



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

January 18th, 2022

7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Trustees’ Committee Reports
 - E. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of December 21, 2021
 - B. Resolution to Approve the Locally Based Service Vehicle Program Agreement between Pace and Hanover Township
- IX. Executive Session
- X. Other Business
- XI. Adjournment

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for December 2021

SERVICE PROVIDED	DECEMBER 2021	DECEMBER 2020*	FYTD 2022	FYTD 2021*
<i>Passports</i>	301	133	2,811	786
Photo fees	\$3,420	\$1,260	\$28,470	\$8,600
Fee deposits	\$11,035	\$4,655	\$110,160	\$27,545
<i>Fishing/Hunting licenses</i>	0	1	47	37
<i>Handicap Placards</i>	15	20	136	110
<i>Human Resources Requests</i>	141	132	1,149	1,198
<i>New Employee Orientations</i>	0	8	23	17
<i>Technology work orders</i>	31	54	448	453
<i>Resident Contacts</i>	2,087	1,793	17,895	13,864
<i>Percent of Budget Expended (33% of year)</i>	7%	10%	48.9%	52.2%

*COVID-19 partial closure

Department Highlights

- Open enrollment for Hanover Township's major medical and ancillary insurance benefits was held December 13-December 17. The new benefit year begins January 1. Mission Insurance President, Steve Orlando, was on-site December 9 to meet with staff individually to answer questions regarding insurance options available.
- Assistant Township Administrator Vana and Resident Services Assistant Imperato met with several representatives from different companies in regards to the Township's copier lease options. Administrative Services anticipates switching providers in the new fiscal year, as two companies offer better quality machines at a more affordable cost.
- Township Administrator Barr, Assistant Township Administrator Vana, and Human Resources Manager Callahan met with Mike Ribich to review and discuss the Township's current 457B plan with CUNA Mutual. Staff will meet again in the coming weeks to review 457B provider options.
- Assistant Township Administrator Vana worked closely with the Township's assigned Program Delivery Manager from FEMA to revise and resubmit Hanover Township's application for COVID-19 emergency FEMA funds on December 16.
- Assistant Township Administrator Vana and Human Resources Manager Callahan participated in video call with NIU for an upcoming presentation on Public Speaking and Presentation Skills.
- Human Resources Manager Callahan, Prevention Services Manager Dickinson, and Program Coordinator Miguel participated in first round interviews for the Youth Program Assistant position.
- Community Health Director Smith and Human Resources Manager Callahan participated in first round interviews for the Part-Time Receptionist position.
- Emergency Services Director Crews and Director's Aide Simandl conducted Active Threat and Emergency Preparedness training at Town Hall on December 8.
- Human Resources Manager Callahan facilitated the annual all-staff Sexual Harassment training with Aging Services and Human Services Auxiliary Staff.

Hanover Township Mission Statement:

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

DEPARTMENT OF AGING SERVICES



Report for December 2021

SERVICE PROVIDED	DECEMBER 2021	DECEMBER 2020	FYTD 2022	FYTD 2021
<i>Programming Division</i>				
Planned programs	118	84	1,251	718
Participants	543	478	5,893	4,577
Participants (unduplicated)	275	192	583	392
Wait listed (unduplicated)	5	0	249	0
Art & Computer classes	33	25	347	244
Art & Computer class participants	188	136	1,662	1,106
New volunteers	3	2	31	19
Total volunteers (unduplicated)	97	49	155	87
Volunteer hours reported	997	416	8,149	3,717
<i>Nutrition Division</i>				
Meals Served	1,062	1,179	10,747	9,758
Meals delivered by volunteers	2,422	2,862	23,880	26,369
<i>Social Services Division</i>				
Clients served (unduplicated)	142	193	1,013	1,065
Clients served (duplicated)	200	300	2,540	3,377
Energy Assistance	34	36	316	336
Prescription drugs & health insurance assistance	105	165	1,384	1,356
Social Service programs	9	7	107	76
Social Service program participants	176	136	902	823
Lending Closet transactions	126	76	1,061	686
<i>Transportation Division</i>				
One way rides given	819	599	8,126	5,332
Individuals served (unduplicated)	110	80	222	144
New riders	12	14	222	144
Unmet requests for rides	63	9	254	74

Department Highlights

- Social Services hosted the annual Adopt-A-Senior program on December 10. The program served over 125 older adults with care packages of household essentials and gift items.
- Director Conway, Program Manager Perrone, and Program Specialist Cambra attended a training on “Senior Programming” from the Metropolitan Township Association on December 15.
- AgeOptions notified Aging Services on December 28 that all congregate dining sites needed to return to “to go” service due to the rising number of COVID-19 cases. The Stars-N-Strips Café suspended in-person dining effective December 30. Service is still available for “to go” orders.
- The Association for Individual Development (AID) notified Transportation Services on December 29 that the program will be suspended to community participants until January 31 due to increasing COVID-19 cases.
- Social Services Manager Gomez and Specialists Domingo and Robles attended training for the Low Income Household Water Assistance Program (LIHWAP), a new program available to residents toward a past due water bill. The program, administered by the Community and Economic Development Association (CEDA), is available until August 23, 2023 or until funds are exhausted.

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

OFFICE OF THE ASSESSOR



Report for December 2021

SERVICE PROVIDED	DECEMBER 2021	DECEMBER 2020	FYTD 2022	FYTD 2021
<i>Administration</i>				
Office visits	78	119	1,311	1,332
Building permits processed	349	432	4,433	4,724
Change of Name	4	1	36	19
Property tax appeals	0	0	211	696
Certificate of Errors	12	13	419	531
Property location updates	0	0	2	4
Sales Recording	261	0	2,749	1,121
New owner mailing	153	0	1,647	649
<i>Exemptions</i>				
Homeowner exemptions	19	1	124	216
Senior homeowner exemptions	1	2	118	85
Senior Freeze exemptions	2	6	154	144
Disabled Veteran exemptions	0	4	9	36
Disabled person exemptions	2	2	26	49
Miscellaneous exemptions	1	2	19	18

Department Highlights

- Extended Tuesday hours provided assistance to 1 visitor after 4:30 pm in December.
- The total number of email addresses on the Assessor's Office contact list is 3,282. Three new emails contacts were added in December.
- The 2018 delinquent tax sale was scheduled to start November 5, 2021. The 2018 scavenger sale is scheduled for mid-February 2022. The 2019 delinquent tax sale is scheduled for May 2022. The 2020 delinquent tax sale is scheduled for December 2022
- Cook County Commissioner Morrison's office has been keeping our office up to date regarding the right of way on Sunnydale Boulevard.
- Assessor Smogolski, Chief Deputy Glascott, Deputy Assessor Deyne and Deputy Assessor Christopher attended the Cook County Township Assessor's Association luncheon December 10.
- Deputy Assessor Deyne attended the Harassment training December 15.
- The 2021 Cook County Assessor appeals were certified December 23 and published December 31.
- The 2021 Cook County Board of Review appeals started Monday January 3, 2022. The last day to submit online appeals will be Tuesday February 1, 2022.
- On December 21, Deputy Christopher submitted her resignation effective December 31, 2021.
- Assessor Khaja Moinuddin took office January 1, 2022.

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 December 2021

SERVICE PROVIDED	DECEMBER 2021	DECEMBER 2020	FYTD 2022	FYTD 2021
<i>Website Visits (total)</i>	6,559	5,495	60,785	54,881
<i>Website Visits (unique)</i>	4,155	4,942	43,126	42,257
<i>Facebook Likes</i>	16	44	4,459	4,012
<i>Facebook Reach</i>	49,114	51,034	348,070	437,648
<i>Twitter Followers (new)</i>	1	3	40	38
<i>YouTube Views</i>	190	401	2,277	2,729
<i>Media Releases</i>	2	2	336	21
<i>Total Resident Contacts (Elgin office)</i>	N/A	0	405	169

Department Highlights

- Director Kuttenberg and Trustee Essick attended the Elgin Area Chamber's annual State of the City Breakfast with Mayor David Kaptain on December 7. The mayor provided an update on city programs and services, census efforts and gave a look of what's to come in 2022.
- Director Kuttenberg attended the swearing in ceremony for Assessor Moinuddin on December 7 at the Senior Center.
- Director Kuttenberg participated in Active Threat training on December 8 at the Town Hall.
- Director Kuttenberg attended and presented on legislative activities at the December 8 Metropolitan Township Association Executive Board meeting.
- Director Kuttenberg joined other staff and officials in attending the Village of Streamwood annual holiday party on December 8.
- Director Kuttenberg joined Township Administrator Barr in attending the annual Bartlett Area Chamber and Rotary Club's holiday lunch on December 9 at Villa Olivia.
- Director Kuttenberg and Communications Specialist Smith attended a virtual training on December 14 through Government Social Media, Inc. on Facebook's new Pages experience.
- Director Kuttenberg virtually attended the Housing Authority of Elgin's Board meeting on December 14. Representatives from UPHoldings spoke during the public comments on the Hanover Landing initiative and a request from HAE for housing vouchers.
- Director Kuttenberg joined Supervisor McGuire and Township Administrator Barr in hosting U-46 Board Member Dawn Martin on December 16 at the Tiknis Campus for a tour and to learn more about the Township's programs and services.
- Director Kuttenberg joined Supervisor McGuire and the MTA lobbyist on December 23 in meeting with Representative Daniel Didech to discuss HB4220, legislation that would provide reforms to non-profit organizations supporting food pantries.

