

Change Order #3 includes the cost to provide a Surety Bond as required by the City of Elgin permit review. This type of document is typically provided by the Contractor. The Contractor has supplied a Performance Bond as required in the bid documents; however, this document did not meet the specific requirements requested by the City of Elgin. The Surety Bond financially guarantees to the City of Elgin that the Contractor will construct the proposed improvements in accordance with the approved plans. The City of Elgin can make a claim to recover losses if the Contractor fails to complete the terms established by the bond. The main difference between a Performance Bond and Surety Bond is the later is an agreement between three parties, the Contractor, the Owner, and The City of Elgin. This type of bond is common for developers, but uncommon between two forms of government.

cc: James Barr, Hanover Township
Eric Hornig, Hitchcock Design Group

Encl: Change Order #1
Change Order #2
Change Order #3



Hanover Township

Izaak Walton Reserve

Change Order Summary

Date: July 1, 2021

Item	Description	Est. Qty	Unit	Date	Extended Cost	Subtotal
------	-------------	----------	------	------	---------------	----------

Original Contract						
	Base Bid	1	LS		\$716,130.04	
Original Contract Total:						\$716,130.04

Previously authorized Change Orders						
Change Order Total:						\$0.00
						\$716,130.04

Proposed Change Orders						
	Change order #1 - Structural Engineering	1	LS	6/15/2021	\$6,295.00	
	Change Order #2 - Crossing	1	LS	6/30/2021	\$59,479.00	
	Change Order #3 - Surety	1	LS	6/30/2021	\$2,618.00	
Change Order Total:						\$68,392.00
						\$68,392.00

New Contract Amount:	\$784,522.04
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AIA® Document G701™ – 2017

Change Order

PROJECT: *(name and address)*

Izaak Walton Reserve
899 Jay St., Elgin, IL 60120

OWNER: *(name and address)*

Hanover Township
250 South Route 59
Bartlett, Illinois 60103

CONTRACT INFORMATION:

Contract For: Park Improvements
Date: May 27, 2021

ARCHITECT: *(name and address)*

Hitchcock Design Group
22 E. Chicago Ave., Suite 200
Naperville, Illinois 60540

CHANGE ORDER INFORMATION:

Change Order Number: 00 1
Date: June 15, 2021

CONTRACTOR: *(name and address)*

E.P. Doyle & Son, LLC
1100 Wheaton Oaks Court
Wheaton, Illinois 60187

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Structural Engineering for Bridge Abutments

The original	Contract Sum	was	\$	<u>716,130.04</u>
The net change by previously authorized Change Orders			\$	<u>0.00</u>
The	Contract Sum	prior to this Change Order was	\$	<u>716,130.04</u>
The	Contract Sum	will be increased by this Change Order in the amount of	\$	<u>6,295.00</u>
The new	Contract Sum	, including this Change Order, will be	\$	<u>722,425.04</u>
The Contract Time will be unchanged by zero (0) days.				
The new date of Substantial Completion will be 102 days from commencement of work				

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Hitchcock Design Group

ARCHITECT *(Firm name)*

Lacey Lawrence
SIGNATURE

Lacey Lawrence, Senior Assoc.
PRINTED NAME AND TITLE

June 30, 2021
DATE

E.P. Doyle & Son, LLC

CONTRACTOR *(Firm name)*

SIGNATURE

Russ Wennerstrom
PRINTED NAME AND TITLE

DATE

Hanover Township

OWNER *(Firm name)*

SIGNATURE

James Barr, Township Administrator
PRINTED NAME AND TITLE

DATE

Izaak Walton Reserve
Extra Work Proposal # 01

E. P. DOYLE & SON, LLC

Tuesday, June 15, 2021

Page 1

Below are the pricing and time requirements to perform the following extra work to the contract:

Bridge Abutment Structural Engineering

References: Bridge Change

EWP Cost Subtotal		\$5,993.00
E. P. DOYLE & SON, LLC MarkUp @	5.0%	\$302.00

EWP #01 Total Cost:	\$6,295.00
----------------------------	-------------------

EWP #01 Time Extension (Work Days):
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Notes: Provide structural engineering for new bridge abutments added due to change from pile supported boardwalk to a pre-engineered bridge.

Reference: Johnson Wilber Adams Structural Engineering quote dated 6/4/21.

Structural Design and Drafting = \$5,500

Subtotal: \$5,500

Bond (0.79%): \$43

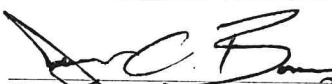
Subtotal: \$5,543

GC's & Fee (13.57%): \$752

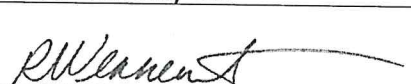
Total: \$6,295

To authorize E. P. DOYLE & SON, LLC to proceed with this extra work, please acknowledge your acceptance of this proposal by signing and dating below, and we will issue a Change Order in accordance with the Contract provisions.

Hanover Township


by James C. Barr, Township Administrator
6/22/21
Date

E. P. DOYLE & SON, LLC


by _____
6/15/21
Date

AIA® Document G701™ – 2017

Change Order

PROJECT: (name and address)

Izaak Walton Reserve
899 Jay St., Elgin, IL 60120

OWNER: (name and address)

Hanover Township
250 South Route 59
Bartlett, Illinois 60103

CONTRACT INFORMATION:

Contract For: Park Improvements
Date: May 27, 2021

ARCHITECT: (name and address)

Hitchcock Design Group
22 E. Chicago Ave., Suite 200
Naperville, Illinois 60540

CHANGE ORDER INFORMATION:

Change Order Number: 0002
Date: June 30, 2021

CONTRACTOR: (name and address)

E.P. Doyle & Son, LLC
1100 Wheaton Oaks Court
Wheaton, Illinois 60187

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Omit Wickcraft bridge and associated helical piers
Add furnish and install GatorBridge, additional abutments, and helical piers

The original	Contract Sum	was	\$	716,130.04
The net change by previously authorized Change Orders			\$	6,295.00
The	Contract Sum	prior to this Change Order was	\$	722,425.04
The	Contract Sum	will be increased by this Change Order in the amount of	\$	59,479.00
The new	Contract Sum	, including this Change Order, will be	\$	781,904.04
The Contract Time will be unchanged by zero (0) days.				
The new date of Substantial Completion will be 102 days from commencement of the work				

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Hitchcock Design Group

ARCHITECT (Firm name)

Lacey Lawrence

SIGNATURE

Lacey Lawrence, Senior Assoc.

PRINTED NAME AND TITLE

June 30, 2021

DATE

E.P. Doyle & Son, LLC

CONTRACTOR (Firm name)

SIGNATURE

Russ Wennerstrom

PRINTED NAME AND TITLE

DATE

Hanover Township

OWNER (Firm name)

SIGNATURE

James Barr, Township Administrator

PRINTED NAME AND TITLE

DATE

Izaak Walton Reserve

Extra Work Proposal # 02

E. P. DOYLE & SON, LLC

Wednesday, June 30, 2021

Page 1

Below are the pricing and time requirements to perform the following extra work to the contract:

Bridge Change

References: Design Change

EWP Cost Subtotal		\$56,647.00
E. P. DOYLE & SON, LLC Markup @	5.0%	\$2,832.00

EWP #02 Total Cost:	\$59,479.00
EWP #02 Time Extension (Work Days):	

Notes: Change Boardwalk Bridge to Pre-Engineered Aluminum Bridge.

Includes the following:

A. Boardwalk deletions involving material and labor: - \$18,966
B. Helical Pile Changes: - \$800
C. Concrete Bridge Abutments: \$15,349
D. Earthwork associated with Abutments: \$1,817
E. New Aluminum Bridge: \$58,769
F. Bridge Installation: \$15,630
G. Apply Boardwalk Contingency: - \$20,000
Direct total: \$51,799
General Conditions: \$4,439
Bond cost: \$409
Subtotal: \$56,647
Profit: \$2,832
Total: \$59,479

Refer to Exhibit A for detailed breakdown.

