



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

August 17, 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. Bid Opening for Sale of Real Property Located at 1535 Burgundy Parkway, Streamwood, Illinois
- V. Reports
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Assessor's Report
 - D. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of August 3, 2021
 - B. Special Meeting Minutes of August 10, 2021
 - C. Resolution to Approve a COVID-19 Emergency Paid Sick Leave Policy
 - D. Removal of Ray Alvarez from the Committee on Youth
- IX. Executive Session
- X. Other Business
- XI. Adjournment

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for July 2021

SERVICE PROVIDED	JULY 2021	JULY 2020*	FYTD 2022	FYTD 2021*
<i>Passports</i>	375	114	1,470	160
Photo fees	\$3,880	\$1,070	\$14,400	\$1,600
Fee deposits	\$14,800	\$4,000	\$58,130	\$5,610
<i>Fishing/Hunting licenses</i>	3	4	31	19
<i>Handicap Placards</i>	16	4	57	33
<i>Human Resources Requests</i>	114	124	511	565
<i>New Employee Orientations</i>	2	1	12	4
<i>Technology work orders</i>	49	53	208	179
<i>Resident Contacts</i>	2,012	1,931	8,050	4,538
<i>Percent of Budget Expended (33% of year)</i>	5.8%	5.3%	20.4%	17%

*COVID-19 partial closure

Department Highlights

- Manager Callahan conducted a new employee orientation with the Temporary Community Health Nurse McVoy on July 8.
- Manager Callahan conducted the FY21 Q3 and FY21 Q4 General Assistance and Emergency Assistance audits with Case Manager Lappo on July 12 as well as the FY22 Q1 General Assistance and Emergency Assistance audit on July 28.
- Manager Callahan conducted the January 1, 2021 through June 30, 2021 Foundation Audit with Director Imperato on July 28.
- Manager Callahan participated in first round interviews for the Kitchen Assistant and Program Manager.
- Assistant Township Administrator Vana participated in several meetings throughout the month with staff from Facilities and Road Maintenance, the Office of Community Affairs, and Youth and Family Services to discuss and coordinate appropriate IT changes and needs for the Izaak Walton Center transition in August to a Youth Center.
- Assistant Township Administrator Vana and Administrative Assistant Matich attended the Diversity and Engagement Task Force meeting on July 21. The Task Force also hosted a diversity movie series with public showings of The Long Shadow and Good Trouble, exploring the history of racial injustice.
- Assistant Township Administrator Vana worked with JRB Group to complete a cost analysis of the Township's gas and electric costs. As a result of the analysis, the Township switched electric suppliers from Direct Energy to Energy Harbor, which reflects a cost savings of approximately \$2,500 a year. Staff are also in the process of investigating cost saving options through Nicor Gas.
- Township Administrator Barr, Assistant Township Administrator Vana, Director Conway, and Receptionist Thomason participated in second round interviews for the Aging Services Program Manager position on July 29.
- On July 19 Township Administrator Barr hosted incoming Township Officials of Illinois Executive Director Jerry Crabtree to discuss how the Township, Township Officials of Illinois, Metropolitan Township Association, and affiliate groups can collaborate effectively.

Hanover Township Mission Statement:

To continuously improve the quality of life for Hanover Township residents.

DEPARTMENT OF AGING SERVICES



Report for July 2021

SERVICE PROVIDED	JULY 2021	JULY 2020	FYTD 2022	FYTD 2021
<i>Programming Division</i>				
Planned programs	133	79	477	257
Participants	627	525	2,218	1,991
Participants (unduplicated)	229	160	344	247
Wait listed (unduplicated)	47	0	103	0
Art & Computer classes	47	34	182	83
Art & Computer class participants	197	185	747	357
New volunteers	6	1	10	2
Total volunteers (unduplicated)	81	45	104	52
Volunteer hours reported	818	471	2,815	1,254
<i>Nutrition Division</i>				
Meals Served	1,169	996	4,778	4,083
Meals delivered by volunteers	2,635	3,094	10,464	12,479
<i>Social Services Division</i>				
Clients served (unduplicated)	143	234	411	459
Clients served (duplicated)	222	364	869	1,290
Energy Assistance	9	54	30	75
Prescription drugs & health insurance assistance	121	90	466	342
Social Service programs	18	11	48	28
Social Service program participants	66	101	242	310
Lending Closet transactions	124	92	443	248
<i>Transportation Division</i>				
One way rides given	759	613	3,481	1,819
Individuals served (unduplicated)	85	69	154	87
New riders	8	22	154	87
Unmet requests for rides	27	6	89	11

Department Highlights

- Lisa Perrone accepted the Program Manager position and her first day will be August 13, 2021.
- Constantine Kazeos accepted the Transportation Manager position and his first day will be August 16, 2021.
- Volunteer and Program Coordinator Murillo contacted club leaders to gauge willingness to resume club groups. Several clubs returned including Social Bridge, Life Stories, and Pinochle.
- Outdoor croquet, a new outdoor fitness program, began on July 6. Graduate Management Intern Chambers has taken the lead in launching the program and teaching participants.
- In-person dining at the Stars-N-Stripes Café resumed on July 12. Diners are welcome between 11 AM – 1 PM with no reservation required. Curbside and to-go orders are still available.
- Social Services Manager Gomez and Social Services Specialist Domingo completed the Community and Economic Development Association of Cook County (CEDA) Weatherization training. Application intake began July 12, 2021.
- The Committee for Senior Citizen Services hosted the Eli's Cheesecake Summer Fundraiser on July 26 raising over \$600 to support committee activities.

*Aging Services Mission Statement:
Enriching Lives, Fostering Friendships, Promoting Independence*

OFFICE OF THE ASSESSOR



Report for July 2021

SERVICE PROVIDED	JULY 2021	JULY 2020	FYTD 2022	FYTD 2021
<i>Administration</i>				
Office visits	186	286	485	400
Building permits processed	251	454	1988	1729
Change of Name	7	3	11	6
Property tax appeals	103	0	103	0
Certificate of Errors	7	208	83	282
Property location updates	0	3	1	3
Sales Recording	0	209	837	817
New owner mailing	0	142	450	454
<i>Exemptions</i>				
Homeowner exemptions	3	73	21	100
Senior homeowner exemptions	2	31	28	40
Senior Freeze exemptions	2	66	29	89
Disabled Veteran exemptions	1	15	4	19
Disabled person exemptions	0	23	3	30
Miscellaneous exemptions	2	3	11	7

Department Highlights

- Extended Tuesday hours provided assistance to 4 visitors after 4:30 pm in July.
- The total number of email addresses on the Assessor's Office contact list is 3,260. 5 new email contacts were added in July.
- The Cook County Treasurer has tentatively set a date for the 2018 delinquent tax sale. It is scheduled for November 2021. The 2018 scavenger sale is scheduled for February 2022. The 2019 delinquent tax sale is scheduled for May 2022.
- Board of Review pre-filing started July 6.
- Assessor Smogolski and Chief Deputy Glascott attended the Cook County Township Assessor's Association meeting July 23. This was the first time the Association has met in person since January 2020.
- Tax bills are anticipated to be mailed the end of August with an October 1 due date. The bills will be posted on the Cook County Treasurer's website in mid-August.

Office of the Assessor Mission Statement:

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

OFFICE OF COMMUNITY AFFAIRS



Report for July 2021

SERVICE PROVIDED	JULY 2021	JULY 2020	FYTD 2022	FYTD 2021
<i>Website Visits (total)</i>	7,300	6,576	26,664	24,861
<i>Website Visits (unique)</i>	5,000	4,436	18,445	15,812
<i>Facebook Likes</i>	36	40	83	140
<i>Facebook Reach</i>	53,971	48,491	111,620	228,730
<i>Twitter Followers (new)</i>	11	0	16	13
<i>YouTube Views</i>	196	231	1,383	1,200
<i>Media Releases</i>	1	5	15	8
<i>Total Resident Contacts (Elgin office)</i>	11	200	405	200

Department Highlights

- Director Kuttenberg joined Supervisor McGuire and Administrator Barr in hosting Elgin Township Supervisor Ken Bruderle and his staff on July 19 to discuss Township issues and best practices.
- Director Kuttenberg participated in a tour and visit from Jerry Crabtree of the Township Officials of Illinois on July 19. Inter-agency issues and discussions on potential cooperation were discussed.
- Directors Kuttenberg, Houdek and Hanson, along with Manager Dickinson, hosted an Izaak Walton Center transition meeting on July 22 for the community groups that utilize the building to discuss Youth and Family Services staff programming and new Township contacts for groups. Township staff also provided an update on construction plans and an anticipated start date.
- Weekly Fall Food Truck planning meetings and Izaak Walton Reserve status project meetings also occurred weekly throughout July.

*Hanover Township Mission Statement:
To continuously improve the quality of life for Hanover Township residents.*

OFFICE OF COMMUNITY HEALTH



Report for July 2021

SERVICE PROVIDED	JULY 2021	JULY 2020	FYTD 2022	FYTD 2021
<i>Appointments</i>				
ProTimes	6	10	25	31
TB skin test	2	1	9	3
Cholesterol	1	0	6	0
Pharmaceutical Assistance Programs	1	2	1	2
Miscellaneous labs	9	8	24	31
Wellness Screening (BP, diabetes, anemia)	11	5	28	8
Other*	24	32	105	126
<i>Clinic Clients</i>				
Senior Center/ home visits	54	46	193	134
Astor Avenue	0	4	2	4
Offsite clinics	0	0	0	0
Total clients (unduplicated)	32	29	116	87
<i>Public Education & Health Promotion</i>				
Media coverage	0	0	0	0
Informational seminars/Program	3	1	12	5
Program Participants	49	17	1,020	110
<i>Primary Care Provider Support</i>	1	0	5	2

* Includes individuals who were vaccinated at the COVID vaccine clinic

Department Highlights

- Director Smith provided 7 home visits for residents in the month of July.
- Director Smith performed 7 rapid antigen COVID screenings in the month of July.
- Director Smith attended and facilitated the Wrap Group Meeting on July 1 and met with a representative from Children's Home and Aid of Schaumburg to learn about the programs and services offered for Hanover Township residents.
- Pam McVoy started on July 8 as a temporary, part-time Community Health Nurse with the department and will provide nursing coverage while the department conducts its search for a full-time Community Health Nurse.
- Director Smith and Community Health Nurse McVoy facilitated a weekly series of Wits Workout, a brain fitness program that focuses on socialization for older adults, throughout the month of July.
- Director Smith attended the Cook County Department of Public Health Healthcare Collaborative virtual meeting on July 13 to learn about updates pertaining to COVID vaccine distribution, case positivity and prevention strategies.
- The Office of Community Health partnered with the AMITA Health Cancer Institute on July 14 to provide free PSA cancer screenings for 8 residents.