Hanover Township Mission Statement:

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

OFFICE OF COMMUNITY HEALTH



Report for December 2021

SERVICE PROVIDED	DECEMBER 2021	DECEMBER 2020	FYTD 2022	FYTD 2021
<i>Appointments</i>				
ProTimes	3	11	48	84
TB skin test	1	3	22	16
Cholesterol	1	1	65	10
Pharmaceutical Assistance Programs	0	0	1	6
Miscellaneous labs	10	11	60	98
Wellness Screening (BP, diabetes, anemia)	10	3	150	57
Other*	66	25	433	289
<i>Clinic Clients</i>				
Senior Center/ home visits	79	54	652	451
Astor Avenue	9	0	22	26
Offsite clinics	3	0	53	0
Total clients (unduplicated)	29	15	335	236
<i>Public Education & Health Promotion</i>				
Media coverage	1	0	3	1
Informational seminars/Program	2	2	33	22
Program Participants	186	21	1,914	381
<i>Primary Care Provider Support</i>	2	0	10	12

* Includes individuals who were vaccinated at the COVID vaccine clinic

Department Highlights

- Director Smith and Community Health Nurse Kramer provided 7 home visits for residents in the month of December.
- Director Smith and Community Health Nurse Kramer performed 36 rapid antigen COVID tests in the month of December.
- Director Smith partnered with Cook County Department of Public Health to acquire 120 more rapid antigen tests on December 13 to screen employees and volunteers for early detection and mitigation of COVID.
- Director Smith provided a tour of the department on December 15 for guest visitor Tasleem Ahmed Sabri, a television host of Channel ARY Qtv, and discussed the community health services the department provides for the community.
- Director Smith provided a tour of the department for U-46 School Board Member Dawn Martin on December 16 and discussed the programs and services the department provides as well as the collaborative efforts between the department and U-46 schools.
- The Office of Community Health partnered with Prism Health to host a COVID booster and COVID testing clinic on December 29. 170 participants were able to receive their booster and over 30 people were able to obtain rapid and PCR tests.

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 December 2021

SERVICE PROVIDED	DECEMBER 2021	DECEMBER 2020	FYTD 2022	FYTD 2021
<i>Hours</i>				
Volunteer Detail Hours	879	254	5,619	3,502
Volunteer Work Hours	126	354	1,207	2,009
Volunteer Training Hours	146	224	1,242	2,387
<i>Total Volunteer Hours</i>	1,151	832	8,069	7,898
<i>Details</i>				
Emergency Call Outs	10	4	87	68
Safety Patrols	3	7	25	33
Township Sponsored Events	3	0	21	26
Other Community Events	2	0	13	35
Miscellaneous	0	2	2	2
<i>Total Details</i>	18	13	148	164

Department Highlights

- Director Crews met with Elgin Community College EMT students for recruitment opportunities on December 2, 16, 21 and 23.
- Director Crews met with officials from the Illinois Emergency Management Agency to discuss a new emergency management association on December 3.
- Director Crews and HTES Commander Jerry Simandl have completed the Active Threat training with all Township staff.
- Director Crews met with the East Dundee Fire Chief to review the HTES program on December 6.
- Director Crews met with the Hoffman Estates Fire Department Command and line staff to review the HTES program on December 6.
- HTES provided traffic management at the Streamwood Christmas Tree lighting in December 3.
- HTES provided traffic management at a vehicle accident in Hanover Park on December 3.
- HTES provided traffic management in Streamwood for a downed utility pole on December 7.
- HTES responded to a structure fire in St. Charles on December 12 for use of the hose roller.
- HTES provided traffic management at a vehicle accident in Streamwood on December 14.
- Director Crews met with the Carpentersville Fire Chief to review the HTES program on December 14.
- Director Crews met with the Elgin Fire Chief to review the HTES program on December 15.
- HTES provided traffic management at a downed powerline in Wayne on December 17.
- HTES officers participated in a search and rescue in rural Cook County on December 20.
- HTES provided traffic management at a fatal vehicle accident in Streamwood on December 23.
- HTES provided traffic management at a vehicle accident in Streamwood on December 24.
- HTES responded to a structure fire in Elgin on December 28, officers provided decon to firefighters.

Hanover Township Mission Statement:

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

DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for December 2021

SERVICE PROVIDED	DECEMBER 2021	DECEMBER 2020	FYTD 2022	FYTD 2021
<i>Administration</i>				
Vehicle service calls	4	2	18	15
Work orders	265	250	3,019	2,260
Event set-ups/tear downs	82	2	754	184
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	5,283	4,102	40,496	34,548
Town Hall	6,420	6,120	73,260	50,100
Senior Center	26,622	24,537	308,129	265,131
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	273.78	272.47	633.29	797.96
Town Hall	916.28	886.60	2,207.83	2,541.92
Senior Center	2,350.93	2,090.46	12,064.08	10,719.03
<i>Road Maintenance</i>				
Salt Usage (Tons)	130	92	130	142

Department Highlights

- Facilities and Road Maintenance staff completed installation of holiday lights throughout all Township facilities. Expanded lighting around main campus to include bushes and hardwood trees along parking lot.
- Director Hanson purchased and installed all holiday greenery, including wreaths, planter decorations, and poinsettias at all Township facilities.
- Facilities and Road Maintenance staff assisted the Department of Human Services with multiple toy drive pickups, bike pickups, and completed the multiple setups and material moves for the Sponsor-a-Family and Township Toy Drive event. Staff also completed the setup of a tent for the event.
- Facilities staff continues twice daily disinfecting of all facilities as part of department coronavirus precautions.
- Director Hanson, Operations Manager Nelson, Road Associate Crane, Facilities Technician Enzenbacher, and Facilities and Roads Associate Rico assisted with the delivery of approximately 70 bikes and large packages to Township families during the Sponsor-a-Family and Township Toy Drive event.
- Facilities Associate Forkin assisted with the December 2 Clerks dinner, manning event and assisting in completion of requests from staff.
- Director Hanson completed and submitted the FY23 department budget request and memo in preparation for January review.
- Facilities and Road staff, along with seasonal snowplow operators completed approximately 100 hours of snow removal operations on all Township roads and facilities during the month of December.

DEPARTMENT OF HUMAN SERVICES



Report for December 2021

SERVICE PROVIDED	DECEMBER 2021	DECEMBER 2020	FYTD 2022	FYTD 2021
<i>General Assistance</i>				
General Assistance clients	7	9	57	91
General Assistance appointments	11	20	117	199
Emergency Assistance appointments	26	27	194	210
Emergency Assistance approved	4	5	19	40
Crisis intake clients	248	270	1,883	2,896
Access to Care	0	0	0	0
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	27	31	251	300
Circuit Breaker/Benefit Access	1	0	0	0
<i>Social Services</i>				
ComEd Hardships	0	3	34	40
Weatherization	0	0	2	2
<i>Food Pantry</i>				
Served (Households)	1,249	1,171	7,216	8,050
New applications	40	29	240	107
Food Donations	173	246	850	801
<i>Community Center Walk-Ins</i>	120	26	694	259

Department Highlights

- In the 2021 Holiday Program 788 families were assisted for a total of 2,089 children and 577 meal boxes were distributed.
- Human Services was open on Christmas Eve and served 17 residents.
- Veteran Service Officers Imperato and Orozco have started scheduling appointments with Veterans and beginning in January of 2022 Human Services will attend monthly American Legion Meetings the fourth Friday each month to assist Township Veterans with benefits.
- Staff trained for the LIHWAP (Low Income Water Assistance Program) available thru CEDA and Human Services have started taking appointments. Qualifications for the program requires there be a minimum balance of \$250, disconnected or facing disconnection and the maximum benefit is \$1,500.
- 36 Food Pantry Clients were screened for additional services and, when necessary, referrals were made to departments.
- Volunteer Employment Specialist Karen Flaxman continues to serve residents with employment needs. In December 12 clients were assisted with employment support services.
- Partners for Our Communities continue to keep office hours on Wednesday from 8:30 am – 4:30 pm to assist residents with immigration and legal needs.
- Mario Keane from Senator Castro's office is at Astor Avenue Community Center every Tuesday from 1:00 pm – 6:00 pm to assist residents experiencing issues with State programs.