To authorize E. P. DOYLE & SON, LLC to proceed with this extra work, please acknowledge your acceptance of this proposal by signing and dating below, and we will issue a Change Order in accordance with the Contract provisions.

Hanover Township

by

Date

E. P. DOYLE & SON, LLC

by

Date



6/30/21

Izaak Walton Reserve Improvements
 Bridge Change
 EWP #02 - Detailed Cost Breakdown



Date: 06/30/21
 Update:

Item	Source	Quantity	Units	Unit Price	Cost
A. Boardwalk Changes					
Delete 8' wide Boardwalk Bridge - material	Modular Trail Structures	1	LS	-\$6,000	-\$6,000
Change Toe Rail to built-up 2 x 4 design	Modular Trail Structures	1	LS	-\$1,114	-\$1,114
Delete 8' wide Boardwalk Bridge - labor	Heintz Construction	1	LS	-\$11,852	-\$11,852
Subtotal					-\$18,966
B. Helical Pile Changes					
Credit Boardwalk Helical Piles - Orig. Design	Thatcher	-32	EA	\$400.00	-\$12,800
Add Bridge and Boardwalk Piles - New Design	Thatcher	20	EA	\$600.00	\$12,000
Subtotal					-\$800
C. Bridge Abutment Concrete Changes					
Delete West Boardwalk Abutment	Elliot	-2.0	CY	\$949.25	-\$1,899
Add West Bridge Abutment	Elliot	3.0	CY	\$949.25	\$2,848
Add East Bridge Abutments	Elliot	8.0	CY	\$1,800.00	\$14,400
Subtotal					15,349
D. Bridge Abutment Earthwork Changes					
Add Bridge Abutments excavation/backfill	Bird	24	CY	\$67.38	1,617
Add Bridge Abutments haul-off	Bird	8	CY	\$25.00	200
Subtotal					1,817
E. Aluminum Bridge					
Add pre-engineered aluminum bridge	Gator Bridge	1	LS	\$50,269.00	\$50,269
Add Bridge freight	Gator Bridge	1	LS	\$8,500.00	\$8,500
Subtotal					\$58,769
F. Bridge Installation - Steel Erector					
Add bridge installation	M&I Steel	1	LS	\$15,630.00	\$15,630
Subtotal					\$15,630.00
G. Apply Boardwalk/Bridge Contingency					
Allowance	Owner	1		-\$20,000.00	-\$20,000
Subtotal					-\$20,000
Direct Cost Total					\$51,799
General Conditions				8.57%	\$4,439
Bond Cost				0.79%	\$409
Subtotal:					\$56,647
Profit				5.00%	\$2,832
Grand Total:					\$59,479

AIA® Document G701™ – 2017

Change Order

PROJECT: (name and address)

Izaak Walton Reserve
899 Jay St., Elgin, IL 60120

OWNER: (name and address)

Hanover Township
250 South Route 59
Bartlett, Illinois 60103

CONTRACT INFORMATION:

Contract For: Park Improvements
Date: May 27, 2021

ARCHITECT: (name and address)

Hitchcock Design Group
22 E. Chicago Ave., Suite 200
Naperville, Illinois 60540

CHANGE ORDER INFORMATION:

Change Order Number: 0003
Date: June 30, 2021

CONTRACTOR: (name and address)

E.P. Doyle & Son, LLC
1100 Wheaton Oaks Court
Wheaton, Illinois 60187

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

City of Elgin Performance Surety Bond

The original	Contract Sum	was	\$	716,130.04
The net change by previously authorized Change Orders			\$	65,774.00
The	Contract Sum	prior to this Change Order was	\$	781,904.04
The	Contract Sum	will be increased by this Change Order in the amount of	\$	2,618.00
The new	Contract Sum	, including this Change Order, will be	\$	784,522.04
The Contract Time will be unchanged by zero (0) days.				
The new date of Substantial Completion will be 102 days from commencement of work				

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Hitchcock Design Group	E.P. Doyle & Son, LLC	Hanover Township
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
		
SIGNATURE	SIGNATURE	SIGNATURE
Lacey Lawrence, Senior Assoc.	Russ Wennerstrom	James Barr, Township Administrator
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
June 30, 2021		
DATE	DATE	DATE

Izaak Walton Reserve

Extra Work Proposal # 03

E. P. DOYLE & SON, LLC

Wednesday, June 30, 2021

Page 1

Below are the pricing and time requirements to perform the following extra work to the contract:

City of Elgin Performance Bond

References: Permit Requirement

EWP Cost Subtotal		\$2,493.00
E. P. DOYLE & SON, LLC Markup @	5.0%	\$125.00

EWP #03 Total Cost:	\$2,618.00
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EWP #03 Time Extension (Work Days):
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Notes:

The City of Elgin requires a performance bond prior to issuance of a building permit. Subsequent to the project update meeting on June 25, 2021 Hanover Township requested E. P. Doyle provide the requested bond.

The rate on this type of bond is \$25 per \$1,000.

The bond amount is \$99,723.75.

Therefore, the cost of the bond is \$2,493.

Direct total: \$2,493

General Conditions: \$0 (General Conditions do not apply)

Markup: \$125

Total: \$2,618

To authorize E. P. DOYLE & SON, LLC to proceed with this extra work, please acknowledge your acceptance of this proposal by signing and dating below, and we will issue a Change Order in accordance with the Contract provisions.

Hanover Township

by

Date

E. P. DOYLE & SON, LLC

by

Date

6/30/21



Memorandum

Date: July 1, 2021

To: Hanover Township Officials

From: Kristin Vana, Assistant Township Administrator

Re: Consideration of S&S License and Title Services, Inc. Agreement

S&S License and Title Service, Inc. partners with the Illinois Secretary of State Department of Motor Vehicle Services to issue license plate renewal stickers to residents. Administrative Services staff have spoken with S&S License to determine the needs and ability for the Resident Services Office to become a participating vendor to issue license plate renewal stickers.

By becoming a participating vendor, the Resident Services Office will be able to offer Illinois license plate renewal services to Illinois residents. Individuals visiting Hanover Township to obtain their license plate renewal sticker will need to bring their Illinois Vehicle Registration Renewal notice or have their Vehicle Identification Number (VIN), driver's license and license plate number. Resident Services may charge up to a \$9.50 processing fee to complete this service, however most places in the area offering this service charge a \$7.50 processing fee. The individual obtaining their sticker would be responsible for the cost of the sticker set by the Illinois Secretary of State, currently \$151.00, a service fee not to exceed \$9.50 which will be set by Hanover Township, and the applicable credit/debit card processing fee of 2.13% of the transaction. This service will not have a Township residency requirement.

S&S License will charge the Township \$1.75 transaction fee per license plate renewal sticker that is issued. S&S License will collect payment for services rendered in the previous month via ACH debit the first business day of each month. In addition, the license plate renewal fee collected by Resident Services will be collected by the Illinois Secretary of State 1-2 business days following the issue of each license plate sticker. Hanover Township will have no upfront costs to begin providing this service, as the only equipment requirements are a computer and laser jet printer, both of which the department currently has available. The Secretary of State will provide the license plate stickers on a monthly basis.

Staff have closely reviewed the Participating Vendor Agreement with the Township's legal counsel and have confirmed with both the Township information technology provider as well as the Township's liability insurance provider, that all requirements within the agreement are appropriately met. Most importantly, all appropriate data security practices are in place. As stated in the agreement, all staff who provide services out of the Resident Services Office will receive mandatory training from S&S License to become Authorized Users and to fully understand how to appropriately execute the license plate sticker renewal program.