Office of Community Health Mission Statement:

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

DEPARTMENT OF EMERGENCY SERVICES



Report for July 2021

SERVICE PROVIDED	JULY 2021	JULY 2020	FYTD 2022	FYTD 2021
<i>Hours</i>				
Volunteer Detail Hours	689	725	2,188	1,424
Volunteer Work Hours	168	265	702	693
Volunteer Training Hours	140	281	553	980
<i>Total Volunteer Hours</i>	997	1,271	3,443	3,097
<i>Details</i>				
Emergency Call Outs	16	6	34	22
Safety Patrols	4	60	11	11
Township Sponsored Events	4	0	5	0
Other Community Events	0	0	1	13
Miscellaneous	0	0	2	4
<i>Total Details</i>	29	66	55	52

Department Highlights

- HTES dispatched to Fox River for a structural fire in St. Charles on July 5. HTES rolled 10 sections of large diameter hose lines.
- HTES provided traffic management at a vehicle accident in Hanover Park on July 10.
- HTES provided traffic management at a vehicle accident in Streamwood on July 10.
- HTES provided traffic management at a vehicle accident in Streamwood on July 13.
- Director Crews attended the Mutual Aid Box Alarm System meeting in Burlington on July 14.
- HTES was requested to provide lighting for "Movie in the Park" Event on July 23.
- Director Crews met with Roselle Fire Chief Bozik on July 26.
- HTES responded to a reported structural fire in Hanover Park on July 28.
- HTES responded to Gurnee to assist with a search for an elderly male on July 31. HTES crews performed nine flights with the drone.

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DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for July 2021

SERVICE PROVIDED	JULY 2021	JULY 2020	FYTD 2022	FYTD 2021
<i>Administration</i>				
Vehicle service calls	2	0	6	6
Work orders	354	238	1,285	880
Event set-ups/tear downs	72	14	242	30
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	6,108	5,390	19,342	18,483
Town Hall	11,280	8,940	34,860	23,040
Senior Center	38,653	39,437	135,003	131,118
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	0.00	0.0	276.65	382.85
Town Hall	11.52	9.45	853.08	1,048.99
Senior Center	831.02	1,000.55	4,448.54	4,287.45
<i>Road Maintenance</i>				
Salt Usage (Tons)	0	0	0	20

Department Highlights

- Facilities Manager O'Neil submitted his resignation effective July 16. The decision was made not to hire a new Facilities Manager but to hire a Facilities Technician to fill the vacancy. The facilities division has been moved under the supervision of Operation Manager Nelson and the new position has been posted for applicants to submit resumes and applications.
- Facilities and Seasonal staff completed three large tent setups and take downs in conjunction with the summer concert series presented by Arts in Bartlett. All setups were conducted on Fridays with tents being removed on Mondays. The Arts in Bartlett concert series continues through the month of August with a total of 5 dates.
- Facilities staff continues daily complete spray sanitation of buses, twice daily disinfecting of all facilities as part of department coronavirus precautions.
- Director Hanson and Operations Manager Nelson met with Director Houdek, Manager Dickinson, Director Kuttenberg, Assistant Administrator Vana, and Township Administrator Barr to discuss and plan the Department of Youth and Family Services Prevention Services move in to the Izaak Walton Center and the Department of Community Affairs move into the Town Hall. Both moves will take place starting in early August and will be completed by mid-August.
- The annual Brush Pickup Program continued the first full week of July. Road Associate Crane and Seasonal Assistant Rivas chipped 8 truckloads of mulch for a total of 24 tons of mulch, bringing the season total to 96 tons. All mulch was delivered to residents of the Township through our Resident Mulch Delivery Service.

DEPARTMENT OF HUMAN SERVICES



Report for July 2021

SERVICE PROVIDED	JULY 2021	JULY 2020	FYTD 2022	FYTD 2021
<i>General Assistance</i>				
General Assistance clients	7	10	31	44
General Assistance appointments	15	21	75	97
Emergency Assistance appointments	10	20	114	92
Emergency Assistance approved	5	5	10	14
Crisis intake clients	175	277	644	1,274
Access to Care	0	0	0	0
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	1	15	82	72
Circuit Breaker/Benefit Access	0	0	0	0
<i>Social Services</i>				
ComEd Hardships	4	10	23	20
Weatherization	0	0	0	0
<i>Food Pantry</i>				
Served (Households)	584	786	2,370	3,443
New applications	17	11	70	11
Food Donations	57	112	245	270
<i>Community Center Walk-Ins</i>	45	61	191	72

Department Highlights

- Director Imperato and Human Services Coordinator Orozco received information to schedule fingerprinting and process background check information as a final step in obtaining Veteran Service Officer status. This will be completed as soon as possible and once results have been returned should be issued a PIV card allowing Human Services the opportunity to access the Veteran Administration systems and assist Veterans.
- Director Imperato and Case Manager Orozco successfully completed a three day training to maintain accreditation status as Veteran Service Officers.
- Human Services staff successfully completed PIPP (Percentage Income Payment Plan) and Weatherization trainings through CEDA (Community Economic Development Association) allowing us to continue to process applications for residents.
- LIHEAP (Low Income Home Energy Assistance Program) will open with no priority periods beginning September 1, 2021. The Department of Human Services is waiting for training dates in August.
- Human Services Coordinator Orozco successfully completed Food Safety Training required every two years to remain compliant with Northern Illinois Food Bank agreement.
- Human Services staff toured Elk Grove Township facility as well as attended the Schaumburg Food Pantry Open House.
- Human Services participated in “Fridays in The Park” at Lenoci Reserve with over 50 residents in attendance.
- Backpack distribution is scheduled to begin Tuesday, August 3 and will be distributed through Friday, August 13. 1,300 backpacks have been donated with school supplies.
- Mario Keane from Senator Castro’s office has returned to in person hours, every Tuesday from 1:00pm – 6:00pm.

OFFICE OF THE MENTAL HEALTH BOARD



Report for July 2021

SERVICE PROVIDED	JUNE 2021	JUNE 2020	FYTD 2022	FYTD 2021
<i>Grant Funding</i>				
New clients	310	167	1,291	854
Ongoing clients	700	879	1,574	2,315
Closed cases	39	111	146	181
Prevention programming presentations	*N/A	10	*N/A	80
Number in audience	*N/A	21	*N/A	879
<i>TIDE</i>				
Participants	25	25	25	25
Rides	131	81	368	254
<i>Resource Center</i>				
Organizations providing services	4	6	4	6
Clients served	2	0	8	3

*These numbers are unavailable due to technical difficulties.

Department Highlights

- Applications for Fiscal Year 2023 were posted on hanover-township.org. All funded agencies were notified that they are available and informed of the deadline of September 20, 2021.
- Met in person with the Director Khan of American Association of Retired Asians to discuss reporting requirements and the growth of the agency.
- Completed the three focus groups with community stakeholders in the Mental Health Board and representatives from funded agencies as part of the tri-annual Community Needs Assessment.
- Participated in grant writing to submit to the Federal Home Loan Bank of Cincinnati to secure funding for Hanover Landing, permanent supportive housing facility.
- Troubleshooted technology and internet connectivity problems at the Resource Center.
- Met with a representative from Community Alternatives Unlimited to discuss the needs of housing for people with developmental disabilities.
- Introduced the TIDE program to the new caseworker at the Clearbrook CILA home so she can efficiently request and pick up vouchers for her residents enrolled in TIDE.
- Updated the Mental Health Board members on the work completed over the summer.

Mental Health Board Mission Statement:

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

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for July 2021

SERVICE PROVIDED	JULY 2021	JULY 2020	FYTD 2022	FYTD 2021
<i>Outreach & Prevention</i>				
Open Gym participants	n/a*	182	n/a*	366
Open Gym participants (unduplicated)	n/a*	609	n/a*	55
Alternative to Suspension referrals	0	0	97	0
Alternative to Suspension participants	56	23	345	269
Alternative to Suspension participants (unduplicated)	19	7	61	127
<i>Clinical</i>				
Therapy clients	330	390	1,510	918
Therapy clients (unduplicated)	91	55	352	180
New clients (unduplicated)	7	2	29	16
Clinical hours	328	193	1,343	691
Group session participants	101	43	150	63
<i>Tutoring Participants</i>				
Total	64	8	237	14
Unduplicated	20	2	92	4

*Open Gym Program has temporarily been paused until the program can be resumed in person in schools.

Department Highlights:

- In partnership with the Streamwood Park District, the Youth and Family Services Department conducted four Teen Nights throughout the month of July with a total of 35 participants.
- The YFS Youth Leaders conducted a food and school supply drive on July 8 for the Department of Human Services.
- Department staff, in partnership with the Streamwood Park District and the Schaumburg School of Rock, hosted a Concert in the Park on July 16 with 50 participants.
- Director Houdek met with Administrator Barr, Directors Conway and Kuttentberg and Associate Director Crabtree from Township Officials of Illinois on July 19.
- Substance Abuse Prevention Specialist Konzal, Prevention Specialist Trujillo and eight youth leaders attended the Cebrin Goodman Teen Institute at Eastern Illinois University from July 20—July 22, 2021.
- Directors Houdek, Kuttentberg and Hanson, along with Manager Dickinson met with the Izaak Walton League, Boys and Girl Scouts of America, Gamer's Club and Young Marines on July 22 to discuss the transition of the Izaak Walton Center to a Youth Center.
- Director Houdek and Manager Dickinson participated in the Fridays in the Park series on July 23 with 50 participants attending.
- Hosted the Movie Night on July 23 which showed the movie "The Goofy Movie" with 44 participants.
- YFS conducted two fundraisers in July. On July 27 a fundraiser was hosted with Portillo's where a portion of the sales for that day went to YFS. Additionally, Alternative to Suspension students conducted a Donut and Candy sale at the Township. A total of \$285 was raised.
- Manager Gonzalez and Coordinators Miguel and Litz participated in the Fridays in the Park on July 30 with 51 participants.
- Two individuals participated in July's free drop-in Depression Screenings.
- Forty-six unduplicated youth participated in the Soccer League in the month of July.