OFFICE OF THE MENTAL HEALTH BOARD



Report for December 2021

SERVICE PROVIDED	NOVEMBER 2021	NOVEMBER 2020	FYTD 2022	FYTD 2021
<i>Grant Funding</i>				
New clients	367	131	2,286	1,648
Ongoing clients	853	965	5,807	6,744
Closed cases	32	65	310	462
Prevention programming presentations	0	2	164	153
Number in audience	0	185	2,313	761
<i>TIDE</i>				
Participants	26	24	26	24
Rides	142	169	883	935
<i>Resource Center</i>				
Organizations providing services	4	6	6	6
Clients served	38	121	152	320

Department Highlights

- The Mental Health Board Finance Committee met on December 13 to review and approve the Fiscal Year 23 budget.
- The Mental Health Board met on December 13. The Fiscal Year 2023 Budget was approved after being presented by the Finance Committee. The Board also heard Northern Illinois University's Center for Governmental Studies present the Needs Assessment and discussed the findings. The final Funding Hearing also occurred, with a presentation by Partners in Our Communities.
- Manager Teachout attended the quarterly Association for Community Mental Health Authorities of Illinois training and business meeting in Chicago. A workshop on addressing the workforce shortage was presented by one of Hanover Township's funded agencies, Association for Individual Development.
- Manager Teachout attended a webinar on the Illinois Mental Health Task Force's findings of their study on service in Illinois and will follow up on the upcoming regional meetings in January.
- Met with two different website hosts to discuss taking over the Mental Health Board website hosting duties. Currently waiting on quotes from both.
- Attended virtual update meetings with UpHoldings and Township staff.

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 December 2021

SERVICE PROVIDED	DECEMBER 2021	DECEMBER 2020	FYTD 2022	FYTD 2021
<i>Outreach & Prevention</i>				
Open Gym participants	20	66	20	640
Open Gym participants (unduplicated)	11	7	11	67
Alternative to Suspension referrals	8	2	290	168
Alternative to Suspension participants	275	86	1,078	685
Alternative to Suspension participants (unduplicated)	140	41	206	203
<i>Clinical</i>				
Therapy clients	426	440	3,417	2,665
Therapy clients (unduplicated)	126	74	861	561
New clients (unduplicated)	7	7	64	44
Clinical hours	362	300	3,043	1,915
Group session participants	81	36	369	150
<i>Tutoring Participants</i>				
Total	39	18	140	280
Unduplicated	30	15	75	130

Department Highlights:

- Director Houdek and Manager Dickinson attended the Committee on Representing Young Adults quarterly meeting on December 2 to learn more about youth centers. Youth and Family Services have been invited to be part of the committee.
- Youth and Family Services staff and Committee on Youth members hosted the third annual Cookies and Cocoa with Santa family friendly event on December 3. Over 200 people attended the event.
- Manager Gonzalez participated in a 2 Day Intensive Course: Clinical Supervision: Providing Effective Supervision, Navigating Ethical Issues and Managing Risk on December 7 and 8.
- Youth and Family Services in partnership with the Hanover Park District provided Open Gym during the winter break with 20 participants.
- Coordinator Michael Miguel continues to provide social skills groups for boys at several local elementary schools in School District U-46. In December he conducted 12 groups with 110 duplicated and 21 unduplicated student participants.
- Director Houdek met virtually with Sara Marx, Director of Health & Wellness, Ela Township to discuss programming.
- Director Houdek and Manager Dickinson met virtually on December 7 with Hanover Park District to discuss continued collaboration in youth programming.
- Director Houdek participated in a meeting and tour which Supervisor McGuire hosted on December 16 for U-46 Board Member Dawn Martin.
- Manager Dickinson and Program Coordinator Miguel began interviewing for the Youth Program Assistant positions in December.

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 12/21/21 - 1/17/22

	<u>Total</u>
Total Town Fund	74,671.58
Total Senior Services Fund	24,382.63
Total General Assistance Fund	8,409.23
Total Road Maintenance Fund	7,423.84
Total Committee for Senior Citizens Services	
Total Mental Health Board Fund	1,770.21
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	7,293.92
Total Capital Fund	398,942.04
 Total All Funds	 <u><u>522,893.45</u></u>

Supervisor

Town Clerk
Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

December 21, 2021 through January 17, 2022

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014410 · Equipment Purchases					
Check	01/04/2022	144738	Crown Trophy #116	Inv# 16679 Entrance Signs	124.00
Total 1014410 · Equipment Purchases					124.00
1014430 · Computer Equipment & Software					
Check	01/11/2022	144811	ProxiT Technology Solutions	Inv# 22785 Network Labor, Office 365, Anti-Virus Licenses Dec	3,442.32
Check	01/14/2022	144935	ProxiT Technology Solutions	Inv# 22419 Desktops/Laptops/Monitors	3,852.61
Total 1014430 · Computer Equipment & Software					7,294.93
Total 101CAP · Capital Expenditures					7,418.93
101CHN · Community Health					
1014452 · Office Supplies					
Check	12/21/2021	144629	Accurate Office Supply Co	Inv# 559153 Tape, Batteries	56.17
Check	12/21/2021	144629	Accurate Office Supply Co	Inv# 559276 Folders	11.62
Total 1014452 · Office Supplies					67.79
1014453 · Printing					
Check	01/11/2022	144774	Braden Interact Business (DD6308370301-1)	Inv# 753575 Copy Charges Dec	2.48
Check	01/11/2022	144783	COTG	Inv# 3213903 Copy Charges 11/25-12/24	12.36
Total 1014453 · Printing					14.84
1014465 · Medical Supplies					
Check	01/11/2022	144800	McKesson Medical Surgical	Inv# 36773871 Tylenol, Ibuprophen, Burn Cream	124.96
Check	01/11/2022	144816	Stericycle, Inc	Inv# 4010620178 Medical Waste Disposal Service	487.37
Total 1014465 · Medical Supplies					612.33
1014492 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	96.64
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	15.90
Total 1014492 · Dental, Vision & Life Insurance					112.54
Total 101CHN · Community Health					807.50
101CVA · Community Affairs					
101CMA · Community Relations					
1014614 · Printing					
Check	01/11/2022	144775	Braden Interact Business (DDElgin-IBP)	Inv# 753861 Copy Charges Dec 2021	8.42
Total 1014614 · Printing					8.42
1014617 · Equipment & Furniture					
Check	01/04/2022	144742	Leaf (618-009)	Inv# 12670931 Kyocera Copier Lease - CA 12/19	97.44

Hanover Township Board Audit Report

December 21, 2021 through January 17, 2022

Type	Date	Num	Name	Memo	Amount
Check	01/04/2022	144753	Verizon Wireless (00002)	Acct 742025529-002 Inv# 9895365776 Monthly Charges Dec 2021	36.01
Check	01/11/2022	144777	Canteen Refreshment Services	Inv# ORD134536 Water Machine Rental - IWC Jan 2022	44.95
Total 1014617 · Equipment & Furniture					178.40
1014619 · Office Supplies					
Check	01/14/2022	144935	ProxiT Technology Solutions	Inv# 22419 Desktops/Laptops/Monitors	245.05
Total 1014619 · Office Supplies					245.05
1014621 · Satellite Office Utilities					
Check	01/11/2022	144781	Com Ed 010	Acct# 6997418010 Monthly Charges 11/5-12/8	322.36
Check	01/11/2022	144804	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 11/24-12/27	467.91
Total 1014621 · Satellite Office Utilities					790.27
1014692 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	90.86
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1014692 · Dental, Vision & Life Insurance					101.46
Total 101CMA · Community Relations					1,323.60
Total 101CVA · Community Affairs					1,323.60
101ES · ES - Expenditures					
1014802 · Equipment					
Check	01/11/2022	144773	Air One Equipment, Inc.	Inv# 176223 Cascade Regulator System Repair	997.77
Check	01/11/2022	144802	Municipal Emergency Services	Inv# 1631797 Bag Valve Masks	86.00
Check	01/11/2022	144815	Sunny Communications Inc	Inv# 108509 Starcom Radios (5)	12,423.00
Total 1014802 · Equipment					13,506.77
1014803 · Uniforms					
Check	12/21/2021	144636	Ray O'herron Co., Inc.	Inv# 2159010 Uniform Shirts/Patches (8)	691.92
Check	12/21/2021	144636	Ray O'herron Co., Inc.	Inv# 2160302 Tie Bar (9)/Belt	65.90
Check	12/21/2021	144636	Ray O'herron Co., Inc.	Inv# 2160456 Uniform Shirts/Patches (2)	172.98
Check	01/14/2022	144932	Municipal Emergency Services	Inv# 1659071 Uniform jackets (4)	260.00
Total 1014803 · Uniforms					1,190.80
1014807 · Miscellaneous					
Check	01/11/2022	144792	Illinois Search and Rescue Council	Inv# 1017 ISARC Annual Membership	50.00
Total 1014807 · Miscellaneous					50.00
1014809 · Pre-Volunteer Screening					
Check	01/14/2022	144934	Physicians Immediate Care	Acct 18735 Pre-Employment Physical/Drug Screen	80.00
Total 1014809 · Pre-Volunteer Screening					80.00