Currently there are no other local townships that are offering license plate sticker renewal services, however there are some local libraries offering this service such as the Gail Borden Library, Itasca Library, Dundee Library and the Arlington Heights Library.

Thank you for your consideration.

RESOLUTION _____

**A RESOLUTION
TO APPROVE AN ELECTRONIC REGISTRATION AND TITLING SERVICE PARTICIPATING
VENDOR AGREEMENT WITH S&S LICENSE & TITLE SERVICE, INC.**

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

SECTION ONE: That the Electronic Registration and Titling Service Participating Vendor Agreement between S&S License & Title Service, Inc. and the Township (the “Agreement”), 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 Township Ordinances, Resolutions, and parts thereof in conflict with or inconsistent with any of the provisions of this Resolution are hereby repealed to the extent they are inconsistent with this Resolution.

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: July 6, 2021

APPROVED: July 6, 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 July 6, 2021, and approved on July 6, 2021, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

ELECTRONIC REGISTRATION AND TITLING SERVICE PARTICIPATING VENDOR AGREEMENT

This **ELECTRONIC REGISTRATION AND TITLING SERVICE PARTICIPATING VENDOR AGREEMENT** (hereinafter referred to as "Agreement") is made by and between S&S License & Title Service, Inc., an Illinois corporation, with its principal office in Peoria, Illinois (hereinafter referred to as "S&S"), and the following named business (hereinafter referred to as "Vendor") with its principal office and place of business as follows:

VENDOR INFORMATION

Hanover Township
 Business Name
 250 S. IL Route 59
 Principal Office
 Bartlett, IL 60103
 City/State/Zip Code
 630-837-0301
 Business Phone
 Business Email Address

Illinois
 State of Organization
 250 S. IL Route 59
 Principal Place of Business
 Bartlett, IL 60103
 City/State/Zip Code
 630-837-9064
 Business Fax No.
 Business License #

Type of Business (**Check One**):

- ☐ Financial Institution
☐ Motor Vehicle Dealer
☐ Retail Merchant

Form of Business (**Check One**):

- ☐ Sole Proprietorship - One individual owns the unincorporated for profit business.
☐ Partnership - (General Partnership, Limited Partnership, Limited Liability Partnership or Joint Venture) Two or more individuals and/or corporations own the unincorporated for profit business.
☐ Limited Liability Company - One or more individuals own the for profit business which has been organized as a Limited Liability Company under state law.
☐ Corporation - One or more shareholders own the for profit business which has been incorporated under state law.
☐ Federal chartered financial institution.
☐ State-chartered financial institution.

PARTICIPATING VENDOR AGREEMENT

S&S grants Vendor a limited, non-exclusive, non-transferrable right and license to use the Provided Services set forth in Schedule A - Services and Pricing Schedule subject to the terms and conditions set forth below and in Schedule B - Participating Vendor Agreement Terms and Conditions.

The Illinois Secretary of State Department of Vehicle Services ("the Secretary") must approve in advance all retail merchants wishing to participate in the Provided Services as a Vendor and has the right to revoke a Vendor's right to participate in the Provided Services upon Vendor's violation of any applicable statutes, rules and regulations or the terms of this Agreement, or for any other reason permissible by law. By entering into this Agreement, Vendor agrees to comply with all applicable federal and/or state statutes, rules and regulations and the Secretary's policies and requirements and certifies that it is currently licensed and in good standing with its regulatory agency.

Vendor agrees to pay the fees and charges for Provided Services set forth in Schedule A - Services and Pricing Schedule. Vendor agrees to maintain an account from which S&S may initiate ACH debit entries to collect the fees and charges for the Provided Services and other amounts owed by Vendor hereunder and to execute and deliver to S&S the Schedule C - Automated Clearing House (ACH) Electronic Funds Transfer (EFT) Authorization.

To use the Provided Services, Vendor will need: (a) a computer with internet access (DSL, cable or other high-speed access is preferred); and, (b) a Secretary approved laser printer for printing renewal stickers and registration cards. Vendor is required to designate at least one employee or principal as an Authorized User of the Provided Services and must notify S&S any time an Authorized User is changed before such change takes effect. No individual who is not an Authorized User will be allowed access to the Provided Services.

By signing below, signatory represents that he/she is authorized to sign this Agreement on behalf of the entity for which said individual is signing, binding that entity to the terms and conditions of this Agreement, including the terms and conditions in Schedule B - Participating Vendor Agreement Terms and Conditions.

VENDOR

S&S LICENSE & TITLE SERVICES, INC.

(Signature of Authorized Representative) (Date) _____

(Signature of Authorized Representative) (Date) _____

(Printed Name) (Title) _____

(Printed Name) (Title) _____

PERSONAL GUARANTY OF PAYMENT

I/We, the undersigned principal owner(s) of Vendor, in consideration of S&S entering into the Agreement with Vendor, absolutely guaranty, without any restriction, condition or limitation, prompt payment on demand of any and all obligations of Vendor to S&S under the Agreement and performance of all obligations of Vendor under the Agreement and agree(s) to pay S&S's reasonable attorneys' fees, costs and expenses incurred in enforcing this Guaranty; and, authorize S&S to check my/our accounts, credit and employment history and obtain a credit report from third parties on me/us.

Name/Signature

Name/Signature

Date

THIS AGREEMENT SHALL NOT BE EFFECTIVE UNTIL APPROVED BY THE SECRETARY AND SIGNED BY AUTHORIZED SIGNATORIES OF S&S AND VENDOR.



SCHEDULE A

SERVICES AND PRICING SCHEDULE

By signing this Services and Pricing Schedule (this "Services and Pricing Schedule") Vendor described below requests the Services selected below ("the Services") and agrees to pay the prices indicated. Vendor may access the Services at the following Web site: _____. The Services will be available commencing on the Activation Date for the Services. The "Activation Date" for the Services will be the date upon which Vendor is activated by S&S to begin using the Services. Please call at _____ if you need assistance accessing the Services.

Upon being signed by a duly authorized representative of S&S, this Services and Pricing Schedule will constitute a binding amendment to the Services, effective as of the date S&S signs this Services and Pricing Schedule.

Vendor's use of the Services will be governed by the Agreement and Schedule B - Participating Vendor Agreement Terms and Conditions (the "Terms"). Except as otherwise defined herein, all capitalized terms used in this Services and Pricing Schedule will have the meanings attributed to them in the Terms.

VENDOR INFORMATION

Hanover Township
Business Name

250 S. IL Route 59
Principal Office

Bartlett, IL 60103
City/State/Zip Code

630-837-0301
Business Phone

Business Email Address

Illinois
State of Organization

250 S. IL Route 59
Principal Place of Business

Bartlett, IL 60103
City/State/Zip Code

630-837-9064
Business Fax No.

Business License #

TRANSACTION PRICING

By checking the appropriate box(es) below, Vendor requests the Services selected below and S&S agrees to provide such Services in accordance with the Terms and this Services and Pricing Schedule.

Transactions	Price (Per Transaction)
☐ Apply for Titles and Registration of Motor Vehicles	\$
☐ Issue Registration Renewal Stickers	\$
☐ Apply for Salvage and Junking Certificates	\$
☐ Create and Remove Liens from Motor Vehicle Records	\$
☐ Vehicle Inquiry	\$
☐ Lost, Destroyed, Missing Stickers	\$100.00 per sticker

VENDOR

S&S LICENSE & TITLE SERVICES, INC.

(Signature of Authorized Representative) (Date)

(Signature of Authorized Representative) (Date)

(Printed Name) (Title)

(Printed Name) (Title)

THIS SCHEDULE A - SERVICES AND PRICING SCHEDULE TO THE AGREEMENT SHALL NOT BE EFFECTIVE UNTIL SIGNED BY AUTHORIZED SIGNATORIES OF S&S AND VENDOR.