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

Hanover Township
Board Audit Report
From 8/3/2021 - 8/16/2021

	<u>Total</u>
Total Town Fund	53,662.30
Total Senior Services Fund	39,419.75
Total General Assistance Fund	1,890.84
Total Road Maintenance Fund	42,672.89
Total Committee for Senior Citizens Services	53.83
Total Mental Health Board Fund	34,992.17
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	200.00
Total Capital Fund	70,030.59
 Total All Funds	 <u><u>242,922.37</u></u>

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

August 3 - 16, 2021

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	08/03/2021	142594	Amazon Capital Services	Inv# 1JKG-WGRM-RDPN IWC Access Point Equipment	89.95
Check	08/13/2021	142777	Access 1 Source	Inv# 84203 Time & Attendance Monthly Software Fee	292.00
Check	08/13/2021	142815	ProxiIT Technology Solutions	Inv# 22455 Network Labor	3,966.07
Total 1014430 · Computer Equipment & Software					4,348.02
Total 101CAP · Capital Expenditures					4,348.02
101CHN · Community Health					
1014453 · Printing					
Check	08/03/2021	142599	COTG	Inv# 2842254 Copy Charges 6/25-7/24	2.94
Check	08/10/2021	142625	Braden Interact Business (70301-1-IBP SS)	Inv# 725005 Copy Charges July	1.86
Total 1014453 · Printing					4.80
1014457 · Furniture and Computer Equip					
Check	08/10/2021	142640	Leaf (618-008)	Inv# 12159416 Copier Lease Lower Level	66.00
Total 1014457 · Furniture and Computer Equip					66.00
1014491 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	2,893.92
Total 1014491 · Health Insurance					2,893.92
Total 101CHN · Community Health					2,964.72
101CVA · Community Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	08/13/2021	142791	Leaf (618-009)	Inv# 12108692 Kyocera Copier Lease - CA	97.44
Check	08/13/2021	142797	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	36.01
Total 1014617 · Equipment & Furniture					133.45
1014621 · Satellite Office Utilities					
Check	08/03/2021	142611	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 6/25-7/26	51.00
Total 1014621 · Satellite Office Utilities					51.00
1014627 · Community Affairs					
Check	08/13/2021	142771	Paper Tiger	Inv# 30873 Shred Day Fee	1,248.00
Total 1014627 · Community Affairs					1,248.00
1014691 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	571.64

Hanover Township Board Audit Report

August 3 - 16, 2021

Type	Date	Num	Name	Memo	Amount
			Total 1014691 · Health Insurance		571.64
Check	08/13/2021	142778	A1 Trophies & Awards	Inv# 16547 Veteran Plate	4.00
			Total 1014701 · Veterans Honor Roll		4.00
			Total 101CMA · Community Relations		2,008.09
			Total 101CVA · Community Affairs		2,008.09
			101ES · ES - Expenditures		
			1014802 · Equipment		
Check	08/10/2021	142620	Amazon Capital Services	Inv# 111J-PF74-RP19 Battery Jump Starter/Mattreess Protector	418.70
Check	08/10/2021	142642	John McGuire	S Hooks	5.28
Check	08/10/2021	142643	Municipal Emergency Services	Inv# SO1499736 Vulcan LED 120 Volt Flashlights (5)	855.00
			Total 1014802 · Equipment		1,278.98
			1014803 · Uniforms		
Check	08/10/2021	142651	Ray O'herron Co., Inc.	Inv# 2133348 Badges (12)	1,017.01
			Total 1014803 · Uniforms		1,017.01
			1014809 · Pre-Volunteer Screening		
Check	08/10/2021	142656	Verify (XHANEM)	Inv# 1420038 Background Checks July 21	70.00
			Total 1014809 · Pre-Volunteer Screening		70.00
			1014813 · Vehicle Fuel & Maintenance		
Check	08/10/2021	142652	Rush Truck Centers	Inv# 3024350376 Washer Solvent	12.54
			Total 1014813 · Vehicle Fuel & Maintenance		12.54
			1014814 · Communications		
Check	08/13/2021	142797	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	50.22
			Total 1014814 · Communications		50.22
			1014891 · Health Insurance		
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	983.23
			Total 1014891 · Health Insurance		983.23
			Total 101ES · ES - Expenditures		3,411.98
			101LEA · Legal & Auditing		
			1014502 · Legal Services		
Check	08/13/2021	142790	Kopon Airdo, LLC	Inv# 190-0001-34082 Legal Services	5,165.43
Check	08/13/2021	142790	Kopon Airdo, LLC	Inv# 190-0010-34084 Legal Services	1,840.83

Hanover Township Board Audit Report

August 3 - 16, 2021

Type	Date	Num	Name	Memo	Amount
Total 1014502 · Legal Services					7,006.26
Total 101LEA · Legal & Auditing					7,006.26
101MAIN · Facilities Maintenance					
1014209 · Building Contracts					
Check	08/03/2021	142597	Buckeye Power Sales Co Inc	Inv# PSV247546 Annual Monitoring Town Hall Backup Generator	365.00
Total 1014209 · Building Contracts					365.00
1014210 · Building Maintenance - Town					
Check	08/03/2021	142605	Johnson Controls Security Solutions	Stmnt Date 7/12/21 Security Monitoring YFS 2 Qtrs	729.32
Total 1014210 · Building Maintenance - Town					729.32
1014211 · Building Maintenance - Senior					
Check	08/10/2021	142665	Sherwin-Williams	Inv# 6458-7 Paint for Senior Center Offices	154.75
Total 1014211 · Building Maintenance - Senior					154.75
1014213 · Equipment Maintenance - Town					
Check	08/10/2021	142662	Fox Valley Fire & Safety	Inv# 451868 Smoke Detector	387.60
Total 1014213 · Equipment Maintenance - Town					387.60
1014216 · Equipment					
Check	08/10/2021	142620	Amazon Capital Services	Inv# 166T-FV3K-RDQJ Measure Wheel	29.99
Total 1014216 · Equipment					29.99
1014218 · Vehicle Maintenance - Town					
Check	08/10/2021	142666	Valvoline	Inv# 33284 Oil Change Van# 123	86.24
Check	08/10/2021	142666	Valvoline	Inv# 33286 Oil Change Truck# 136	77.96
Check	08/10/2021	142666	Valvoline	Inv# 32292 Oil Change Truck# 126	53.18
Check	08/10/2021	142666	Valvoline	Inv# 33302 Oil Change Van# 111	46.76
Total 1014218 · Vehicle Maintenance - Town					264.14
1014221 · Cell Phone/Communications					
Check	08/13/2021	142797	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	216.06
Total 1014221 · Cell Phone/Communications					216.06
1014222 · Trash Removal - Town					
Check	08/13/2021	142812	Groot, Inc.	Acct# 3107-68246 Inv# 7350330 Monthly Charges Aug 2021	275.32
Total 1014222 · Trash Removal - Town					275.32
1014223 · Trash Removal - Senior					
Check	08/13/2021	142812	Groot, Inc.	Acct# 3107-61390 Inv# 7350190 Monthly Charges Aug 2021	352.95

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Type	Date	Num	Name	Memo	Amount
			Total 1014223 · Trash Removal - Senior		352.95
			1014224 · Trash Removal - Astor		
Check	08/13/2021	142812	Groot, Inc.	Acct# 3107-69323 Inv# 7350331 Monthly Charges Aug 2021	660.78
			Total 1014224 · Trash Removal - Astor		660.78
			1014227 · Miscellaneous		
Check	08/10/2021	142667	Verify (XHANOV)	Inv# 1420040 Background Checks	44.00
			Total 1014227 · Miscellaneous		44.00
			1014230 · Trash Removal - Izaac		
Check	08/13/2021	142812	Groot, Inc.	Acct# 3107-54379 Inv# 7350974 Monthly Charges Aug 2021	134.69
			Total 1014230 · Trash Removal - Izaac		134.69
			1014291 · Health Insurance		
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	617.36
			Total 1014291 · Health Insurance		617.36
			Total 101MAIN · Facilities Maintenance		4,231.96
			101PAN · Pantry		
			1014161 · Utilities		
Check	08/10/2021	142626	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges June	652.86
Check	08/10/2021	142646	Nicor 65	Acct# 65-08-57-1000 5 (Meter 1) Monthly Charges 6/15-7/14	37.87
Check	08/10/2021	142647	Nicor 75	Acct# 75-08-57-1000 4 (Meter 2) Monthly Charges 6/15-7/14	41.15
Check	08/13/2021	142798	Village of Hanover Park	Acct 3940-001 Water/Sewer	35.34
Check	08/13/2021	142813	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges July	744.26
			Total 1014161 · Utilities		1,511.48
			1014191 · Health Insurance		
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	1,200.44
			Total 1014191 · Health Insurance		1,200.44
			Total 101PAN · Pantry		2,711.92
			101THE · Town Hall Expense		
			1014402 · Telephone - Town		
Check	08/03/2021	142595	AT&T 152	Inv# 84717527307 Monthly Line 7/22-8/21	94.11
			Total 1014402 · Telephone - Town		94.11
			1014403 · Utilities - Town		
Check	08/10/2021	142630	Com Ed 006 (Town)	Acct 7826009006 Monthly Charge/Supply Services 7/1-8/2	1,377.82
Check	08/10/2021	142644	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 6/16-7/15	135.77
Check	08/13/2021	142801	Village of Bartlett	Acct# 51470 Water/Sewer Read Date 7/16	186.93