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Type	Date	Num	Name	Memo	Amount
1014813 · Vehicle Fuel & Maintenance					
Check	01/11/2022	144773	Air One Equipment, Inc.	Inv# 175905 Refill Vehicle Cascade Cylinders	275.00
Check	01/11/2022	144779	Chicago Communications	Inv# 332435 Opticom Warning Device	519.00
Check	01/11/2022	144784	Friendly Ford, Inc	Inv# C76991 Oil Change/Fluids Unit 923	230.12
Check	01/11/2022	144784	Friendly Ford, Inc	Inv# 220234 Fuel Cap	16.87
Check	01/11/2022	144784	Friendly Ford, Inc	Inv# C76387 Oil Change/Fluids Unit 9100	222.30
Check	01/11/2022	144784	Friendly Ford, Inc	Inv# C77906 Squad Truck Radiator Leak Repair	1,907.25
Check	01/11/2022	144784	Friendly Ford, Inc	Inv# C77162 Brakes/Battery Radiator Repairs Squad Truck	4,529.24
Check	01/11/2022	144818	Village of Hanover Park (Fuel)	Inv# 2021-595 Nov 2021 Fuel	739.02
Total 1014813 · Vehicle Fuel & Maintenance					8,438.80
1014814 · Communications					
Check	01/04/2022	144753	Verizon Wireless (00002)	Acct 742025529-002 Inv# 9895365776 Monthly Charges Dec 2021	50.11
Check	01/11/2022	144780	Comcast (773 ES)	Acct# 877110083 0226773 ES Internet Charges 12/18-1/17	386.04
Check	01/14/2022	144931	Motorola Solutions, Inc.	Inv 6230420211201 Monthly Radio Fee	408.00
Total 1014814 · Communications					844.15
1014892 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	124.00
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	8.48
Total 1014892 · Dental, Vision & Life Insurance					132.48
Total 101ES · ES - Expenditures					24,243.00
101ISE · Insurance & Employee Benefits					
1014514 · Employee Recognition					
Check	01/14/2022	144923	Crown Trophy #116	Inv# 16717 Employee Recognition Awards (3)	150.00
Total 1014514 · Employee Recognition					150.00
Total 101ISE · Insurance & Employee Benefits					150.00
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	01/14/2022	144942	Airdo Werwas LLC	Inv# 190-0001-35597 Legal Fees	7,837.03
Check	01/14/2022	144942	Airdo Werwas LLC	Inv# 190-0002-35598 Legal Fees	180.48
Check	01/14/2022	144942	Airdo Werwas LLC	Inv# 190-0005-35599 Legal Fees	594.98
Check	01/14/2022	144942	Airdo Werwas LLC	Inv# 190-0010-35601 Legal Fees	1,777.43
Check	01/14/2022	144942	Airdo Werwas LLC	Inv# 190-0009-35604 Legal Fees	4,482.49
Total 1014502 · Legal Services					14,872.41
Total 101LEA · Legal & Auditing					14,872.41
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	01/04/2022	144732	Bade Supply	Inv# 48031 Can Liners/Soaps/Towels/Toilet paper	834.66

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Type	Date	Num	Name	Memo	Amount
			Total 1014205 · Janitorial Supplies		834.66
			1014210 · Building Maintenance - Town		
Check	01/04/2022	144743	Midwest Mechanical	Inv# MC0000121523 HVAC Preventative Maint Sr Ctr - Qtrly	840.00
			Total 1014210 · Building Maintenance - Town		840.00
			1014211 · Building Maintenance - Senior		
Check	01/14/2022	144949	The Home Depot	Water Filters	21.44
			Total 1014211 · Building Maintenance - Senior		21.44
			1014212 · Building Maintenance - Astor		
Check	01/14/2022	144947	Webmarc Doors	Inv# 16204 Pantry Garage Door Repair	266.50
			Total 1014212 · Building Maintenance - Astor		266.50
			1014213 · Equipment Maintenance - Town		
Check	01/11/2022	144795	Johnson Controls Security Solutions	Inv# 36748318 Town Hall Security Monitoring Jan-June 2022	477.52
Check	01/11/2022	144796	Johnson Controls Security Solutions	Inv# 36748300 YFS Security Monitoring Jan-March 2022	359.27
Check	01/14/2022	144949	The Home Depot	Water Line Valve	14.98
			Total 1014213 · Equipment Maintenance - Town		851.77
			1014214 · Equipment Maintenance - Senior		
Check	01/04/2022	144743	Midwest Mechanical	Inv# 112126004 Repairs to Sr Ctr HVAC Chiller	298.34
Check	01/04/2022	144743	Midwest Mechanical	Inv# 112126023 RTU #3 Repairs Sr Ctr HVAC System	298.34
			Total 1014214 · Equipment Maintenance - Senior		596.68
			1014218 · Vehicle Maintenance - Town		
Check	01/14/2022	144933	O'Reilly Auto Parts	Inv# 3421-314996 Wiper Blades/Lamp	30.54
Check	01/14/2022	144933	O'Reilly Auto Parts	Inv# 3421-315003 Plow Lights	14.52
Check	01/14/2022	144940	Valvoline	Inv# 38145 YFS Van Oil Change	72.47
Check	01/14/2022	144940	Valvoline	Tax Exempt	-4.49
			Total 1014218 · Vehicle Maintenance - Town		113.04
			1014219 · Vehicle Fuel - Town		
Check	01/11/2022	144818	Village of Hanover Park (Fuel)	Inv# 2021-595 Nov 2021 Fuel	826.47
			Total 1014219 · Vehicle Fuel - Town		826.47
			1014221 · Cell Phone/Communications		
Check	01/04/2022	144753	Verizon Wireless (00002)	Acct 742025529-002 Inv# 9895365776 Monthly Charges Dec 2021	216.06
Check	01/14/2022	144931	Motorola Solutions, Inc.	Inv 6230420211201 Monthly Radio Fee	142.00
			Total 1014221 · Cell Phone/Communications		358.06
			1014222 · Trash Removal - Town		
Check	01/14/2022	144929	Groot, Inc.	Acct 3107-68246 Monthly Charges	334.51

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Type	Date	Num	Name	Memo	Amount
			Total 1014222 · Trash Removal - Town		334.51
			1014223 · Trash Removal - Senior		
Check	01/14/2022	144929	Groot, Inc.	Acct 3107-61390 Monthly Charges	428.83
			Total 1014223 · Trash Removal - Senior		428.83
			1014224 · Trash Removal - Astor		
Check	01/14/2022	144929	Groot, Inc.	Acct 3107-69323 Monthly Charges	802.85
			Total 1014224 · Trash Removal - Astor		802.85
			1014225 · Grounds/Reserve Maintenance		
Check	01/04/2022	144747	Northwest Lawn & Power Equipment LLC	Inv# ncd14939 Preventative Maintenance Snow Blower	231.00
Check	01/14/2022	144949	The Home Depot	Holiday Lights	424.98
Check	01/14/2022	144949	The Home Depot	Saw Blades	11.83
			Total 1014225 · Grounds/Reserve Maintenance		667.81
			1014228 · Building Maintenance - Izaac		
Check	01/14/2022	144949	The Home Depot	IWC Garage Gutter Maintenance	261.57
			Total 1014228 · Building Maintenance - Izaac		261.57
			1014229 · Equipment Maintenance - Izaac		
Check	01/14/2022	144945	Alarm Specialties and Protection	Inv# 6512 IWC Quarterly Security Monitoring	165.00
			Total 1014229 · Equipment Maintenance - Izaac		165.00
			1014230 · Trash Removal - Izaac		
Check	01/14/2022	144929	Groot, Inc.	Acct 3107-54379 Monthly Charges	165.46
			Total 1014230 · Trash Removal - Izaac		165.46
			1014292 · Dental, Vision & Life Insurance		
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	129.48
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	26.50
			Total 1014292 · Dental, Vision & Life Insurance		155.98
			Total 101MAIN · Facilities Maintenance		7,690.63
			101PAN · Pantry		
			1014161 · Utilities		
Check	01/11/2022	144805	Nicor 65	Acct# 65-08-57-1000 5 (Meter 1) Monthly Charges 11/12-12/13	149.78
Check	01/11/2022	144806	Nicor 75	Acct# 75-08-57-1000 4 (Meter 2) Monthly Charges 11/12-12/14	213.94
Check	01/11/2022	144817	Village of Hanover Park	Acct 3940-001 Water/Sewer Read Date 11/24	46.76
Check	01/11/2022	144817	Village of Hanover Park	Acct 3940-001 Water/Sewer Read Date 12/28	52.76
			Total 1014161 · Utilities		463.24
			1014192 · Dental, Vision & Life Insurance		