SCHEDULE B

PARTICIPATING VENDOR AGREEMENT TERMS AND CONDITIONS

1. Definitions - The following definitions shall apply to this Agreement.
 - A. "Authorized User" means employee(s) or principal(s) of Vendor who is/are authorized, pursuant to procedures adopted by S&S and the applicable Information Provider to access the Provided Services.
 - B. "Authorized User Terminal" means any computer terminal, monitor, and/or any related peripheral device approved by S&S to access the Provided Services.
 - C. "EFT" means a transfer of money which is accomplished electronically.
 - D. "ERT Program" means the program the Secretary has established for the electronic registration and titling of motor vehicles. Transactions that may be conducted pursuant to the ERT Program includes transmitting titles and registration of motor vehicles, renewal of motor vehicle registrations, creating and removing liens from motor vehicle records, applying for salvage or junking certificates, and issuing registration renewal stickers. The ERT Program may not be used to request or obtain specialty, vanity or personalized registration plates.
 - E. "ERT Service Provider" means an entity that has entered into an Agreement with the Secretary to serve as an intermediary between the Secretary's office and Vendors responsible for establishing a computerized communication link between Vendors and the Secretary for the secure transmission of titling, registration, registration renewal and lien information in compliance with the specifications of the Secretary's office.
 - F. "Financial Institution" means any federal or state chartered bank, savings and loan, credit union, and armored carrier, and any currency exchange, either directly or indirectly through an armored carrier. The term shall also include insurance companies and licensees under the Illinois Sales Finance Agency Act and the Illinois Consumer Installment Loan Act.
 - G. "Highly Restricted Personal Information" means an individual's photograph or image, social security number, and medical or disability information.
 - H. "Information Providers" means those persons or entities, such as Secretary, Illinois Department of Revenue and other governmental agencies and private parties which make Information Services available by means of S&S Services.
 - I. "Information Provider Agreements" means all agreements between S&S and an Information Provider for Information Services, including applications therefor.
 - J. "Information Services" means those data bases, information services, and vehicle license plates, license renewal stickers and other tangible and intangible items provided by Information Providers through S&S Services, as modified from time to time.
 - K. "Permissible ERT Transactions" means: for financial institutions other than licensees under the Illinois Sales Finance Agency Act and Illinois Consumer Installment Loan Act, all transactions that may be conducted pursuant to the ERT Program. For licensees under the Illinois Sales Finance Agency Act and Illinois Consumer Installment Loan Act, it means apply for titles and create and remove liens from motor vehicle records; for insurance companies it means to apply for salvage or junking certificates; and, for retail merchants it means issue registration renewal stickers.
 - L. "Personal Information" means information that identifies an individual including photograph, social security number, driver identification number, name, address (but not the 5-digit zip code), telephone number, and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver's status.
 - M. "Proprietary Rights" means all patent, copyright, trade secret and other proprietary rights in or to S&S System, S&S Data or any other aspect of Provided Services, and all documentation related to any of the foregoing, including all modifications, enhancements and derivative works of any of the foregoing.
 - N. "Provided Services" means, collectively, S&S Services and Information Services.
 - O. "Renewal Sticker(s)" means the adhesive sticker affixed to license plates and the form, with a preprinted control number and barcode, to which the sticker is attached when shipped and printed.
 - P. "Retail Merchant" means a business that is engaged in the sale of goods or services to the general public and that has one or more permanently established places of business in Illinois.
 - Q. "S&S" means S&S License & Title Service, Inc., an Illinois corporation.
 - R. "S&S Data" means all data created, processed or otherwise obtained from or through S&S System.
 - S. "S&S Services" means the provision of access to S&S System for the purpose of accessing Information Services, and performing Permissible ERT Transactions and all related services and items provided by S&S under this Agreement. S&S Services do not include Information Services. S&S Services may be modified by S&S from time to time in any manner on 30 days prior notice to Vendor and as otherwise provided in this

Agreement.

- T. "S&S System" means S&S's host computer server and software by which Vendor may access the Provided Services or Information Services.
- U. "Services Procedures" means all procedures and policies adopted by S&S or any Information Provider from time to time concerning the use of Provided Services, including all access, operating and security requirements and all insurance coverage and fidelity bond requirements imposed by S&S or Secretary or any other Information Provider.
- V. "Vehicle Record" means a record containing information, collected and maintained by S&S or Secretary or other Information Provider, pursuant to applicable law, with respect to a motor vehicle, including identification, ownership, and any liens or other encumbrances pertinent to such vehicles.
- W. "Vehicle Record Information" means any information which is collected for the purpose of creating a Vehicle Record or renewing a motor vehicle registration.
- X. "Vehicle Registration Material" means license plates and Renewal Stickers, together with any other materials required for or associated with the registration of motor vehicles.
- Y. "Vendor System" means all software and hardware owned or licensed by Vendor and required to access Provided Services.

2. Scope of Agreement.

- A. S&S will provide Provided Services to Vendor on the terms of this Agreement.
- B. Vendor agrees that during the term of this Agreement, S&S shall be its exclusive source of Illinois Permissible ERT Transactions. If and when available through S&S, S&S shall be Vendor's exclusive source for electronic dealing with the issuance, amendment, or processing of any matter relating to Illinois vehicle titles.
- C. Vendor may request that S&S provide additional services not covered by this Agreement by submitting a new Schedule A - Services and Pricing Schedule signed by Vendor. If S&S accepts the new Schedule A - Services and Pricing Schedule, the S&S Services will include the additional services on that Services Schedule.
- D. Vendor must obtain a Vendor System and Vendor's Authorized User(s) must obtain training on that System from either S&S or third parties approved by S&S.
- E. Information Services are provided by Information Providers, including but not limited to the Secretary, and not S&S. S&S only provides access to Information Services. Information Services may be changed by Information Providers as provided in any Information Provider Agreements with S&S. Vendor will be obligated to comply with any such changes.

3. Vendor Duties.

Vendor agrees in a timely manner to: (i) maintain an administrator for Provided Services; (ii) use Provided Services only as permitted by this Agreement; (iii) pay for Provided Services; (iv) install and maintain a Vendor System; (v) require appropriate personnel to be trained for Provided Services; (vi) comply with all requirements of all Information Provider Agreements and Services Procedures of which Vendor is advised pertaining to the delivery of Provided Services and use or delivery of Information Services; (vii) back-up all files and maintain off-site backup copies, subject to rules and restrictions of Information Providers of which Vendor is advised; (viii) provide a drug-free workplace as required by the Drug Free Workplace Act (30 *ILCS* 580/1 *et seq.*); (ix) remain in good standing with its regulatory agency, if any; (x) inform its customers that utilizing the electronic registration and titling system is optional; and, (xi) perform all other obligations of Vendor under this Agreement, including all Services Procedures of which Vendor is advised. All Information Provider Agreements and Services Procedures of which Vendor is advised are set forth in Schedule D – Information Provider Agreements and Services Procedures.

4. Registration Plates and Stickers.

- A. S&S will, from time to time, deliver registration plates and/or stickers ("inventory") to Vendor. Stickers will be delivered to Vendor in packs of 250. Vendor shall receive, securely store, issue, account for and be fully responsible for the inventory. Vendor shall acknowledge receipt of the inventory in a manner approved by S&S and is responsible for the inventory upon receipt. Vendor shall store the inventory within the State of Illinois.
- B. Registration plates and stickers may only be issued at the time an ERT Program transaction is processed.
- C. Vendor must report any inventory that is damaged, voided, missing, lost or stolen during a given month to S&S not later than the final day of the following month. (Example: Inventory items damaged during August must be reported and return to S&S not later than the following September 30). Credit for damaged or voided stickers will be granted only if the stickers are returned to S&S.
- D. Vendor may be relieved of responsibility for payment for inventory reported as stolen only if a copy of a police report concerning the theft is provided to S&S.