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Type	Date	Num	Name	Memo	Amount
Total 1014403 · Utilities - Town					1,700.52
1014405 · Internet Access - Town					
Check	08/10/2021	142622	AT&T 824	Acct# 253810824 Back-up Internet 7/28-8/27	93.76
Total 1014405 · Internet Access - Town					93.76
1014416 · Equipment Rental - Town					
Check	08/13/2021	142791	Leaf (618-009)	Inv# 12108692 Kyocera Copier Lease - Main Copier	306.01
Check	08/13/2021	142791	Leaf (618-009)	Inv# 12108692 Kyocera Copier Lease - Passports	23.10
Check	08/13/2021	142793	Pitney Bowes Global Financial Services	Inv# 3104890974 Postage Machine Quarterly Lease	487.53
Total 1014416 · Equipment Rental - Town					816.64
Total 101THE · Town Hall Expense					2,705.03
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	08/03/2021	142594	Amazon Capital Services	Inv# 1JKG-WGRM-RDPN Resident Services Office Clock	8.54
Check	08/13/2021	142795	Staples	Inv# 3482698437 Scotch Tape	25.18
Check	08/13/2021	142795	Staples	Inv# 3482698438 File Organizer	17.49
Check	08/13/2021	142795	Staples	Inv# 3482698439 Batteries	57.88
Total 1014404 · Office Supplies					109.09
1014406 · Printing					
Check	08/13/2021	142780	Braden Interact Business (DD6303723 Town)	Inv# 725116 Copy Charges Overage July	100.19
Check	08/13/2021	142794	Safeguard Business Systems	Inv# 34635914 AP/Payroll Checks	458.67
Total 1014406 · Printing					558.86
1014530 · Financial Administration					
Check	08/13/2021	142785	Governmental Accounting, Inc	Inv# 59000 Monthly Contract Billing	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014534 · Passport Services					
Check	08/13/2021	142795	Staples	Inv# 3482238191 Shipping Labels/Receipts Books	157.32
Total 1014534 · Passport Services					157.32
1014535 · Legal Notices					
Check	08/13/2021	142792	Paddock Publications, Inc	Inv# 186041 Bid Notice	391.50
Total 1014535 · Legal Notices					391.50
1014591 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	3,852.87
Total 1014591 · Health Insurance					3,852.87

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Type	Date	Num	Name	Memo	Amount
Total 101TOE · Town Office Expense					10,469.64
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	08/10/2021	142653	Staples	Inv# 3482698435 Toner	239.99
Total 1044405 · Office Supplies					239.99
1044413 · Travel Expense					
Check	08/10/2021	142634	Glascott, Patricia A	Mileage Reimbursement IPAI Class	38.74
Total 1044413 · Travel Expense					38.74
1044419 · Training					
Check	08/10/2021	142634	Glascott, Patricia A	Training Meal Reimbursement	22.93
Total 1044419 · Training					22.93
1044491 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	2,869.64
Total 1044491 · Health Insurance					2,869.64
Total 104ASR · Assessor's Division					3,171.30
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094618 · Psychiatric Backup					
Check	08/13/2021	142806	Alexian Bros (Psych Bkp) Behavior Health	Psychiatric Backup July 2021	610.00
Total 1094618 · Psychiatric Backup					610.00
1094619 · Office Supplies					
Check	08/10/2021	142620	Amazon Capital Services	Inv# 1FKX-7KPC-V36C Copy paper/CoffeeDispenser/Space Heater	379.28
Total 1094619 · Office Supplies					379.28
1094624 · Client Mgmt Software					
Check	08/13/2021	142788	Kenneth Young Center	Inv# T011874 CIS August 2021	300.00
Total 1094624 · Client Mgmt Software					300.00
1094691 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	7,488.48
Total 1094691 · Health Insurance					7,488.48
Total 109ADM · Administration & Clinical					8,777.76
109OUT · Outreach & Prevention					
1094643 · Education & Training					

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Type	Date	Num	Name	Memo	Amount
Check	08/10/2021	142659	John Ziegler c/o Izaak Walton League	Inv# 100 Archery Training Books (5)	450.00
			Total 1094643 · Education & Training		450.00
			1094644 · Travel		
Check	08/13/2021	142803	Jessica Rosal	Mileage Reimbursement	19.14
			Total 1094644 · Travel		19.14
			1094650 · Program Supplies		
Check	08/10/2021	142654	Trujillo, Gisel	Program Supplies	45.88
			Total 1094650 · Program Supplies		45.88
			1094651 · Cellphones		
Check	08/13/2021	142797	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	197.32
			Total 1094651 · Cellphones		197.32
			1094791 · Health Insurance		
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	1,143.28
			Total 1094791 · Health Insurance		1,143.28
			Total 109OUT · Outreach & Prevention		1,855.62
			Total 109YFS · Youth & Family Services		10,633.38
			Total 1014 · Town Fund - Expenditures		53,662.30
			1104 · Aging Services - Expenditures		
			1104ADM · Administration		
			1104524 · Utilities		
Check	08/10/2021	142645	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges 6/24-7/25	648.29
Check	08/13/2021	142782	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 7/2-82	3,062.25
Check	08/13/2021	142801	Village of Bartlett	Acct# 62447 Water/Sewer Read Date 7/16	252.53
Check	08/13/2021	142801	Village of Bartlett	Acct# 63818 Water/Sewer Runzel Reserve 7/16	14.11
			Total 1104524 · Utilities		3,977.18
			1104525 · Telephone & High Speed Internet		
Check	08/13/2021	142797	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	61.10
			Total 1104525 · Telephone & High Speed Internet		61.10
			1104527 · Equipment		
Check	08/10/2021	142640	Leaf (618-008)	Inv# 12159416 Copier Lease Lower Level	66.00
			Total 1104527 · Equipment		66.00
			1104528 · Office Supplies		
Check	08/03/2021	142593	Accurate Office Supply Co	Inv# 547998 Ink/Toner/Copy Paper	281.77

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Type	Date	Num	Name	Memo	Amount
Check	08/13/2021	142775	Accurate Office Supply Co	Inv# 548978 Ink/Iables/Keyboard	399.54
Total 1104528 · Office Supplies					681.31
1104533 · Printing					
Check	08/03/2021	142599	COTG	Inv# 2842255 Copy Overage Charges 6/25-7/24	18.68
Check	08/03/2021	142599	COTG	Inv# 2842254 Copy Charges 6/25-7/24	115.34
Check	08/10/2021	142625	Braden Interact Business (70301-1-IBP SS)	Inv# 725005 Copy Charges July	16.76
Check	08/13/2021	142789	Kwik Print	Inv# 69437 Business Cards	44.40
Check	08/13/2021	142789	Kwik Print	Inv# 69436 Do Not Enter Signs (2)	149.00
Check	08/13/2021	142811	Kwik Print	Inv# 69451 Business Cards	44.40
Total 1104533 · Printing					388.58
1104536 · Education & Training					
Check	08/03/2021	142606	Kay, Linda	Travel Reimbursement July 2021	11.43
Total 1104536 · Education & Training					11.43
1104538 · Community Affairs					
Check	08/10/2021	142636	Illinois Liquor Control Commission	Illinois Special Use Liquor License Application	100.00
Check	08/10/2021	142658	West Pier Laundry Streamwood	Inv# 3025 Laundry Service Dish Towels/Tablecloths	18.45
Total 1104538 · Community Affairs					118.45
1104591 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	2,390.59
Total 1104591 · Health Insurance					2,390.59
Total 1104ADM · Administration					7,694.64
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3688844 Congregate Food	11.50
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3756713 Congregate Food	119.88
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3756713 Congregate Food	71.10
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3812621 Congregate Food	9.50
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3813461 Congregate Food	108.57
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3816961 Congregate Food	102.43
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3818080 Congregate Food	60.13
Check	08/03/2021	142603	Gordon Food Service	Inv# 211563459 Congregate Food	662.99
Check	08/03/2021	142603	Gordon Food Service	Inv# 211640179 Congregate Food	753.08
Check	08/03/2021	142603	Gordon Food Service	Inv# 934089900 Congregate Food	27.28
Check	08/03/2021	142603	Gordon Food Service	Inv# 211724226 Congregate Food	684.78
Check	08/03/2021	142604	Highland Baking Company	Inv# 2515990 Congregate Food	42.85
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3817965 Congregate Food	178.68
Check	08/03/2021	142616	Highland Baking Company	Inv# 2518784 Congregate Food	43.94
Check	08/10/2021	142633	Get Fresh Produce, Inc	Inv# 3821596 Congregate Food	86.35
Check	08/10/2021	142633	Get Fresh Produce, Inc	Inv# 3823491 Congregate Food	128.40
Check	08/10/2021	142633	Get Fresh Produce, Inc	Inv# 3821816 Congregate Food	62.81

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Type	Date	Num	Name	Memo	Amount
Check	08/10/2021	142633	Get Fresh Produce, Inc	Credit# 461895 Inv# 3817965 Congregate Food	-19.50
Check	08/10/2021	142635	Highland Baking Company	Inv# 2521241 Congregate Food	28.03
Check	08/13/2021	142773	Perri {1}, Marilyn	Rib Day Sandwiches	54.28
Check	08/13/2021	142783	Gordon Food Service	Inv# 211887314 Congregate Food	671.79
Check	08/13/2021	142783	Gordon Food Service	Inv# 934090299 Congregate Food	86.08
Check	08/13/2021	142784	Get Fresh Produce, Inc	Inv# 3824135 Congregate Food	21.83
Check	08/13/2021	142784	Get Fresh Produce, Inc	Inv# 3824544 Congregate Food	69.85
Check	08/13/2021	142784	Get Fresh Produce, Inc	Inv# 3824544 Congregate Food	77.10
Check	08/13/2021	142786	Highland Baking Company	Inv# 2503999 Congregate Food	27.66
Check	08/13/2021	142786	Highland Baking Company	Inv# 2525459 Congregate Food	60.49
Check	08/13/2021	142808	Get Fresh Produce, Inc	Inv# 3828514 Congregate Food	78.02
Check	08/13/2021	142808	Get Fresh Produce, Inc	Inv# 3819986 Congregate Food	28.63
Check	08/13/2021	142808	Get Fresh Produce, Inc	Credit 460692	-5.38
Check	08/13/2021	142809	Gordon Food Service	Inv# 212058633 Congregate Food	862.37
Check	08/13/2021	142810	Highland Baking Company	Inv# 2526578 Congregate Food	44.40
Total 1105551 · Congregate Food					5,239.92
1105553 · Congregate Supplies					
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3756713 Congregate Supplies	40.95
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3812621 Congregate Supplies	45.00
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3813461 Congregate Supplies	30.00
Check	08/03/2021	142603	Gordon Food Service	Inv# 211563459 Congregate Supplies	23.03
Check	08/10/2021	142633	Get Fresh Produce, Inc	Inv# 3821596 Congregate Supplies	15.00
Check	08/10/2021	142633	Get Fresh Produce, Inc	Inv# 3821816 Congregate Supplies	28.95
Check	08/10/2021	142658	West Pier Laundry Streamwood	Inv# 3016 Laundry Service Dish Towels/Tablecloths	9.05
Check	08/13/2021	142783	Gordon Food Service	Inv# 211887314 Congregate Supplies	79.59
Check	08/13/2021	142783	Gordon Food Service	Inv# 934090299 Congregate Supplies	9.84
Check	08/13/2021	142784	Get Fresh Produce, Inc	Inv# 3824544 Congregate Supplies	45.38
Check	08/13/2021	142809	Gordon Food Service	Inv# 212058633 Congregate Supplies	241.64
Total 1105553 · Congregate Supplies					568.43
1105558 · Home Delivered Meals Food					
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3688844 HDM Food	11.50
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3756713 HDM Food	119.87
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3756713 HDM Food	71.10
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3812621 HDM Food	9.50
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3813461 HDM Food	108.56
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3816961 HDM Food	102.42
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3818080 HDM Food	60.12
Check	08/03/2021	142603	Gordon Food Service	Inv# 211563459 HDM Food	662.99
Check	08/03/2021	142603	Gordon Food Service	Inv# 211640179 HDM Food	753.08
Check	08/03/2021	142603	Gordon Food Service	Inv# 934089900 HDM Food	27.27
Check	08/03/2021	142603	Gordon Food Service	Inv# 211724226 HDM Food	684.78
Check	08/03/2021	142604	Highland Baking Company	Inv# 2515990 HDM Food	42.85
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3817965 HDM Food	178.67
Check	08/03/2021	142616	Highland Baking Company	Inv# 2518784 HDM Food	43.93
Check	08/10/2021	142633	Get Fresh Produce, Inc	Inv# 3821596 HDM Food	86.35