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Type	Date	Num	Name	Memo	Amount
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	112.63
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Total 1014192 · Dental, Vision & Life Insurance					126.58
Total 101PAN · Pantry					589.82
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	01/04/2022	144730	AT&T 803	Acct# 630 Z99-0161 803 Monthly Charge 12/16-1/15	43.88
Check	01/04/2022	144731	AT&T 152	Inv# 84717527311 Monthly Line 12/22-1/21	96.28
Check	01/04/2022	144753	Verizon Wireless (00002)	Acct 742025529-002 Inv# 9895365776 Monthly Charges Dec 2021	36.01
Check	01/11/2022	144827	Comcast (185)	Inv# 137974094 Monthly Service Jan 2022	404.02
Check	01/14/2022	144918	Barr, James C	Quarterly Phone Reimbursement Oct-Dec	150.00
Total 1014402 · Telephone - Town					730.19
1014403 · Utilities - Town					
Check	01/11/2022	144808	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 11/15-12/14	968.33
Check	01/14/2022	144941	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charge/Supply Services 12/1-1/4	730.29
Total 1014403 · Utilities - Town					1,698.62
1014405 · Internet Access - Town					
Check	01/04/2022	144735	Comcast (098)	Inv# 132687099 Monthly Ethernet Internet 12/15-1/14	934.95
Check	01/11/2022	144826	AT&T 824	Acct# 253810824 Back-up Internet 11/28-12/27	93.76
Check	01/11/2022	144826	AT&T 824	Acct# 253810824 Back-up Internet 12/28-1/27	83.77
Total 1014405 · Internet Access - Town					1,112.48
1014416 · Equipment Rental - Town					
Check	01/04/2022	144742	Leaf (618-009)	Inv# 12670931 Kyocera Copier Lease - Main Copier 12/19	306.01
Check	01/04/2022	144742	Leaf (618-009)	Inv# 12670931 Kyocera Copier Lease - Passports 12/19	23.10
Check	01/11/2022	144778	Canteen Refreshment Services	Inv# ORD134535 Water Machine Rental - Town Jan 2022	44.95
Total 1014416 · Equipment Rental - Town					374.06
Total 101THE · Town Hall Expense					3,915.35
101TOE · Town Office Expense					
1014401 · Postage					
Check	01/14/2022	144926	Easy Permit Postage	Postage Refil	1,559.51
Total 1014401 · Postage					1,559.51
1014406 · Printing					
Check	01/04/2022	144741	Kwik Print	Inv# 70301 Letterhead (8,000)	972.60
Check	01/14/2022	144920	Braden Interact Business (DD6303723780)	Inv# 755626 Copy Charges Overage Dec 2021	399.33
Total 1014406 · Printing					1,371.93
1014412 · Travel Expenses					

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Type	Date	Num	Name	Memo	Amount
Check	01/04/2022	144733	Callahan, Suzanna M	Mileage Reimbursement December 2021	28.19
Check	01/11/2022	144793	Imperato, Alexandra M	Mileage Reimbursement December 2021	20.42
Check	01/11/2022	144799	Matich, Hailey	Mileage Reimbursement December 2021	11.42
Total 1014412 · Travel Expenses					60.03
1014424 · Education & Training					
Check	01/11/2022	144782	Megan Conway	Tuition Reimbursement	961.35
Total 1014424 · Education & Training					961.35
1014530 · Financial Administration					
Check	01/11/2022	144788	Governmental Accounting, Inc	Inv# 59099 Monthly Contract Billing Jan 2022	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014534 · Passport Services					
Check	01/14/2022	144926	Easy Permit Postage	Postage Refil	481.00
Total 1014534 · Passport Services					481.00
1014560 · Emergency Contingency Fund					
Check	01/11/2022	144800	McKesson Medical Surgical	Inv# 36773871 Masks	58.31
Total 1014560 · Emergency Contingency Fund					58.31
1014592 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	358.91
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	41.51
Total 1014592 · Dental, Vision & Life Insurance					400.42
Total 101TOE · Town Office Expense					10,292.55
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	01/14/2022	144938	Staples	Inv# 3495499075 Toner (3)/Paper Clips	324.66
Total 1044405 · Office Supplies					324.66
1044492 · Dental, Vision & Life Insurance					
Check	01/04/2022	144744	NCPERS	Billing# 5785012022 Monthly Premium Jan 2021	16.00
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	261.42
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	19.08
Total 1044492 · Dental, Vision & Life Insurance					296.50
Total 104ASR · Assessor's Division					621.16
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094614 · Printing					

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Type	Date	Num	Name	Memo	Amount
Check	12/21/2021	144637	TTSG Leasing	Inv# 66975 Copy Charges 11/13-12/12	111.67
	Total 1094614 · Printing				111.67
	1094617 · Equipment Maintenance				
Check	01/14/2022	144925	De Lage Landen Financial Services	Inv# 74984802 Copier Lease 1/15-2/14	179.06
	Total 1094617 · Equipment Maintenance				179.06
	1094620 · Community Affairs				
Check	01/11/2022	144798	Martinez, Magdalena	Cookies and Cocoa Event Supplies	30.88
	Total 1094620 · Community Affairs				30.88
	1094623 · Travel				
Check	12/21/2021	144633	Gonzalez, Nora C	Mileage Reimbursement Nov	16.80
Check	01/11/2022	144785	Garcia, Genesis	Mileage Reimbursement Dec	25.76
Check	01/11/2022	144786	Gomez, Karla L	Mileage Reimbursement Dec	21.28
Check	01/11/2022	144787	Gomez, Patricia	Mileage Reimbursement Dec	30.24
Check	01/11/2022	144789	Herrera, Marina	Mileage Reimbursement Dec	20.16
Check	01/11/2022	144791	Houdek, Tina M	Mileage Reimbursement Oct	41.76
Check	01/11/2022	144791	Houdek, Tina M	Mileage Reimbursement Nov	24.94
Check	01/11/2022	144791	Houdek, Tina M	Mileage Reimbursement Dec	38.86
Check	01/11/2022	144798	Martinez, Magdalena	Mileage Reimbursement Dec	33.60
Check	01/11/2022	144814	Tom Sedgwick	Mileage Reimbursement Dec	12.87
	Total 1094623 · Travel				266.27
	1094624 · Client Mgmt Software				
Check	01/14/2022	144930	Kenneth Young Center	Inv# T011879 CIS Software Jan 2022	300.00
	Total 1094624 · Client Mgmt Software				300.00
	1094626 · Equipment & Furniture				
Check	01/11/2022	144791	Houdek, Tina M	Quarterly Phone Reimbursement Oct - Dec	120.00
Check	01/11/2022	144801	McSheffrey, Ryan K	Quarterly Phone Reimbursement Oct - Dec	120.00
Check	01/14/2022	144935	ProxiT Technology Solutions	Inv# 22419 Desktops/Laptops/Monitors	245.05
	Total 1094626 · Equipment & Furniture				485.05
	1094692 · Dental, Vision & Life Insurance				
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	545.16
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	47.70
	Total 1094692 · Dental, Vision & Life Insurance				592.86
	Total 109ADM · Administration & Clinical				1,965.79
	109OUT · Outreach & Prevention				
	1094644 · Travel				
Check	01/04/2022	144740	Konzal, Tessa	Mileage Reimbursement Sept - Nov	89.60