- E. Not later than March 31 of each calendar year, Vendor must return to S&S all remaining stickers in its possession of the type and color that expire during that calendar year. (Example: During 2007, Vendor sells stickers that expire during 2008, such that a sticker sold in March 2007 expires in March 2008. As of January 2008, Vendor will be selling stickers of the type and color that expire in 2009. Therefore, not later than March 31, 2008, Vendor must return to the S&S all remaining stickers in its possession of the type and color that expire during 2008).
- F. On a periodic basis, but not less than monthly, S&S shall reconcile its records of inventory delivered to Vendor, inventory issued by Vendor to vehicle owners and for which the appropriate documentation and fees were received by the Secretary, inventory returned by Vendor as unused, expired, damaged or voided, explanations provided by Vendor for damaged or voided inventory that have not been returned in whole or in part, and inventory still in the actual possession of Vendor. The review and accounting of inventory and returned items shall be conducted in the manner prescribed by the Secretary. Following the reconciliation after March 31, June 30, September 30 and December 31, S&S shall invoice the Vendor for all inventory unaccounted for during the preceding quarter. These reconciliations will be based on the reported inventory still in the possession of Vendor. Vendor shall not receive credit for unaccounted for inventory located after this quarterly reconciliation and billing.
- G. The unaccounted for inventory shall be invoiced at the following rates. For unaccounted stickers, the rate shall be \$125 per sticker. For unaccounted for plates that are intended to be sold as a set (e.g., passenger vehicle or truck plates), the rate shall be \$125 per set of plates. For unaccounted for plates that are intended to be sold individually (e.g., motorcycle or trailer plates), the rate shall be \$125 per plate. Payment in full must be made to S&S within 45 days after receipt of the notice from S&S of the amount due.
- H. The Secretary and S&S shall have the right to conduct physical inspections of the inventory during Vendor's normal business hours.
- I. The Secretary shall have the right to suspend or revoke the right of Vendor to participate in the ERT Program for failure to comply with the inventory control provisions set forth in this Section or for excessive or repeated incidents of unaccounted for inventory.

5. Term and Termination

- A. This Agreement shall be effective from the date signed and shall remain in force for an initial period of twelve (12) months. Thereafter, this Agreement will renew automatically for additional one (1) year terms unless either party gives the other party sixty (60) days written notice prior to the expiration of the then current term of its intent not to renew.
- B. If Vendor breaches any material terms of this Agreement or fails to pay for any Provided Services as they become due, S&S may immediately terminate Vendor's license to use the Provided Services, including disabling any online access, in addition to exercising any other legal remedies S&S deems necessary.
- C. This Agreement may be terminated immediately upon delivery of written notice to the other party in the event either party is enjoined, suspended, or prohibited by law or regulation or by a court, administrative body, or self-regulatory organization from engaging in the activities contemplated by this Agreement.
- D. Upon termination, all rights granted to Vendor under this Agreement shall immediately cease and Vendor shall immediately discontinue any use of the Provided Services and return to S&S all remaining inventory in Vendor's possession and Vendor shall certify in writing such return and that no additional inventory remains in Vendor's possession
- E. Termination of this Agreement shall not relieve Vendor of its obligation to pay S&S all outstanding amounts that may have accrued or become payable at or prior to the date of termination, or which may later become payable pursuant to the terms hereof.

6. Use of Provided Services.

- A. Vendor may use Provided Services only as expressly permitted in this Agreement.
- B. Vendor may use Provided Services only for Vendor's own internal and proper business purposes and to perform Permissible ERT Transactions for its customers, in accordance with this Agreement. Vendor will not sell, lease, sublicense, demonstrate, create a lien on, or allow access to or otherwise provide, directly or indirectly, any portion of Provided Services to any unauthorized party.
- C. Vendor may use Provided Services only in accordance with Services Procedures of which it is advised. S&S may change Services Procedures from time to time upon notice to Vendor.
- D. Vendor may use any information obtained by it through use of Provided Services (including information obtained from Secretary) only in strict compliance with any laws, regulations and policies of the applicable governmental entity and Information Providers, including, but not limited to, all statutes and regulations regarding privacy of Vehicle Records. Vendor shall, at all times, comply with the Federal Driver's Privacy Protection Act (18 U.S.C. §2721 *et seq.*) ("the Driver's Privacy Protection Act") and shall not knowingly

disclose or otherwise make available to any person or entity Personal Information about any individual obtained by Vendor in connection with Vehicle Records, except as provided in the Driver's Privacy Protection Act, or Highly Restricted Personal Information about any individual obtained by Vendor in connection with Vehicle Records, without the express consent of the person to whom such information applies, except uses permitted by the Driver's Privacy Protection Act. Vendor hereby agrees that each of Vendor's employees who will be given access to any of the Information Providers' Personal Information or Highly Restricted Personal Information, including, but not limited to, Secretary's Personal Information or Highly Restricted Personal Information, will be informed, in writing of the limitation on the dissemination of such Personal Information or Highly Restricted Personal Information and of the civil and criminal penalties for violation of the Driver's Privacy Protection Act, and each such employee shall acknowledge in writing the receipt of such disclosures. Violation of these statutes, regulations or policies constitutes grounds for immediate termination of this Agreement.

- E. In addition to compliance with Services Procedures: (i) Vendor must limit access to any Authorized User Terminal to Authorized Users approved by and trained by S&S or third parties approved by S&S; (ii) no Authorized User Terminal may be left unattended, even briefly, while logged on S&S System; (iii) no Authorized User Terminal (including any monitor, printer, printout or other form of display or duplication of information derived from any Information Services provided through this Agreement) may be placed or positioned so that it may be seen by anyone not an Authorized User; (iv) any printed copy of a Vehicle Record obtained through this Agreement will be destroyed as soon as its legitimate use has ended; and (v) Vendor must limit access to S&S System and Permissible ERT Transactions to only Authorized Users using Authorized User Terminals.
- F. If required by S&S, Vendor agrees to install any software on Vendor's System that S&S deems necessary to accomplish the intended operation under this Agreement.

7. Fees.

- A. Vendor agrees to pay S&S the fees and charges for the Provides Services set forth in Schedule A - Services and Pricing Schedule.
- B. Each fee or charge may be changed on 30 days prior written notice to Vendor.
- C. Should Secretary or other Information Provider increase the fees it charges S&S relating to S&S's provision of the Provided Services, Vendor agrees that the fees owing by Vendor under this Agreement shall automatically and immediately be increased by the amount of such price increase. S&S will give Vendor written notice of the price increase as soon as reasonably possible after the date of the increase.
- D. Vendor agrees that fees collected for ERT Program transactions are nonrefundable by the Secretary.