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Type	Date	Num	Name	Memo	Amount
Check	08/10/2021	142633	Get Fresh Produce, Inc	Inv# 3823491 HDM Food	128.40
Check	08/10/2021	142633	Get Fresh Produce, Inc	Inv# 3821816 HDM Food	62.81
Check	08/10/2021	142633	Get Fresh Produce, Inc	Credit# 461895 Inv# 3817965 HDM Food	-19.50
Check	08/10/2021	142635	Highland Baking Company	Inv# 2521241 HDM Food	28.02
Check	08/10/2021	142650	Pur Foods LLC dba Mom's Meals	Inv# MM07312021 Special Dietary Meals July 2021	1,734.60
Check	08/13/2021	142773	Perri {1}, Marilyn	Rib Day Sandwiches	54.28
Check	08/13/2021	142783	Gordon Food Service	Inv# 211887314 HDM Food	671.78
Check	08/13/2021	142783	Gordon Food Service	Inv# 934090299 HDM Food	86.08
Check	08/13/2021	142784	Get Fresh Produce, Inc	Inv# 3824135 HDM Food	21.82
Check	08/13/2021	142784	Get Fresh Produce, Inc	Inv# 3824544 HDM Food	69.85
Check	08/13/2021	142784	Get Fresh Produce, Inc	Inv# 3827712 HDM Food	77.10
Check	08/13/2021	142786	Highland Baking Company	Inv# 2503999 HDM Food	27.66
Check	08/13/2021	142786	Highland Baking Company	Inv# 2525459 HDM Food	60.49
Check	08/13/2021	142808	Get Fresh Produce, Inc	inv# 3828514 HDM Food	78.01
Check	08/13/2021	142808	Get Fresh Produce, Inc	Inv# 3819986 HDM Food	28.62
Check	08/13/2021	142808	Get Fresh Produce, Inc	Credit 460692	-5.37
Check	08/13/2021	142809	Gordon Food Service	Inv# 212058633 HDM Food	862.37
Check	08/13/2021	142810	Highland Baking Company	Inv# 2526578 HDM Food	44.40
Total 1105558 · Home Delivered Meals Food					6,974.41
1105560 · Home Delivered Meals Supplies					
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3756713 HDM Supplies	40.95
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3812621 HDM Supplies	45.00
Check	08/03/2021	142602	Get Fresh Produce, Inc	Inv# 3813461 HDM Supplies	30.00
Check	08/03/2021	142603	Gordon Food Service	Inv# 211563459 HDM Supplies	23.03
Check	08/10/2021	142633	Get Fresh Produce, Inc	Inv# 3821596 HDM Supplies	15.00
Check	08/10/2021	142633	Get Fresh Produce, Inc	Inv# 3821816 HDM Supplies	28.95
Check	08/10/2021	142658	West Pier Laundry Streamwood	Inv# 3016 Laundry Service Dish Towels/Tablecloths	9.05
Check	08/13/2021	142783	Gordon Food Service	Inv# 21187314 HDM Supplies	79.59
Check	08/13/2021	142783	Gordon Food Service	Inv# 934090299 HDM Supplies	9.83
Check	08/13/2021	142784	Get Fresh Produce, Inc	Inv# 3824544 HDM Supplies	45.37
Check	08/13/2021	142809	Gordon Food Service	Inv# 212058633 HDM Supplies	241.63
Total 1105560 · Home Delivered Meals Supplies					568.40
Total 1104NUT · Nutrition					13,351.16
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	08/10/2021	142619	William Aleman	Technology Instruction June	325.00
Check	08/10/2021	142619	William Aleman	Technology Instruction July	175.00
Check	08/10/2021	142632	Giuseppa Crisopulli	In the Kitchen Program Supplies 8/4	33.98
Check	08/10/2021	142641	Lancaster Bingo	Inv# 4250274 Bingo Cards	198.00
Check	08/13/2021	142776	Amazon Capital Services	Inv# 14lmn3lddktr Bingo Candy	268.67
Total 1104515 · Programming					1,000.65
1104520 · Volunteer Services					
Check	08/03/2021	142608	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement July 2021	40.60

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Type	Date	Num	Name	Memo	Amount
Check	08/03/2021	142609	James Mattson	Home Delivered Meals Mileage Reimbursement July 2021	60.32
Check	08/03/2021	142617	Alan Lenoci	Home Delivered Meals Mileage Reimbursement July 2021	62.00
Check	08/03/2021	142618	Sue Mattioli	Home Delivered Meals Mileage Reimbursement May-July 2021	53.36
Check	08/10/2021	142621	Dorothy Archer	Home Delivered Meals Mileage Reimbursement July 2021	55.39
Check	08/10/2021	142623	Marlies Bellos	Home Delivered Meals Mileage Reimbursement June-July 2021	78.13
Check	08/10/2021	142624	Lawrence Boquist	Home Delivered Meals Mileage Reimbursement June-July 2021	85.78
Check	08/10/2021	142639	Andrew and Angela Lazzara	Home Delivered Meals Mileage Reimbursement July 2021	52.20
Check	08/10/2021	142649	Larry Piemonte	Home Delivered Meals Mileage Reimbursement July 2021	33.93
Check	08/10/2021	142655	Charles Valerio	Home Delivered Meals Mileage Reimbursement 7/22-8/5 2021	23.78
Check	08/10/2021	142657	Verify (XHTSSE)	Inv# 1420048 Background Checks July 2021	116.00
Check	08/13/2021	142772	Maureen Edelman	Home Delivered Meals Mileage Reimbursement July 2021	24.36
Total 1104520 · Volunteer Services					685.85
1104532 · Visual Arts					
Check	08/10/2021	142638	Krall, Marianne	Program Supplies	66.10
Check	08/13/2021	142776	Amazon Capital Services	Inv# 14lmn3lddktr Watercolor/Paints/Palettes	315.27
Check	08/13/2021	142779	Blick Art Materials	Inv# 6822543 Watercolor Paints/Palettes (21)	355.19
Total 1104532 · Visual Arts					736.56
1104891 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	2,298.00
Total 1104891 · Health Insurance					2,298.00
Total 1104PRO · Enrichment Programs					4,721.06
1104SOC · Social Services					
1104516 · Social Services					
Check	08/13/2021	142776	Amazon Capital Services	Inv# 14lmn3lddktr Tye Dye Supplies	208.33
Total 1104516 · Social Services					208.33
1104519 · Senior Assistance					
Check	08/13/2021	142804	Young Mo Ju	Rent Assistance	200.00
Total 1104519 · Senior Assistance					200.00
1104564 · Senior Health Ins Program					
Check	08/03/2021	142607	Kwik Print	Inv# 69370 Business Cards 4 Sets Double Sided	315.60
Check	08/03/2021	142593	Accurate Office Supply Co	Inv# 548220 Folders/Pens/Ink	234.81
Check	08/13/2021	142776	Amazon Capital Services	Inv# 14lmn3lddktr Stapler/Camera/Rolodex/Keyboard	492.44
Total 1104564 · Senior Health Ins Program					1,042.85
1104991 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	1,245.15
Total 1104991 · Health Insurance					1,245.15

Hanover Township Board Audit Report

August 3 - 16, 2021

Type	Date	Num	Name	Memo	Amount
Total 1104SOC · Social Services					2,696.33
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	08/10/2021	142631	Complete Fleet Services Inc.	Inv# 31824 Rear AC Inspection	938.50
Check	08/10/2021	142631	Complete Fleet Services Inc.	Inv# 31838 Truck 141 Catalytic Convertor/Installation (Insurance Claim)	1,466.20
Check	08/10/2021	142631	Complete Fleet Services Inc.	Inv# 31844 Truck 142 Catalytic Convertor/Installation (Insurance Claim)	1,461.20
Check	08/10/2021	142631	Complete Fleet Services Inc.	Inv# 31902 Truck 140Catalytic Convertor/Installation (Insurance Claim)	1,461.20
Check	08/10/2021	142637	Kammes Auto & Truck Repair, Inc.	Inv# 134714 Vehicle Maintenance	40.00
Total 1104518 · Vehicle Maintenance					5,367.10
1104551 · Training					
Check	08/13/2021	142805	Alexian Brothers Corporate Health Service	Inv# 721273 Drug Screen/Physical	136.00
Total 1104551 · Training					136.00
1104691 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	5,453.46
Total 1104691 · Health Insurance					5,453.46
Total 1104TRN · Transportation					10,956.56
Total 1104 · Aging Services - Expenditures					39,419.75
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	08/13/2021	142795	Staples	Inv# 3482698442 Coffee Supplies	75.84
Check	08/13/2021	142795	Staples	Tax	-3.77
Check	08/13/2021	142795	Staples	Inv# 3482238193 Copy Paper	58.42
Check	08/13/2021	142795	Staples	Tax	-3.44
Check	08/13/2021	142795	Staples	Inv# 3482698441 Stapler	74.35
Check	08/13/2021	142795	Staples	Tax	-4.37
Total 2024202 · Office Supplies					197.03
2024204 · Equipment					
Check	08/13/2021	142791	Leaf (618-009)	Inv# 12108692 Kyocera Copier Lease - GA	106.23
Check	08/13/2021	142795	Staples	Inv# 3482698436 Credit	-73.99
Check	08/13/2021	142802	Waterlogic	Inv# 835534 Water Machine Rental 8/4-9/3	40.42
Total 2024204 · Equipment					72.66
2024205 · Travel & Training					
Check	08/13/2021	142774	General Assistance Training Institute	GATI Training (2)	200.00
Total 2024205 · Travel & Training					200.00
2024210 · Printing					