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Type	Date	Num	Name	Memo	Amount
Check	01/11/2022	144797	Litz, Danielle	Mileage Reimbursement Dec	132.16
Check	01/11/2022	144801	McSheffrey, Ryan K	Mileage Reimbursement Dec	73.92
Total 1094644 · Travel					295.68
1094651 · Cellphones					
Check	01/04/2022	144753	Verizon Wireless (00002)	Acct 742025529-002 Inv# 9895365776 Monthly Charges Dec 2021	196.92
Total 1094651 · Cellphones					196.92
1094792 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	258.39
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	29.85
Total 1094792 · Dental, Vision & Life Insurance					288.24
Total 109OUT · Outreach & Prevention					780.84
Total 109YFS · Youth & Family Services					2,746.63
Total 1014 · Town Fund - Expenditures					74,671.58
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104523 · Recruitment					
Check	01/14/2022	144934	Physicians Immediate Care	Acct 18735 Pre-Employment Physical/Drug Screen	230.00
Total 1104523 · Recruitment					230.00
1104524 · Utilities					
Check	01/11/2022	144807	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges 11/23-12/26	3,454.08
Check	01/14/2022	144921	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 12/1-1/4	3,105.75
Total 1104524 · Utilities					6,559.83
1104525 · Telephone & High Speed Internet					
Check	01/04/2022	144753	Verizon Wireless (00002)	Acct 742025529-002 Inv# 9895365776 Monthly Charges Dec 2021	60.93
Total 1104525 · Telephone & High Speed Internet					60.93
1104527 · Equipment					
Check	01/14/2022	144935	ProxiT Technology Solutions	Inv# 22419 Desktops/Laptops/Monitors	490.10
Total 1104527 · Equipment					490.10
1104528 · Office Supplies					
Check	01/04/2022	144738	Crown Trophy #116	Inv# 16696 Name Badges	48.00
Total 1104528 · Office Supplies					48.00
1104529 · Postage					

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Type	Date	Num	Name	Memo	Amount
Check	01/14/2022	144926	Easy Permit Postage	Postage Refill	1,000.00
Total 1104529 · Postage					1,000.00
1104533 · Printing					
Check	01/04/2022	144737	COTG	Inv# 3322350 Main Copier Copy Charges 11/25-12/24	29.86
Check	01/04/2022	144741	Kwik Print	Inv# 70285 Letterhead (500)	157.60
Check	01/11/2022	144774	Braden Interact Business (DD6308370301-1)	Inv# 753575 Copy Charges Dec	23.07
Check	01/11/2022	144783	COTG	Inv# 3213903 Lower Level Copy Charges 11/25-12/24	114.58
Total 1104533 · Printing					325.11
1104534 · Dues, Subs, & Publications					
Check	01/04/2022	144767	Township Officials of Illinois	2022 TOI Drug Testing Annual Membership	855.00
Total 1104534 · Dues, Subs, & Publications					855.00
1104539 · Miscellaneous					
Check	01/11/2022	144782	Megan Conway	Dispatcher Retirement Recognition	105.95
Total 1104539 · Miscellaneous					105.95
1104542 · Senior Home Care Pilot Program					
Check	12/21/2021	144630	Bartlett Sports	Inv# 5934 Jackets(3), Shirts (7)	281.00
Check	01/14/2022	144934	Physicians Immediate Care	Acct 18735 Pre-Employment Physical/Drug Screen	115.00
Total 1104542 · Senior Home Care Pilot Program					396.00
1104592 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	234.18
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	33.20
Total 1104592 · Dental, Vision & Life Insurance					267.38
Total 1104ADM · Administration					10,338.30
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	12/21/2021	144632	Get Fresh Produce, Inc	Congregate Food	375.56
Check	12/21/2021	144632	Get Fresh Produce, Inc	Credit Congregate Food	-260.29
Check	01/04/2022	144739	Get Fresh Produce, Inc	Congregate Food	363.31
Check	01/04/2022	144758	Get Fresh Produce, Inc	Congregate Food	392.99
Total 1105551 · Congregate Food					871.57
1105553 · Congregate Supplies					
Check	12/21/2021	144632	Get Fresh Produce, Inc	Congregate Supplies	45.85
Check	01/04/2022	144739	Get Fresh Produce, Inc	Congregate Supplies	114.05
Check	01/04/2022	144758	Get Fresh Produce, Inc	Congregate Supplies	42.65
Total 1105553 · Congregate Supplies					202.55

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Type	Date	Num	Name	Memo	Amount
1105558 · Home Delivered Meals Food					
Check	12/21/2021	144632	Get Fresh Produce, Inc	HDM Food	370.54
Check	12/21/2021	144632	Get Fresh Produce, Inc	Credit HDM Food	-260.26
Check	01/04/2022	144739	Get Fresh Produce, Inc	HDM Food	363.29
Check	01/04/2022	144758	Get Fresh Produce, Inc	HDM Food	392.98
Total 1105558 · Home Delivered Meals Food					866.55
1105560 · Home Delivered Meals Supplies					
Check	12/21/2021	144632	Get Fresh Produce, Inc	HDM Supplies	45.85
Check	01/04/2022	144739	Get Fresh Produce, Inc	HDM Supplies	114.05
Check	01/04/2022	144758	Get Fresh Produce, Inc	HDM Supplies	42.65
Total 1105560 · Home Delivered Meals Supplies					202.55
1105792 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	42.54
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	5.30
Total 1105792 · Dental, Vision & Life Insurance					47.84
Total 1104NUT · Nutrition					2,191.06
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	01/04/2022	144756	Giuseppa Crisopulli	Kitchen Class Supplies 12/22/21	69.80
Check	01/04/2022	144756	Giuseppa Crisopulli	Kitchen Class Supplies 12/29/21	52.40
Check	01/14/2022	144914	John Adair	Inv# 1943 1p Senior Presentation - Music Performance	275.00
Check	01/14/2022	144915	Soundz of Time	Inv# 012622 Senior Presentation - 1960's Rock and Roll	200.00
Check	01/14/2022	144916	Cynthia Sutherland	Tai Chi Instructor Jan-Feb	280.00
Check	01/14/2022	144917	Hedy Duggan	Senior Fitness Instructor - Ageless Grace Class	560.00
Total 1104515 · Programming					1,437.20
1104520 · Volunteer Services					
Check	01/04/2022	144754	Edward Baus	Home Delivered Meals Mileage Reimbursement Dec 2021	35.26
Check	01/04/2022	144757	Maureen Edelman	Home Delivered Meals Mileage Reimbursement 11/8-12/20	46.40
Check	01/04/2022	144759	Christina Gozdecki	Home Delivered Meals Mileage Reimbursement 8/31-12/14	115.42
Check	01/04/2022	144761	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement Dec 2021	74.82
Check	01/04/2022	144762	Lynn Marinelli	Home Delivered Meals Mileage Reimbursement Dec 2021	24.36
Check	01/04/2022	144763	Larry Piemonte	Home Delivered Meals Mileage Reimbursement Nov 2021	24.71
Check	01/04/2022	144764	Phil Roth	Home Delivered Meals Mileage Reimbursement Nov 21	66.12
Check	01/04/2022	144765	Wayne Ruttenburg	Home Deliveres Meals Mileage Reimbursement Dec 2021	72.50
Check	01/04/2022	144766	Randy Teesdale	Home Delivered Meals Mileage Reimbursement Oct-Dec	106.72
Check	01/04/2022	144768	Janice Trinco	Home Delivered Meals Mileage Reimbursement Oct-Dec	90.48
Check	01/04/2022	144769	Charles Valerio	Home Delivered Meals Mileage Reimbursement 11/18-12/9	16.24
Check	01/04/2022	144771	Pat Zickler	Home Delivered Meals Mileage Reimbursement Nov-Dec	131.08
Check	01/11/2022	144782	Megan Conway	Senior Committee Holiday Recognition	163.54
Total 1104520 · Volunteer Services					967.65