8. Taxes; Payment.

- A. Vendor agrees to pay all applicable taxes based on this Agreement, including sales, use and excise taxes (other than taxes based on S&S's net income), unless Vendor provides S&S with appropriate exemption certificates.
- B. Vendor agrees to maintain an account from which S&S may initiate ACH debit entries to collect the fees and charges and other amounts owed S&S by Vendor hereunder and amounts due for Information Services, including license plates, stickers and Renewal stickers. Vendor hereby authorizes and directs S&S to initiate ACH debit entries to Vendor's deposit account maintained at the financial institution identified in the attached Schedule C - Automated Clearing House (ACH) Electronic Funds Transfer (EFT) Authorization by means of the automated clearing house network pursuant to the rules of the National Automated Clearing House Association (the "Rules") for any amounts due and owing S&S under this Agreement. Vendor agrees to comply with and be bound by the Rules, as amended from time to time. This authorization will remain in effect until S&S receives written notification from Vendor of its termination in such time and in such manner as to afford S&S a reasonable opportunity to act on it.
- C. Vendor agrees that S&S shall receive payment via EFT on the first business day of each month (or more often as S&S determines from time to time upon reasonable notice to Vendor) from Vendor's deposit account maintained at the Depository identified in Schedule C for all fees and charges Vendor owes S&S for S&S Services rendered hereunder during the previous month.
- D. Vendor agrees that S&S or the applicable Information Provider as designated by S&S shall receive payment via EFT on each and every business day (or more often as S&S determines from time to time upon reasonable notice to Vendor) from Vendor's deposit account maintained at the Depository identified in Schedule C for all Information Services, including, but not limited to, any Vehicle Registration Material, provided to Vendor or through Vendor to others for which Vendor has not previously paid to S&S or the applicable Information Provider.
- E. If Vendor disputes any amount charged to Vendor in connection with this Agreement, Vendor must give S&S

written notice of such disputed amount by the end of the 7th day following the day such amount was charged. In addition to other remedies available to S&S, Vendor must pay S&S on demand, interest on all amounts not paid when due (including amounts due by acceleration or as liquidated damages), at the rate equal to the lesser of one percent (1%) per month or the maximum rate allowed by law from the date due until the date paid.

9. Ownership, Use and Confidentiality of Proprietary Rights.

- A. Vendor acknowledges that S&S and applicable third parties own all right, title and interest in the Proprietary Rights. Vendor acknowledges that the Proprietary Rights are valuable and unique rights and agrees that Vendor will not make any claim that those rights are invalid or that Vendor has any interest in those rights.
- B. Vendor will not copy, in whole or in part, the Proprietary Rights or any component thereof in any form, including computer media or printing. Vendor will not make any alteration, change or modification to the Proprietary Rights or any component thereof. VENDOR MAY NOT TRANSMIT, RECOMPILE, DECOMPILE, DISASSEMBLE, REVERSE ENGINEER OR MAKE OR DISTRIBUTE ANY FORM OF, OR ANY DERIVATIVE WORK FROM THE PROPRIETARY RIGHTS, OR ANY COMPONENT THEREOF.
- C. Vendor and Vendor's employees and agents will hold in confidence (i) all information about the Proprietary Rights, including any functions, features or other proprietary aspects of the Proprietary Rights; and (ii) the terms of this Agreement. Vendor will not allow any of this information to be disclosed, released or transferred to any third party and will not use any of this information except as permitted by this Agreement.
- D. Vendor acknowledges that a breach of this Section 9 will cause S&S and any applicable third parties irreparable injury and damage and that S&S and any applicable third parties will have the right to enjoin such a breach or obtain any other equitable relief, without requirement of a bond or security of any nature, in addition to any other rights or remedies available to S&S or the applicable third parties at law or in equity. Vendor's obligations under this Section 9 will remain in effect after the termination of this Agreement.

10. Lost Data.

Data may be lost or altered, even though Vendor uses the Provided Services in accordance with the terms and conditions of this Agreement and the Services Procedures. S&S will use its reasonable efforts to assist Vendor in Vendor's efforts to reconstruct such data. Vendor will be responsible for maintaining its own procedures for reconstruction of lost or altered files, data or programs. S&S shall have no liability for data that is non-recoverable.

11. Representations and Warranties.

Vendor represents and warrants to S&S that: (1) Vendor has all right, power and authority to enter into this Agreement; (2) Vendor's performance of its obligations under this Agreement does not breach any other agreement to which Vendor is a party; (3) Vendor possesses all necessary licenses from any third parties required to operate its business and Vendor's System; (4) Vendor currently and shall continue to pay its employees prevailing wages when required by law and shall pay its suppliers and subcontractors providing lien waivers on request in accordance with the prevailing wage requirements of the Illinois Procurement Code (30 ILCS 500/25-60); (5) Vendor, if a corporation or limited liability company, is currently and shall continue to be in good standing and in compliance with applicable laws regarding its authority to conduct business in the State of Illinois; and, (6) Vendor, if not a corporation or a limited liability company, is now and shall continue to be in compliance with all applicable laws regulating its authority to do business in the State of Illinois. S&S represents and warrants to Vendor that it has the right to enter into this Agreement and render the services contemplated hereby.

12. Vendor Data.

The computerized communication link established by S&S between Vendor and the Secretary provides for the secure transmission of titling, registration, registration renewal and lien information without permitting access to Vendor's confidential information by any entity that is not authorized by Vendor and the Secretary. Any entity that is authorized to access Vendor's System, software, data or network will be required to preserve its confidentiality and integrity. This provision shall not limit or prohibit the Secretary from accessing Vendor's confidential information.

13. Vendor's Certifications.

Vendor certifies to S&S that: (1) neither Vendor nor any person associated with Vendor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois nor has made an admission of the same; (2) neither Vendor nor any person affiliated with it pays dues or fees on behalf of its employees or agents or reimburses or otherwise subsidizes them for payment of dues or fees to any club which unlawfully discriminates; (3) neither Vendor nor any person associated with Vendor is currently participating or shall participate in any international boycott which is in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S.

Department of Commerce promulgated under the U.S. Export Administration Act of 1979; (4) neither Vendor nor any person affiliated with it has been convicted of a felony, or if so convicted, at least five years have passed since completion of the sentence as of the effective date of this Agreement, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with Vendor; and (5) no officer, director, partner or other managerial agent of Vendor has been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five years prior to the date of this Agreement. Vendor further agrees to submit to fingerprint criminal background check to be conducted by any Information Providers, including, but not limited to, Secretary. Failure to submit to such fingerprint background check or a negative criminal history report obtained from such background check will result in immediate termination of this Agreement.

14. Security.

Vendor shall at all times maintain strictly controlled access to Provided Services, and any inventory or other items supplied to Vendor by S&S, Secretary or any other Information Provider. Vendor shall strictly and immediately comply with any and all inventory control procedures, including any financial costs or penalties, specified by the Secretary and other Information Providers for the purpose of preventing loss or theft of any such plates, stickers or other items. Vendor hereby acknowledges the existence of a set of Data Security Standards that has been adopted and published by Secretary. Vendor further acknowledges that security procedures may vary among the several departments within Secretary and it shall be the responsibility of Vendor to become informed of all such standards and procedures which may be associated with Provided Services under this Agreement and to remain in full compliance with same at all times.

15. Reporting and Payment Remittance Requirements.

Secretary and other Information Providers require strict reporting of transactions and retention of records involving the issuance of license plates and renewal stickers, and related items and other items and the prompt payment of all fees and other amounts due and owing Secretary or other Information Providers in respect thereof. Vendor agrees to perform all actions necessary to comply with these requirements, or to enable S&S to comply with such requirements, as may be required by any such Information Providers.