Hanover Township Board Audit Report

August 3 - 16, 2021

Type	Date	Num	Name	Memo	Amount
Check	08/13/2021	142781	Braden Interact Business (Hanover-IBP WS)	Inv# 724908 Copy Charges July 2021	31.58
Total 2024210 · Printing					31.58
2024507 · Professional Services					
Check	08/13/2021	142799	Verify (XHANGA)	Inv# 1415055 Background Checks June 2021	198.00
Check	08/13/2021	142799	Verify (XHANGA)	Inv# 1420039 Background Checks July 2021	18.00
Total 2024507 · Professional Services					216.00
2024509 · Volunteer Appreciation					
Check	08/13/2021	142778	A1 Trophies & Awards	Inv# 16583 Name Badge	7.99
Total 2024509 · Volunteer Appreciation					7.99
2024591 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	1,143.28
Total 2024591 · Health Insurance					1,143.28
Total 2024ADM · Administration					1,868.54
2024HOM · Home Relief					
2024106 · Travel Expenses					
Check	08/13/2021	5899	State Farm Salah, Neal	Auto Insurance	22.30
Total 2024106 · Travel Expenses					22.30
Total 2024HOM · Home Relief					22.30
Total 2024 · Human Services - Expenditures					1,890.84
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	08/13/2021	142790	Kopon Airdo, LLC	Inv# 190-0007-34083 Legal Services	176.58
Total 3034701 · Legal					176.58
3034711 · Utilities					
Check	08/10/2021	142627	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges/Supply Services 7/1-8/2	627.21
Check	08/10/2021	142629	Com Ed 039	Acct# 7826007039 Monthly Charges 7/1-8/2	295.90
Total 3034711 · Utilities					923.11
3034791 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	1,143.28
Total 3034791 · Health Insurance					1,143.28
Total 3034ADM · Administration					2,242.97

Hanover Township Board Audit Report

August 3 - 16, 2021

Type	Date	Num	Name	Memo	Amount
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	08/03/2021	142610	Midwest Material Management	Inv# MM-82487 Hilltop Drainage Spoil Disposal	407.55
Check	08/03/2021	142613	SiteOne Landscape Supply, LLC	Inv# 111137298-001Hilltop Drainage Restoration Seed	269.40
Check	08/03/2021	142615	Welch Bros., Inc	Inv# 3139767 Hilltop Drainage Pipe/Grates/Epoxy/Droptubes	1,050.67
Check	08/03/2021	142615	Welch Bros., Inc	Inv# 3140064 Hilltop Drainage Pipe fabric	137.00
Check	08/10/2021	142661	Earth, Inc	Inv# 22609 Topsoil for 1775 Hilltop Drainage Repairs Restoration	80.00
Check	08/10/2021	142661	Earth, Inc	Inv# 22635 Topsoil for 1775 Hilltop Drainage Repairs Restoration	320.00
Check	08/10/2021	142663	Lafarge Aggregates Illinois Inc	Inv# 714818401 3" Stone for 1775 Hilltop Drainage Repairs	222.72
Check	08/10/2021	142620	Amazon Capital Services	Inv# 166T-FV3K-RDQJ Measure Wheel	29.99
Total 3034602 · Operating Supplies & Materials					2,517.33
3034607 · Contract Work					
Check	08/03/2021	142596	Black Pearl Sealcoating Inc	Inv# 1341 Crack Fill In Sherwood Oaks Subdivision and Gromer Rd	12,515.00
Check	08/03/2021	142601	Engstrom Construction Co	Inv# 14091 Bridlewood Subdivision Curb & Sidewalk Concrete Repairs	19,095.00
Total 3034607 · Contract Work					31,610.00
3034610 · Street Lighting					
Check	08/10/2021	142628	Com Ed 076	Acct# 7742763076 Monthly Charges 7/1-8/2	24.48
Check	08/10/2021	142660	Com Ed 051	Acct# 5619024051 Monthly Charges 6/28-7/28	36.49
Check	08/13/2021	142807	Com Ed 152	Acct# 0045120152 Monthly Charges 7/6-8/4	373.88
Total 3034610 · Street Lighting					434.85
3034614 · Signs, Stripping & Tree Removal					
Check	08/03/2021	142614	Sherwin-Williams	Inv# 1805-5 Road Stripping Paint (White)	992.40
Check	08/10/2021	142664	Quality Roque's Inc	Stump Grind/Removal (2)	4,100.00
Total 3034614 · Signs, Stripping & Tree Removal					5,092.40
Total 3034ROD · Road Maintenance					39,654.58
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	08/03/2021	142612	Preventative Maintenance Systems, Inc	Inv# 15434 Hydraulic Hose Repair Truck# 501	775.34
Total 3034609 · Maintenance Vehicles & Equip					775.34
Total 303EQM · Equipment					775.34
Total 3034 · Road Maintenance - Expenditures					42,672.89
4045 · Comm/SR Citizens Svcs - Expense					
4045100 · Gift Shop					
Check	08/13/2021	4019	Amazon Capital Services	Inv# 14lmn3lddktr Gift Shop Supplies	53.83
Total 4045100 · Gift Shop					53.83
Total 4045 · Comm/SR Citizens Svcs - Expense					53.83

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054014 · Equip / Database					
Check	08/13/2021	142768	Launch Digital Marketing	Inv# L54055 Website Hosting	50.00
Total 5054014 · Equip / Database					50.00
5054591 · Health Insurance					
Check	08/13/2021	142800	United Healthcare	Monthly Medical Premiums	1,726.36
Total 5054591 · Health Insurance					1,726.36
Total 5054ADM · Administration					1,776.36
5054COM · HT Community Resource Center					
5054210 · Utilities					
Check	08/13/2021	142759	Village of Streamwood Water Billing Dept.	Acct# 105006200-1000053 Monthly Water/Sewer	12.76
Check	08/13/2021	142761	Groot, Inc (114943)	Acct# 3107-114943 Monthly Charges August 2021	124.51
Check	08/13/2021	142762	Nicor 84 (MHB)	Acct# 84-67-77-1000 0 Monthly Charges 6/14-7/13	48.76
Total 5054210 · Utilities					186.03
5054213 · Janitorial					
Check	08/13/2021	142766	JaniKing	Inv# CCHC08210208 Monthly Billing August 2021	414.00
Total 5054213 · Janitorial					414.00
5054286 · Agency Support Services					
Check	08/13/2021	142760	Comcast (823 MHB)	Acct 8771 10 084 0485823 Monthly Cable/Internet 8/2-9/1	235.25
Check	08/13/2021	142767	Quench USA, Inc.	Inv# 3241903 Water Cooler Rental	55.00
Total 5054286 · Agency Support Services					290.25
Total 5054COM · HT Community Resource Center					890.28
5054SVC · Service Contracts					
5054102 · CAC Family Support					
Check	08/13/2021	142770	Childrens Advocacy Ctr of Nwst Co County	Family Support Services	3,086.50
Total 5054102 · CAC Family Support					3,086.50
5054123 · Easter Seals					
Check	08/03/2021	142600	Easter Seals DuPage & Fox Valley Region	Medical Rehabilitative Services June 2021	6,251.50
Check	08/13/2021	142769	Easter Seals DuPage & Fox Valley Region	Medical Rehabilitative Services July 2021	6,440.50
Total 5054123 · Easter Seals					12,692.00
5054130 · Northwest Casa					
Check	08/13/2021	142765	Northwest CASA	Sexual Assault Intervention July 2021	1,339.00
Total 5054130 · Northwest Casa					1,339.00

Hanover Township Board Audit Report

August 3 - 16, 2021

Type	Date	Num	Name	Memo	Amount
5054131 · AID Transportation					
Check	08/13/2021	142764	Association for Individual Development	AID Program - July	2,500.00
			Total 5054131 · AID Transportation		2,500.00
5054138 · Contract Support Services					
Check	08/03/2021	142598	Center for Governmental Studies	Inv# 3007 Community Needs Assessment	8,250.00
			Total 5054138 · Contract Support Services		8,250.00
5054162 · Tide Transportation					
Check	08/13/2021	142758	A#1 Cab Dispatch Inc	Tide Transportation Services	2,308.50
			Total 5054162 · Tide Transportation		2,308.50
5054165 · Amita Alexian					
Check	08/13/2021	142763	Alexian Bros Center Mental Health (MHB)	Outpatient Psychiatric Services July 2021	1,712.03
			Total 5054165 · Amita Alexian		1,712.03
5054204 · Easter Seals Family Support					
Check	08/13/2021	142769	Easter Seals DuPage & Fox Valley Region	Family Support Services July 2021	437.50
			Total 5054204 · Easter Seals Family Support		437.50
			Total 5054SVC · Service Contracts		32,325.53
			Total 5054 · Mental Health - Expenditures		34,992.17
7004 · Vehicle Replcmnt - Expenditures					
7004540 · Bus Purchase					
Check	08/10/2021	142648	Pace	Inv# 593691 Bus Lease	100.00
Check	08/10/2021	142648	Pace	Inv# 593692 Bus Lease	100.00
			Total 7004540 · Bus Purchase		200.00
			Total 7004 · Vehicle Replcmnt - Expenditures		200.00
8084 · Capital Projects - Expenditures					
8084414 · Emergency Services Station					
Check	08/13/2021	142796	Thomas Engineering Group LLC	Inv# 21-219 Expansion Property Engineering Progress - July	64,968.50
			Total 8084414 · Emergency Services Station		64,968.50
8084420 · Izaak Walton Ctr Improvements					
Check	08/13/2021	142787	Hitchcock Design Group	Inv# 26513 Izaak Walton Reserve Final Design July 2021	1,634.55
Check	08/13/2021	142814	Illinois Department of Natural Resources	Izaak Walton Reserve Project Permitting/Review	3,290.00
			Total 8084420 · Izaak Walton Ctr Improvements		4,924.55
8084425 · Building & Perm Improvements					