Hanover Township Board Audit Report

December 21, 2021 through January 17, 2022

Type	Date	Num	Name	Memo	Amount
1104526 · Senior Newsletter					
Check	01/04/2022	144728	USPS	Club 59 Newsletter Postage March/April	1,680.07
Total 1104526 · Senior Newsletter					1,680.07
1104532 · Visual Arts					
Check	12/21/2021	144631	Blick Art Materials	Inv# 7686171 Art Supplies Paints	56.28
Total 1104532 · Visual Arts					56.28
1104892 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	309.60
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	15.90
Total 1104892 · Dental, Vision & Life Insurance					325.50
Total 1104PRO · Enrichment Programs					4,466.70
1104SOC · Social Services					
1104564 · Senior Health Ins Program					
Check	01/04/2022	144729	Accurate Office Supply Co	Inv# 559523 Copy Paper/Ink/Toner/Folders	476.14
Total 1104564 · Senior Health Ins Program					476.14
1104992 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	119.59
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1104992 · Dental, Vision & Life Insurance					130.19
Total 1104SOC · Social Services					606.33
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	12/21/2021	144638	Valvoline	Inv# 38663 Oil Change	90.08
Check	01/04/2022	144751	Ultimate Spray-N-Wash Inc	Inv# 36854 Vehicle Washes (9)	405.00
Check	01/04/2022	144752	Valvoline	Inv# 38966 Oil Change	84.97
Check	01/04/2022	144752	Valvoline	Inv# 38969 Headlight & Turn Signal Replacement	36.53
Check	01/04/2022	144755	Complete Fleet Services Inc.	Inv# 33918 Truck# 143 Belt Replacement/Tensioner/Idler Pulley	748.76
Check	01/04/2022	144755	Complete Fleet Services Inc.	Inv# 34219 Chair Lift Inspection Truck# 146	60.00
Check	01/04/2022	144760	Kammes Auto & Truck Repair, Inc.	Inv# 136264 State Inspection #19417/145	40.00
Check	01/04/2022	144760	Kammes Auto & Truck Repair, Inc.	Inv# 136264 State Inspection #19418/146	40.00
Check	01/11/2022	144828	Complete Fleet Services Inc.	Inv# 34391 Hub Cap Kit/Lift Switch/Bulbs	551.90
Total 1104518 · Vehicle Maintenance					2,057.24
1104549 · Employee Screenings					
Check	01/14/2022	144934	Physicians Immediate Care	Acct 18735 Pre-Employment Physical/Drug Screen	530.00
Total 1104549 · Employee Screenings					530.00
1104550 · Telephone					

Hanover Township Board Audit Report

December 21, 2021 through January 17, 2022

Type	Date	Num	Name	Memo	Amount
Check	12/21/2021	144639	Verizon Wireless	Inv# 9893130159 Monthly Charges 11/19-12/18	445.54
Check	01/04/2022	144770	Verizon Wireless	Inv# 9895365775 Monthly Charges 12/19-1/18	445.54
Total 1104550 · Telephone					891.08
1104552 · Fuel					
Check	01/11/2022	144818	Village of Hanover Park (Fuel)	Inv# 2021-595 Nov 2021 Fuel	2,775.63
Total 1104552 · Fuel					2,775.63
1104692 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	477.19
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	49.10
Total 1104692 · Dental, Vision & Life Insurance					526.29
Total 1104TRN · Transportation					6,780.24
Total 1104 · Aging Services - Expenditures					24,382.63
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	01/04/2022	144772	Staples	Inv# 3494987456 Copy Paper, Post-Its	113.97
Total 2024202 · Office Supplies					113.97
2024204 · Equipment					
Check	01/04/2022	144742	Leaf (618-009)	Inv# 12670931 Kyocera Copier Lease - Astor 12/19	106.23
Check	01/11/2022	144812	ProxiIT Technology Solutions	Inv# 22728 Laptop Computer (Reimbursed)	786.02
Check	01/11/2022	144819	Waterlogic	Inv# 1150533 Water Machine Rental 1/4-2/3	42.53
Check	01/11/2022	144819	Waterlogic	Tax Exempt	-0.43
Check	01/14/2022	144935	ProxiIT Technology Solutions	Inv# 22419 Desktops/Laptops/Monitors	752.11
Total 2024204 · Equipment					1,686.46
2024205 · Travel & Training					
Check	01/11/2022	144794	Imperato, Mary Jo	Mileage Reimbursement Dec-Jan	87.63
Total 2024205 · Travel & Training					87.63
2024210 · Printing					
Check	01/04/2022	144741	Kwik Print	Inv# 68939 Business Cards	44.40
Check	01/11/2022	144776	Braden Interact Business (DDHanover-IBP)	Inv# 754344 Copy Charges Dec 2021	57.53
Total 2024210 · Printing					101.93
2024511 · Phone and Internet					
Check	01/04/2022	144734	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 12/25-1/24	238.51
Total 2024511 · Phone and Internet					238.51

Hanover Township Board Audit Report

December 21, 2021 through January 17, 2022

Type	Date	Num	Name	Memo	Amount
2024592 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	126.08
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 2024592 · Dental, Vision & Life Insurance					136.68
Total 2024ADM · Administration					2,365.18
2024HOM · Home Relief					
2024102 · Rent					
Check	01/01/2022	5971	Spring Lakes Estates	January 2022 Rent	645.00
Check	01/01/2022	5972	Foremost Insurance Company	Home Insurance Assistance	52.38
Check	01/01/2022	5973	Larry Bennett	January 2022 Rent	500.00
Check	01/01/2022	5975	Spring Lakes Estates	January 2022 Rent	640.00
Check	01/01/2022	5976	Michelle Breen	January 2022 Rent	500.00
Check	01/04/2022	5979	Cook County Treasurer	Shelter Assistance	364.69
Total 2024102 · Rent					2,702.07
2024103 · Utilities					
Check	01/01/2022	5968	Com Ed GA Home Relief	Utilities Assistance	110.00
Check	01/01/2022	5969	NICOR GA Home Relief	Utilities Assistance	98.83
Check	01/01/2022	5970	Com Ed GA Home Relief	Utilities Assistance	77.11
Check	01/04/2022	5980	Com Ed GA Home Relief	Utilities Assistance	27.02
Check	01/04/2022	5981	Village of Streamwood	Utilities Assistance	158.29
Check	01/11/2022	5985	Village of Streamwood	Utilities Assistance	506.75
Total 2024103 · Utilities					978.00
2024105 · Personal Essentials					
Check	01/01/2022	5977	Walmart	Personal Essentials (5)	576.68
Check	01/04/2022	5983	Walmart	Personal Essentials	150.00
Total 2024105 · Personal Essentials					726.68
2024106 · Travel Expenses					
Check	01/01/2022	5974	State Farm Salah, Neal	Auto Insurance	22.30
Check	01/01/2022	5978	BP Gas Station	Fuel Assistance Card	50.00
Check	01/04/2022	5982	BP Gas Station	Fuel Assistance Card	50.00
Total 2024106 · Travel Expenses					122.30
2024119 · Emergency Assistance					
Check	01/01/2022	5967	Taizhen Xia	Emergency Assistance	470.00
Check	01/11/2022	5984	3A's Property	Emergency Assistance	1,045.00
Total 2024119 · Emergency Assistance					1,515.00
Total 2024HOM · Home Relief					6,044.05
Total 2024 · Human Services - Expenditures					8,409.23

Hanover Township Board Audit Report

December 21, 2021 through January 17, 2022

Type	Date	Num	Name	Memo	Amount
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	01/14/2022	144942	Airdo Werwas LLC	Inv# 190-0007-35600 Legal Fees	1,162.98
Total 3034701 · Legal					1,162.98
3034704 · Telephone					
Check	01/14/2022	144931	Motorola Solutions, Inc.	Inv 6230420211201 Monthly Radio Fee	36.00
Total 3034704 · Telephone					36.00
3034711 · Utilities					
Check	12/21/2021	144635	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 11/15-12/14	696.96
Check	01/04/2022	144745	Nicor 29	Acct# 29-26-62-8714 2 Monthly Charges 11/24-12/14	615.65
Check	01/11/2022	144820	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges/Supply Services 12/1-1/4	132.73
Check	01/11/2022	144821	Com Ed 039	Acct# 7826007039 Monthly Charges 12/1-1/4	19.02
Check	01/14/2022	144922	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges 12/8-1/10	19.01
Total 3034711 · Utilities					1,483.37
3034792 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	90.86
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 3034792 · Dental, Vision & Life Insurance					101.46
Total 3034ADM · Administration					2,783.81
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	01/14/2022	144943	Randall Pressure Sytems	Inv# 44490 Hydraulic Hoses/Fittings	335.35
Check	01/14/2022	144943	Randall Pressure Sytems	Inv# 44494 Hydraulic Hoses/Fittings	70.38
Check	01/14/2022	144944	Continental Weather Svc	Inv# 194168 Monthly Weather Forecasting	150.00
Check	01/14/2022	144949	The Home Depot	Pot Hole Mix	181.92
Total 3034602 · Operating Supplies & Materials					737.65
3034603 · Fuel					
Check	01/11/2022	144818	Village of Hanover Park (Fuel)	Inv# 2021-595 Nov 2021 Fuel	484.45
Total 3034603 · Fuel					484.45
3034610 · Street Lighting					
Check	01/11/2022	144822	Com Ed 076	Acct# 7742763076 Monthly Charges 12/1-1/4	116.11
Check	01/14/2022	144924	Com Ed 051	Acct# 5619024051 Monthly Charges 11/24-12/29	35.31
Check	01/14/2022	144948	Wood Dale Electrical Const., Inc.	Inv# 99 Street Light Repair	324.00
Check	01/14/2022	144948	Wood Dale Electrical Const., Inc.	Inv# 106 Street Pole Repair	375.00
Total 3034610 · Street Lighting					850.42