16. Limitation of Liability.

- A. The sole liability of S&S or any of its agents or affiliates to Vendor or any third party and Vendor's sole remedy for claims relating to defects in Provided Services will be to use commercially reasonable efforts to cure the defects in a timely manner.
- B. S&S will make a reasonable effort to have S&S Services available during its normal operating hours. However, S&S cannot guarantee such availability and cannot be responsible in any manner for the unavailability of Information Services. Accordingly, the sole liability of S&S to Vendor or any third party for claims arising out of the unavailability or interruption of Provided Services for any reason will be to use commercially reasonable efforts to make the Provided Services available promptly.
- C. Sections 16(A) and 16(B) contain the sole remedies for Vendor or any third party for claims relating to defects in or the unavailability of the Provided Services regardless of the form in which the claim or action may be asserted, and S&S will not have any monetary or other liability as to any such claim. The sole remedy Vendor or any third party may have against S&S under this Agreement or otherwise for any matters other than those covered by Sections 16(A) and 16(B) will be damages limited to the amount of funds delivered by Vendor to S&S for transmittal to an Information Provider that are wrongfully retained or not paid over to such Information Provider, plus the lesser of (i) the amount of the actual damages incurred by Vendor, or (ii) an amount equal to the sum of the fees (not payments or reimbursements for license plates and other Information Services) paid by Vendor to S&S.
- D. S&S will not be liable or deemed to be in default for any delay or failure to perform under this Agreement or for interruption of any Provided Service resulting directly or indirectly, from any cause beyond S&S's reasonable control, including the actions of Information Providers and/or governmental authority.
- E. IN NO EVENT WILL S&S BE RESPONSIBLE FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH VENDOR MAY INCUR OR EXPERIENCE ON ACCOUNT OF A BREACH OF THIS AGREEMENT BY S&S OR THE UNAVAILABILITY OF THE PROVIDED SERVICES, INCLUDING LOST DATA, EVEN IF S&S HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

17. Special Termination Provisions.

- A. S&S may terminate this Agreement, in whole or as to any Provided Services, immediately on notice to Vendor if an Information Provider discontinues allowing S&S or Vendor access to Information Services

- provided by that Information Provider or substantially modifies the mode of access to such Information Service which, in S&S's sole judgment, unduly modifies or impairs the Provided Services.
- B. If Vendor fails to be approved by or maintain the approval of any Information Services Provider or if any Information Services Provider declines to permit Vendor to access its Information Services, S&S shall have the right to immediately terminate this Agreement upon written notice to Vendor.
 - C. If providing the Provided Services violates, or in S&S's opinion is likely to violate any laws or governmental regulations, or if in S&S's sole judgment, modifications required by law or any Information Provider are not commercially practicable, S&S may, on notice to Vendor, immediately terminate this Agreement.
18. Default and Remedies; Liquidated Damages.
- A. Each of the following will constitute an event of default (a "Default") by Vendor under this Agreement: (i) Vendor fails to pay any sum of money when due; (ii) Vendor fails to perform any obligation imposed by any Information Provider; (iii) Vendor violates Section 9; (iv) Vendor fails to install software as required by Section 3(iv); or (v) Vendor defaults in the performance of any other material obligation hereunder.
 - B. After any Vendor Default, S&S may, at its option, do any or all of the following: (i) terminate this Agreement in whole or in part, immediately on Notice to Vendor; (ii) declare all amounts due and to become due immediately due and payable, (iii) render S&S Services inoperable, including by the means described in Sections 5(B) and 18(E) and take immediate possession of all remaining inventory in Vendor's possession and for such purpose take any action required to do so (including entering on any premises) without liability; and/or (iv) pursue any and all other remedies permitted at law or equity. S&S's failure to declare breach on one occasion shall not act as a waiver to declare a breach on another occasion.
 - C. Immediately on termination of this Agreement, in whole or in part, for any reason whatsoever, Vendor will immediately cease any use of Provided Services.
 - D. Vendor may terminate this Agreement at any time prior to the end of a term by giving S&S at least sixty (60) days written notice and paying to S&S (in addition to all fees for Provided Services rendered hereunder) liquidated damages in an amount equal to the greater of: (i) 50% of the average monthly charge owed by Vendor to S&S hereunder during the term of this Agreement multiplied by the number of remaining months in the Term; or (ii) \$500. This formula represents a compromise and damage reduction which the parties have mutually determined to be fair and reasonable in the light of the anticipated harm to be caused by the breach, the difficulties of proof of loss, and the potential unavailability of an adequate remedy.
 - E. Vendor acknowledges S&S's right to communicate with Vendor System to monitor Vendor's compliance with this Agreement and for all purposes reasonably related thereto. WITHOUT LIMITING THE FOREGOING, VENDOR ACKNOWLEDGES S&S'S RIGHT TO TERMINATE THE PROVIDED SERVICES BY ELECTRONIC MEANS WITHOUT LIABILITY OF ANY NATURE WHATSOEVER. Vendor will not prevent S&S from effecting such communications with the Vendor System.
 - F. The remedies contained in this Section 18 are cumulative and in addition to all other rights and remedies available to S&S under this Agreement, by operation of law or otherwise.
19. Indemnification; Penalties.
- Vendor will defend, indemnify and hold harmless S&S and its agents and affiliated parties from all claims for damages, costs (including attorneys' fees) and/or penalties which may be assessed against S&S in any action, claim or threat of suit arising out of Vendor's use of Provided Services in any manner not expressly permitted by this Agreement or otherwise in breach of this Agreement, including any penalty or other charge imposed by an Information Provider due to Vendor's improper use of Provided Services or breach of any Information Provider Agreements. **WITHOUT LIMITING THE FORGOING, VENDOR FURTHER AGREES TO INDEMNIFY S&S FOR ANY CLAIMS FOR DAMAGES, COSTS, PENALTIES, CHARGES, FEES OR REIMBURSEMENT ASSERTED AGAINST S&S BY ANY INFORMATION PROVIDER, INCLUDING SECRETARY, ARISING OUT OF ANY OF VENDOR'S ACTS OR OMISSIONS, INCLUDING, WITHOUT LIMITATION, ANY VIOLATION OF STATUTES OR REGULATIONS OF THE STATE OF ILLINOIS AND ALSO INCLUDING VENDOR'S LOSS OF OR INABILITY OR FAILURE TO RETURN TO S&S, SECRETARY OR ANY OTHER INFORMATION PROVIDER ANY STICKERS, PLATES, TITLES OR ANY OTHER ITEM WHATSOEVER, WHETHER OR NOT SUCH LOSS OR INABILITY OR FAILURE TO RETURN IS DUE TO VENDOR'S NEGLIGENCE OR OTHER ACTION OR FAILURE TO ACT, THEFT, OR ANY OTHER REASON WHATSOEVER. S&S HEREBY AGREES TO INDEMNIFY VENDOR AND HOLD VENDOR HARMLESS FOR FUNDS DELIVERED BY VENDOR TO S&S FOR TRANSMITTAL TO AN INFORMATION PROVIDER THAT ARE WRONGFULLY RETAINED BY S&S OR NOT PAID OVER TO SUCH INFORMATION PROVIDER BY S&S.**
20. Laws and Governmental Registration Regulations.
- Vendor will be responsible for (i) compliance with all laws and governmental regulations affecting Vendor's business,

including protection of private customer information; and (ii) any use Vendor makes of the Provided Services. S&S will not have any responsibility as to the foregoing, including any responsibility to advise Vendor of Vendor's responsibilities in complying with any laws or governmental regulations affecting Vendor's business or use of Provided Services.

21. Books, Records and Documentation.

Vendor hereby agrees to maintain, for a minimum of 3 years from the later of the date of final payment under the Information Provider Agreements between S&S and any of Information Providers, including, but not limited to, Secretary, or the completion of the agreement between S&S and any of the Information Providers, including, but not limited to, Secretary, adequate books, records, and supporting documents relating to the performance of Vendor's duties under this Agreement. All books, records, and supporting documents related to Vendor's duties shall be available for review and audit by the Auditor General, and Vendor agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all such relevant books, records and supporting documents or materials.

S&S and Information Providers, including, but not limited to, Secretary, reserve the right to examine and audit any of Vendor's books and records that directly relate to this Agreement. Vendor hereby agrees to cooperate fully with any such audit.