Hanover Township Board Audit Report

August 3 - 16, 2021

Type	Date	Num	Name	Memo	Amount
Check	08/03/2021	142614	Sherwin-Williams	Inv# 7727-4 ES Station Restoration Enamel/Poly/Sundries	137.54
Total 8084425 · Building & Perm Improvements					137.54
Total 8084 · Capital Projects - Expenditures					70,030.59
TOTAL					242,922.37

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

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

Others present 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 Kuttentberg, Emergency Services Director Mike Crews, Youth and Family Services Clinical Manager Nora Gonzalea, Aging Services Director Megan Conway, Mental Health Board Manager Amanda Teachout, Administrator James Barr, Assistant Administrator Kristin Vana, Administrative Assistant Hailey Matich, and Attorney Mike Airdo. Also attending the meeting were residents from the Haverford Place Association, 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. The Board recognized the Haverford Place Homeowner's Association for their food collection efforts for the Township food pantry.
- V. Reports:
 - A. Supervisor's Report: The Supervisor reported that the backpack distribution started today. Trustee Beattie and the Youth and Family Services staff had a successful Day in the Park at the Lenoci-Walters Reserve. He received notification that the \$1.5 million grant is being processed. The property case surrounding the status of the Sherwood Oaks pool/athletic center is being postponed to September. He also reported that the Department on Aging responded to the inquiry regarding funding saying that they are not a regulatory agency and that local officials know their community best and that masking/distancing issues are left up to them. Administration and Community Health staff would work on recommendations to move forward safely in the future. Administrator Barr, and the Supervisors from Wayne and Bloomingdale Township met with him and Township Officials of Illinois Executive Director Jerry Crabtree to discuss strengthening the relationship between T.O.I. and the Metropolitan Township Association (MTA).
 - B. Clerk's Report: Clerk Dolan Baumer that the Township Officials of Illinois New Official Education would be held virtually on August 12 and on August 26.
 - C. Assessor's Report: Assessor Smogolski offered no report.
 - D. Trustee Committee Liaison Reports: No reports were offered.
 - E. Department Reports: Written reports were submitted for review by the Board; additions to the reports included that Aging Services has extended an offer to a candidate for the position of Transportation Manager. The Home Services program licensure application has been accepted by the State and various requested documents are being gathered to support the accepted application. Directors Conway and Smith are currently drafting job descriptions for the new staff. The 15th Annual Got Art art show will be held through August and a video would become available on Facebook. The recent Senior Citizens Services Committee cheesecake sale netted \$650 in profit. Director Imperato noted that donations are needed for the food pantry. 1,050 backpacks have been donated to the Township for distribution this month. The Grab & Go lunch, in conjunction with the Northern Illinois Food Bank, is serving about 30 people per day. LIHEAP opens for applications on September 1. September 1 also marks the start of holiday

programs and sign-ups. Director Kuttentberg reported that Hitchcock Designs and he presented an updated plan to the City of Elgin. His office and staff are well on their way to moving to the soon-to-be vacated Youth Services space at Town Hall. The Fall Food Truck event would be held on September 15. Recently, he, MTA representatives and Representative Yingling met to discuss benefits and need of township government. The Progressive Plan was recently signed into law by the Governor and we may receive some funds and he is working on it with the County and State. Since Covid and the delta variant cases are up, reported Director Smith, the County moved to a “substantial area” and is promoting mask wearing at the Township. CPR training would occur August through September for employees. Director Crews reported that the team is certified as a Level 2 (structure fire) assist. Roselle Fire Department is now using the department; Bloomingdale Fire Department is considering using the department. Youth and Family Services’ move to the Izaak Walton Center would be completed by August 11. Partnering with the Streamwood Park District would be an ongoing effort past the summer months. Another movie night would be held on August 27. Staff member Ryan Dickinson was honored by the state-wide youth program, Operation Snowball, and was appointed as a director of the program. A temporary maintenance tech was hired until a replacement full-time employee is hired. The facilities staff, reported Director Hanson, is assisting in the YFS/Community Affairs moves. Custom cages are being affixed to cover catalytic converters on the transport vehicles. Trustee Beattie thanked the department for assisting in the set-ups for the various past youth events. Hailey Matich is working on the budget for submission for the GFOA award, reported Assistant Administrator Vana. After analysis, a new direct energy supplier was selected for Township electric supply; the new one will save the Township money over the existing one, whose contract was at an end. The Diversity and Engagement Task Force would hold its final meeting on August 19, with a final report to the Board thereafter. Manager Teachout reported that the Mental Health Board meeting would be held on August 24. Applications are available on the website. Quarterly payments have been distributed. The Elgin Community College Health Services intern program is reaching out to agencies for placements. Administrator Barr reported that new masking and distancing guidelines for all facilities and staff would be in effect until there is a decrease in Covid and Covid-related cases in the County. Clerk Dolan Baumer posted the bid notice for sale of the Burgundy property in the Daily Herald. Received bids would be opened during the next Board meeting. A workshop would be held next Tuesday to discuss the expansion of the Tiknis Campus.

VI. Bill Paying: Mr. Barr presented the bills for payment from July 6, 2021 through August 2, 2021 as follows:

a.	Town	\$93,74.60
b.	Senior Services	57,252.72
c.	General Assistance	22,547.39
d.	Road Maintenance	8,064.41
e.	Committee for Senior Citizens Svc.	52.96
f.	Mental Health Board	163,875.26
f.	Capital Fund	<u>152,032.32</u>
	Total	<u>\$497,571.66</u>

A motion was made by Trustee Essick and seconded by Trustee Martinez to approve payment of the bills as presented from July 6, 2021 through August 2, 2021. Roll call: Ayes: Trustees Beattie, Camacho, Essick and Martinez, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

The second set of bills from July 6, 2021 through August 2, 2021 were for Alta Equipment for \$1,502.92 and Casey Equipment for \$250.00; Trustee Beattie moved to pay those additional bills; motion seconded by Trustee Camacho. Roll call: Ayes: Trustees Beattie, Camacho, Essick and Martinez. Abstain: Supervisor McGuire Nays: None. Motion carried and the bills will be paid.

VII. Unfinished Business: Resolution to Approve a Change Order to the Izaak Walton Reserve Project: Trustee Martinez moved that the Board approve a resolution to approve a change order to the Izaak

Minutes of a Meeting of the Hanover Township Board

Tuesday, August 3, 2021

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Walton Reserve project number 080321; motion seconded by Trustee Martinez. Administrator Barr highlighted the changes, which is the deletion of the bridge building portion of the project. Discussion ensued. Roll call: Ayes: Trustees Beattie, Camacho, Essick and Martinez, and Supervisor McGuire. Nays: None. Motion carried.

VIII. New Business:

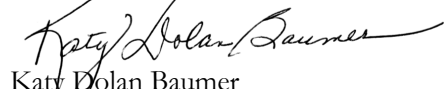
A. Board Meeting Minutes of July 6, 2021: Clerk Dolan Baumer presented the Board meeting minutes of July 6, 2021 for review and approval. Trustee Beattie moved to approve the Board meeting minutes of July 6, 2021; motion seconded by Trustee Essick. Roll call: Ayes: Trustees Beattie, Camacho, Essick and Martinez, and Supervisor McGuire. Nays: None. Motion carried.

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 7:45 p.m. was made by Trustee Martinez and seconded by Trustee Beattie, followed by a roll call vote. Ayes: Trustees Beattie, Camacho, Essick and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer
Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor, Aging Services, Human Services, Y&F Services, Community Affairs

- I. Call to Order/Roll Call: Supervisor McGuire called the workshop to order at 7:00 p.m.
- Clerk Dolan Baumer called the roll; present were Supervisor McGuire (via Zoom teleconference), Clerk Dolan Baumer and Trustees Beattie, Camacho, and Martinez. Trustee Essick was not present.
- Others present were Facilities and Road Maintenance Director Caleb Hanson, Community and Government Relations Director Tom Kuttenberg, Administrator James Barr, Assistant Administrator Kristin Vana, Administrative Assistant Hailey Matich, and Village of Streamwood Trustee Mike Baumer. Also present were other Township residents Cindy Christopher of Streamwood, Mark Wells of Bartlett, Kim Stull of Bartlett, Kerry Salee of Bartlett, and Chris & Valerie Ott of Bartlett.
- 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. Presentation and Discussion on the William Tiknis Campus Expansion: Administrator Barr led those assembled in a brief history of the adjacent 17.6 acres of land to the immediate south of the Township Tiknis Campus. Then he described the various phases of development, as follows:
- Phase 1: Emergency Services Station – 24 months: instead of continuing to lease the site in Bartlett, which the department has already outgrown, the guest house would be remodeled, an annex for vehicles and offices would be built, and parking spaces. \$2 million has been granted by the State for this project.
- Phase 2: Facilities & Road Maintenance – 24-48 months: Renovations would be made to the main house to serve as department offices.
- Phase 3: Cemetery and Open Space – 3-8 years: Will be discussed as funding becomes available through grants or other sources.
- Phase 4: Transportation Garage – 10-20 years: This is a long-term goal that will be further discussed as funding and needs increase by future Boards.
- Next steps include annexation, zoning and permitting for utilities and services to the public lands. Annexation would be to the Village of Bartlett, giving it a Bartlett address, but it will remain Township property. These processes would start on September 1, 2021.
- Administrator Barr then fielded questions from those present.
- IX. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:20 p.m. was made by Trustee Beattie and seconded by Trustee Martinez, followed by a roll call vote. Ayes: Trustees Beattie, Camacho, and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer
Clerk

RESOLUTION _____

**A RESOLUTION
TO APPROVE A COVID-19 EMERGENCY
PAID SICK LEAVE POLICY**

WHEREAS, on March 18, 2020, the U.S. Congress enacted Public Law No. 116-127, known as the Families First Coronavirus Response Act (the “FFCRA”), which, *inter alia*, provided covered employees two (2) weeks of emergency paid sick leave benefits for qualifying reasons related to the COVID-19 pandemic;

WHEREAS, the emergency paid sick leave benefits provided for under the FFCRA expired on December 31, 2020, and neither the U.S. Congress nor the Illinois General Assembly have enacted legislation to provide for continued emergency paid sick leave benefits related to the COVID-19 pandemic; and

WHEREAS, the Supervisor and Board of Trustees (the “Board”) of Hanover Township (the “Township”) adopted a COVID-19 Emergency Sick Leave Policy, pursuant to which the Township provided employees continued sick leave benefits for reasons related to the COVID-19 pandemic from January to July of 2021.