22. Standard Terms and Conditions of the ERT Provider Agreement.

S&S and Vendor hereby acknowledge that S&S is a party under that certain ERT Provider Agreement between Secretary and S&S for provision of Provided Services. S&S and Vendor further acknowledge that, as part of the ERT Provider Agreement, S&S must abide by those certain Standard Terms and Conditions set forth in the ERT Provider Agreement. Vendor represents, warrants and certifies to S&S that Vendor is currently and shall continue to be in compliance with any and all such terms of the ERT Provider Agreement that apply to Vendor directly or indirectly in its provision of services under this Agreement. This Agreement regulates the rights and obligations of the parties hereto to each other and does not in any manner limit the liability of S&S to the Secretary pursuant to the ERT Provider Agreement between S&S and the Secretary.

23. General Terms.

- A. Entire Agreement. The Agreement, Schedule A – Services and Pricing Schedule, this Schedule B - Participating Vendor Agreement Terms and Conditions and Schedule C - Automated Clearing House (ACH) Electronic Funds Transfer (EFT) Authorization constitutes the entire agreement of the parties with respect to the use of the Provided Services and supersedes any prior representations, discussions, communications, or advertising relating thereto.
- B. Choice of Law and Venue. The parties agree that this Agreement, and any dispute, controversy, or claim either party may have arising out of or relating to this Agreement, shall be governed by the laws of the State of Illinois, exclusive of its choice-of-laws provisions. Any judicial action or proceeding brought to construe, interpret or enforce this Agreement shall be brought in Peoria County, Illinois, in the state or federal courts therein.
- C. Assignment. Neither this Agreement, nor any rights, duties or obligations hereunder, may be assigned, sublicensed or otherwise transferred in any manner by Vendor. Any attempt to do any of the foregoing will be void. For purposes hereof, without limiting the foregoing, if Vendor becomes subject to a merger, consolidation, sale of substantially all of Vendor's assets or undergoes a change in control, an assignment will be deemed to have occurred.
- D. Amendment. No amendment, addition or modification of this Agreement shall be valid or enforceable unless such amendment is reduced to writing and thereafter executed by the parties hereto except changes to Schedule A - Services and Pricing Schedule which may be made from time to time by S&S without requiring both the parties to evidence written consent thereto as provided in Section 7 of this Agreement. In addition, Vendor may request that S&S provide additional services not covered by this Agreement by submitting a new Schedule A - Services and Pricing Schedule to S&S signed by Vendor. To be effective, the new Schedule A - Services and Pricing Schedule must be accepted and signed by S&S. If, for any reason, any portion of this Agreement must be changed to comply with any law, regulation, or restriction by a regulatory body or court order, the parties agree to negotiate in good faith to make the necessary changes to this Agreement to conform to such law, regulation, restriction by a regulatory body or court order.
- E. Severability. If any part of this Agreement is held invalid, illegal or unenforceable, it will not affect the validity of the remaining provisions of the Agreement, which shall remain in full force according to their terms.

- F. Force Majeure. S&S shall not be liable to Vendor for any delay or failure of S&S to perform its obligations under this Agreement if such delay or failure arises from any cause or causes beyond the reasonable control of S&S, including, but are not limited to, acts of God, floods, fires, loss of electricity or other utilities, or the temporary unavailability of qualified personnel or third parties.
- G. Notices. All notices prescribed by this Agreement shall be in writing and either (i) delivered to the party entitled thereto, or (ii) mailed with postage prepaid, (and concurrently FAXed to the FAX no. shown below), to the address of the party entitled thereto at the address shown below by registered or certified mail, return receipt requested. A notice shall be deemed to be received in (i), on the date of the actual receipt thereof by the party entitled thereto in the case of delivery, and in (ii), five days (5) after the date of the mailing thereof, where said notice is mailed.

S&S:

S&S License & Title Services, Inc.
Attention: Troy Sandlin
President
519 NE Perry St
Peoria, Illinois 61603
Phone: (309) 674-9532
Fax No: (309) 674-9583

Vendor:

Hanover Township
Attention: James Barr
Township Administrator
250 S. IL Route 59
Bartlett, IL 60103
Phone: 630-837-0301
Fax No.: 630-837-9064

- H. Waiver. No delay by S&S in enforcing any right or benefit it may have hereunder will constitute a waiver or create an estoppel with respect to S&S and no right or license will be implied by estoppel or otherwise.
- I. Headings. The headings in this Agreement are for convenience only and shall have no effect on its interpretation.
- J. Attorneys' Fees. Vendor agrees to pay all costs incurred by S&S to collect any amount owed under this Agreement or to enforce any obligation under this Agreement, including, but not limited to, collection agency fees, reasonable attorneys' fees, expenses and court costs incurred in connection with demands and/or negotiations, in court proceedings, on appeal, in post-judgment collection efforts and/or in bankruptcy proceedings.
- K. Regulatory Examinations. To the extent that S&S or Vendor are subject to periodic examinations by state and/or federal regulatory authorities, each party hereto agrees to undertake reasonable efforts to cooperate with the other in connection with any such examinations.



SCHEDULE C

**AUTOMATED CLEARING HOUSE (ACH)
ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION**

VENDOR INFORMATION

Hanover Township
Business Name
250 S. IL Route 59
Principal Office
Bartlett, IL 60103
City/State/Zip Code
630-837-0301
Business Phone
Business Email Address

Illinois
State of Organization
250 S. IL Route 59
Principal Place of Business
Bartlett, IL 60103
City/State/Zip Code
630-837-9064
Business Fax No.
Business License #

AGREEMENT FOR PREAUTHORIZATION PAYMENTS

In consideration of S&S granting Vendor the right and license to use the Provided Services under the terms of the Agreement and Schedule B - Participating Vendor Agreement Terms and Conditions ("the Terms") Vendor hereby authorizes S&S to initiate debit entries to the account indicated below and the depository named below, hereinafter referred to as Depository, to debit the same to such account. Vendor acknowledges and agrees that such debits to the account shall be for: (i) fees and charges owing by Vendor to S&S for Provided Services rendered by S&S to Vendor; (ii) fees and charges owing by Vendor to Information Providers; (iii) taxes owing by Vendor to governmental entities or agencies in connection with the Provided Services; and, (iv) any other amounts Vendor owes S&S under the Terms.

Except as otherwise defined herein, all capitalized terms used in this Automated Clearing House (ACH) Electronic Funds Transfer (EFT) Authorization will have the meanings attributed to them in the Terms.

Depository Name: _____ Branch: _____
City: _____ State: _____ Zip: _____
Transit Routing/
ABA Number: _____ Account No. _____

This authority is to remain in full force and effect until S&S and Depository have received written notification of its termination in such time and in such manner as to afford S&S and Depository a reasonable opportunity to collect all outstanding amounts owed S&S through use of the Provided Services. If any ACH debit files are returned due to insufficient funds, the Vendor will pay S&S a \$75.00 return fee for each returned file. After two successive unsuccessful debit transfers due to insufficient funds, S&S may terminate the Provided Services immediately pending payment.

Must be signed by an Officer of the
Vendor or any authorized signatory: _____
(Please Print)

Date: _____ Signed: _____

How to find your Routing and Account Numbers

Business Check

Name of Company
Address, City, State

_____, 20__

Pay to the
order of _____ \$ _____
dollars

(Bank Name
and Location)

0000000000

123456789

Routing number

1234567890 123

Account Number



SCHEDULE D

INFORMATION PROVIDER AGREEMENTS AND SERVICES PROCEDURES

INFORMATION PROVIDER AGREEMENTS

- (1) N/A
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____
- (9) _____
- (10) _____

SERVICES PROCEDURES

- Secretary of State Information Technology Security Policies and
- (1) Standards FOR EXTERNAL USERS (Version 1.0, Sept. 2014).
 - (2) _____
 - (3) _____
 - (4) _____
 - (5) _____
 - (6) _____
 - (7) _____
 - (8) _____
 - (9) _____
 - (10) _____