WHEREAS, to maintain a safe work environment for all officials, agents, employees, agencies, and offices of Hanover Township during the ongoing COVID-19 pandemic, the Supervisor and Board of Trustees of Hanover Township have deemed it necessary and appropriate to adopt the “COVID-19 Emergency Paid Sick Leave Policy,” a copy of is attached hereto and incorporated herein by this reference;

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

SECTION ONE: INCORPORATION OF RECITALS. The recitals are hereby incorporated into the body of this Resolution as though fully set forth herein.

SECTION TWO: **ADOPTION.** The COVID-19 Emergency Paid Sick Leave Policy, a copy of which is attached hereto and incorporated into the body of this Resolution as though fully set forth herein, is hereby adopted and approved.

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 FIVE: **REPEALER.** All Ordinances, Resolutions in conflict with or inconsistent herewith are hereby repealed only to the extent of such conflict or inconsistency.

SECTION SIX: **EFFECTIVE DATE.** This Resolution shall become effective upon its passage and approval as provided by law.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: August 13, 2021

APPROVED: August 13, 2021

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete, and exact copy of Resolution _____, enacted on August 13, 2021, and approved on August 13, 2021, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



COVID-19 EMERGENCY PAID SICK LEAVE POLICY

This COVID-19 Emergency Paid Sick Leave Policy (the “Policy”) is to maintain a safe work environment for all officials, agents, employees, agencies, and offices of Hanover Township (the “Township”) during the ongoing COVID-19 pandemic. To that end, the following Policy has been adopted:

- I. **Definitions.** When used in this Policy, the following terms shall have the meaning set forth below in this Section I.

“Child Care Provider” shall mean a provider who receives compensation for providing child care services on a regular basis. The term includes a center-based child care provider, a group home child care provider, a family child care provider, or other provider of child care services for compensation that is licensed, regulated, or registered under State law as described in Section 9858c(c)(2)(E) of Title 42 of the U.S. Code; and satisfies the State and local requirements, including those referred to in Section 9858c(c)(2)(F) of Title 42 of the U.S. Code. The eligible child care provider need not be compensated or licensed if he or she is a family member or friend, such as a neighbor, who regularly cares for the employee's child.

“Emergency Paid Sick Leave” shall mean paid leave under this Policy.

“Full-Time Employee” shall mean an employee who is normally scheduled to work at least forty (40) hours each workweek. The term also shall mean an employee does not have a normal weekly schedule, if the average number of hours per workweek that the employee was scheduled to work, including hours for which the employee took leave of any type, is at least forty (40) hours per workweek over a period of time that is the lesser of either the six (6) month period ending on the date on which the employee takes emergency paid sick leave, or the entire period of the employee's employment.

“Part-Time Employee” shall mean an employee who is not a Full-Time Employee.

“Place of Care” shall mean a physical location where care is provided for the employee's child while the employee works for the Township. The physical location does not have to be solely dedicated to such care. Examples include day care, preschools, before or after school care programs, homes, summer camps, summer enrichment programs, and respite care programs.

“Qualifying Individual” shall mean an employee's immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined, and who actually depends on the employee to care for him or her. The term does not include persons with whom the employee has no personal relationship.

“School” shall mean an “elementary school” or “secondary school” as such terms are defined below, in accordance with section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801). “Elementary school” means a nonprofit institutional day or residential school, including a public elementary charter school that provides elementary education, as determined under State law. “Secondary school” means a nonprofit institutional day or residential school, including a public secondary charter school that provides secondary education, as determined under State law, except that the term does not include any education beyond grade twelve (12).

“Son or Daughter” shall have the meaning given such term in Section 101 of the Family and Medical Leave Act (29 U.S.C. 2611). Accordingly, the term means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under eighteen (18) years of age; or eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability.

“Symptoms of COVID-19” shall mean fever, dry cough, shortness of breath, or any other COVID-19 symptoms identified by the U.S. Centers for Disease Control and Prevention.

“Telework” shall mean work the Township permits or allows an employee to perform while the employee is at home or at a location other than the employee's normal workplace. An employee is able to Telework if: the Township has work for the employee; the Township permits the employee to work from the employee's location; and there are no extenuating circumstances, such as serious COVID-19 symptoms, that prevent the employee from performing that work. Telework may be performed during normal hours or at other times agreed by the Township and the employee.

II. Emergency Paid Sick Leave.

A. Full-Time Employees. Full-Time Employees may be eligible for up to eighty (80) hours of Emergency Paid Sick Leave.

B. Part-Time Employees. Part-Time Employees may be eligible for up to the number of hours of Emergency Paid Sick Leave equal to the average number of hours that the employee normally works over two (2) workweeks. If a Part-Time Employee lacks a normal weekly schedule, the number of hours of Emergency Paid Sick Leave to which the employee may be eligible is calculated as follows:

1. If the employee has been employed for at least six (6) months, the average number of hours that the employee was scheduled to work each calendar day over the six-month period ending on the date on which the employee takes Emergency Paid Sick Leave, including any hours for which the employee took leave of any type.
2. If the employee has been employed for fewer than six (6) months, the average number of hours per calendar day that the employee was scheduled to work over the entire period of employment, including hours for which the employee took leave of any type.

C. Rate of Pay.

1. An employee taking emergency paid sick leave for the qualifying reasons set forth in Sections II(A)(1)-(3) shall be paid at his or her average regular rate, up to \$511.00 per day and \$5,110.00 in the aggregate.
2. An employee taking emergency paid sick leave for the qualifying reasons set forth in Sections II(A)(4)-(5) shall be paid at two-thirds (2/3) his or her average regular rate, up to \$200.00 per day and \$2,000.00 in the aggregate.

III. Eligibility for Emergency Paid Sick Leave.

A. Qualifying Reasons for Leave. An employee may be eligible for Emergency Paid Sick Leave to the extent the employee is unable to work due to any of the following reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a licensed medical provider to self-quarantine based on a belief that the employee has COVID-19, may have COVID-19, or is particularly vulnerable to COVID-19.
3. The employee is experiencing Symptoms of COVID-19 and is taking affirmative steps to obtain a medical diagnosis from a licensed medical provider, such as making, waiting for, or attending an appointment for a test for COVID-19.
4. The employee is caring for a Qualifying Individual who is subject to an order as described in Section II(A)(1) or directed by a Health Care Provider as described in this Section II(A)(2);
5. The employee is caring for his or her Son or Daughter whose School or Place of Care has been closed, or whose Child Care Provider is unavailable, for reasons related to COVID-19, and no other suitable person is available to care for the Son or Daughter.

B. Disqualifying Reasons for Leave. An employee shall not be eligible for Emergency Paid Sick Leave if:

1. The employee would otherwise be unable to perform work for the Township, either at the employee's normal workplace or by telework; or
2. The Township does not have work for the employee.

C. Exclusions for Eligibility. Employees who are health care providers or emergency responders may be excluded from eligibility for Emergency Paid Sick Leave as determined by the Supervisor or his designee(s).

IV. Requesting Emergency Paid Sick Leave.

A. Notice. Employees shall notify their Department Head, or if the Department Head is unavailable, or if the person requesting emergency paid sick leave is a Department Head, the Township Administrator, about their request for emergency paid sick leave and the qualifying reason therefore as soon as practicable before emergency paid sick leave may be granted.

B. Documentation. Employees shall provide sufficient documentation for the Township to determine if the leave may qualify as Emergency Paid Sick Leave as practicable before emergency paid sick leave may be granted, including, but not limited to, the following, as applicable:

1. A copy of the Federal, State or local quarantine or isolation order or the name of the government entity that issued the quarantine or isolation order.
2. Written documentation by a healthcare provider advising the self-quarantine due to concerns related to COVID-19 or the name of the licensed medical provider who advised the self-quarantine.

3. The name and relation of the individual, son, or daughter, for whom the employee is caring.
 4. The name of the school, place of care, or child care provider that has closed or become unavailable.
 5. A statement that no other suitable person is available to care for the son or daughter during the period of leave.
- C. Approval.** Requests for Emergency Paid Sick Leave use, including, but not limited to, determinations that an employee is unable to perform work for the Township, is subject to approval by the Township Administrator or his designee(s).
- D. Return to Work.** Employees who were absent from work due to contracting COVID-19, may be required to provide a statement from a licensed medical provider verifying that they are able to return to work, if there is a reasonable belief that the employee is unable to perform the essential functions of their job, if the employee's return would create an unsafe or unhealthful work environment, or if the employee would pose a direct threat of harm to themselves or others.

V. General Provisions.

- A. Other Paid Time Off; Leave.** Emergency Paid Sick Leave is separate and in addition to all other paid time off set forth in the Hanover Township Personnel Policy. Employees may use Emergency Paid Sick Leave before using any other paid time off for the qualifying reasons set forth in Section III(A). Emergency Paid Sick Leave may be used when an employee is on leave under the Family and Medical Leave Act ("FMLA") (29 U.S.C. 2611) for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition. Any employee taking FMLA leave is required to substitute and use any remaining Emergency Paid Sick Leave benefits which are available or become available during the FMLA leave.
- B. Automatic Expiration; No Accrual or Carryover.** This Policy shall automatically expire and be of no further force and effect immediately upon the expiration of the Governor of the State of Illinois's Disaster Proclamation in response to the COVID-19 pandemic or the effective date of any Federal or State law providing for paid sick leave related to the COVID-19 pandemic, whichever occurs first. Any unused Emergency Paid Sick Leave shall not accrue and shall not carryover following the expiration of this Policy. Employees are not entitled to reimbursement for unused Emergency Paid Sick Leave upon termination, resignation, retirement, or other separation from employment.