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December 21, 2021 through January 17, 2022

Type	Date	Num	Name	Memo	Amount
3034614 · Signs, Stripping & Tree Removal					
Check	01/14/2022	144949	The Home Depot	Street Sign Hardware	145.07
Total 3034614 · Signs, Stripping & Tree Removal					145.07
Total 3034ROD · Road Maintenance					2,217.59
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	01/04/2022	144748	O'Reilly Auto Parts	Inv# 3421-313567 Batteries for Riding Mower	50.05
Check	01/11/2022	144809	O'Reilly Auto Parts	Inv# 3421-314054 Hydraulic Fluid	136.68
Check	01/11/2022	144809	O'Reilly Auto Parts	Inv# 3421-314259 Hydraulic Fluid	92.97
Check	01/11/2022	144813	Rush Truck Centers	Inv# 3026073839 Replacement Bracket for Truck# 505	64.90
Check	01/14/2022	144936	Preventative Maintenance Systems, Inc	Inv# 15559 Transmission Cooler Hose Repair	2,001.06
Check	01/14/2022	144937	Rush Truck Centers	Inv# 3026147718 Air Tank Valve	32.90
Check	01/14/2022	144946	Bunges Tire & Auto Bartlett	RO 9474 Wood Chipper Tire Repair	43.88
Total 3034609 · Maintenance Vehicles & Equip					2,422.44
Total 303EQM · Equipment					2,422.44
Total 3034 · Road Maintenance - Expenditures					7,423.84
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054014 · Equip / Database					
Check	01/14/2022	144935	ProxiT Technology Solutions	Inv# 22419 Desktops/Laptops/Monitors	786.02
Total 5054014 · Equip / Database					786.02
5054592 · Dental, Vision & Life Insurance					
Check	01/14/2022	144927	Euclid Managers	Acct 5641581 Monthly Premium	167.53
Check	01/14/2022	144939	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Total 5054592 · Dental, Vision & Life Insurance					181.48
Total 5054ADM · Administration					967.50
5054COM · HT Community Resource Center					
5054210 · Utilities					
Check	01/04/2022	144736	Comcast (823 MHB)	Acct 8771 10 084 0485823 Monthly Cable/Internet 1/2-2/1	257.38
Check	01/04/2022	144746	Nicor 84 (MHB)	Acct# 84-67-77-1000 0 Monthly Charges11/11-12/12	545.33
Total 5054210 · Utilities					802.71
Total 5054COM · HT Community Resource Center					802.71
Total 5054 · Mental Health - Expenditures					1,770.21
7004 · Vehicle Replcmnt - Expenditures					
7004408 · Vehicle Purchase					
Check	12/21/2021	144634	Mark Your Space, Inc.	Inv# 7684 Squad 9124 Lettering	1,260.00

Hanover Township Board Audit Report

December 21, 2021 through January 17, 2022

Type	Date	Num	Name	Memo	Amount
Check	01/11/2022	144803	Motorola Solutions, Inc.	Inv# 8281313432 New Radio for Squad Truck	6,033.92
Total 7004408 · Vehicle Purchase					7,293.92
Total 7004 · Vehicle Replcmnt - Expenditures					7,293.92
8084 · Capital Projects - Expenditures					
8084414 · Emergency Services Station					
Check	01/04/2022	144750	Thomas Engineering Group LLC	Inv# 21-357 Campus Expansion Property Engineering	35,424.01
Check	01/14/2022	144919	Village of Bartlett	Inv# 3852 William Tiknis Campus Expansion Engineering Review	832.50
Total 8084414 · Emergency Services Station					36,256.51
8084420 · Izaak Walton Ctr Improvements					
Check	01/04/2022	144749	Soil and Material Consultants, Inc	Inv# 47122 Soil Testing Izaak Walton Reserve Project	1,220.00
Check	01/11/2022	144790	Hitchcock Design Group	Inv# 27325 Izaak Walton Reserve Dec 2021 Progress Payment	465.16
Check	01/14/2022	144928	E.P. Doyle & Son, LLC	Izaak Watlon Reserve Project - Payment 3	327,483.90
Total 8084420 · Izaak Walton Ctr Improvements					329,169.06
8084425 · Building & Perm Improvements					
Check	01/11/2022	144810	Patrick Electrical Service	Inv# 8974 Complete Electrical Renovation ESHQ	19,575.74
Check	01/11/2022	144810	Patrick Electrical Service	Inv# 8975 Fire Alarm ESHQ Conduit Box Installation	14,000.00
Check	01/14/2022	144949	The Home Depot	Credit	-59.27
Total 8084425 · Building & Perm Improvements					33,516.47
Total 8084 · Capital Projects - Expenditures					398,942.04
TOTAL					522,893.45

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

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

Others present were Assessor Tom Smogolski, Facilities and Road Maintenance Operations Manager Rick Nelson, Aging Services Director Megan Conway, Human Services Director Mary Jo Imperato, Community and Government Relations Director Tom Kuttenberg, Emergency Services Director Mike Crews, Youth and Family Services Director Tina Houdek, Mental Health Board Manager Amanda Teachout, Assistant Administrator Kristin Vana, Administrator James Barr, Administrative Assistant Hailey Match, and Attorney Mike Airdo. Also present was 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. Presentation: Recognition of Assessor Tom Smogolski who has served Hanover Township since 2002. His contribution to the township residents and to assessors, county-wide, is remarkable.
- IV. Reports:
 - A. Supervisor's Report: Supervisor McGuire thanked those who helped with the Christmas toy distribution. He proclaimed December 22, 2022 Thomas Smogolski Day in Hanover Township. He attended the Village of Streamwood Christmas gathering with many staff and other Township officials. He offered thanks to Trustee Beattie and the Streamwood High students for assisting with the holiday events. He provided a tour for new U-46 school board member Dawn Martin to educate her on Hanover Township. Finally, he wished staff, officials, volunteers and residents a very happy holiday.
 - B. Clerk's Report: Clerk Dolan Baumer reported that the verbatim records of closed session minutes from November 5, 2019, January 21, 2020, March 24, 2020, and June 2, 2020 have been destroyed per resolution number 1207212.
 - C. Assessor's Report: Assessor Smogolski reported that Cindy Christopher is leaving the Assessor's office after 8.5 years with Hanover Township; we wish her well in her new endeavors.
 - D. Department Reports: Reports were submitted for review by the Board; included in the highlights were from Manager Teachout who reported that the Mental Health Board passed the 2023 budget and is preparing to review the needs assessment report. The MHB website host will change in the coming weeks. FY23 allocations would be made during the January 25 meeting. Director Kuttenberg reported that UpDevelopment spoke at a recent Elgin Housing Authority meeting regarding the Hanover Landing project. Senator Castro is a support of the initiative and is working on our behalf to influence the Housing Authority to back the vouchers. Illinois is expected to receive a good portion of the funds for disbursement from the Infrastructure Law recently passed. Director Conway reported that Home Care has received 31 calls of interest, and has ten clients enrolled to date. She recently attended a virtual seminar presented by AARP to discuss long term care. Holiday meals would be available on December 23. The Adopt-A-Senior had 125 participants this year. Income tax services would be available with AARP beginning on January 25. Covid 19 waivers have been prepared for trip participants; the waiver has received no negative comments. Director Crews reported that meetings are being held through February with partnering fire departments across the region to measure needs. Two new members were sworn in to the unit. Director Houdek reported that tutoring services are over for the fall; the winter/spring session registration opens on February 1. Volunteers have continued to assist in Covid-prevention related activities during tutoring sessions. Teen nights are scheduled with the Streamwood and Hanover Park Districts for this winter; the January Teen Night at the

Streamwood pool has been canceled as the pool is undergoing refreshing. The department has seen an increase in family therapy needs as an impact of the pandemic. The drop-in mental health (previously depression) screenings are continuing and planned to be offered at Astor Avenue in January. Middle-school-aged children are utilizing the Izaak Walton Center for activities. The Open Gym position has been posted. Assistant Administrator Vana reported that passport fees increased to \$130/\$100; marketing materials are being updated. Revenues are up dramatically over the past two years. A new receptionist has been hired for Administrative Services. Operation Manager Nelson congratulated the staff and volunteers on a successful toy distribution this year. The department is looking at new vendors for pest control. The Dale Drive drainage situation is still being analyzed for options prior to road resurfacing this year. Pot holes on Berner and Dale were filled in a timely manner and the resident who reported them is happy with the quick response. Director Imperato thanked Trustee Beattie and the Streamwood High School students for their assistance with the Christmas toy distribution. Over 735 families and 1,943 children received gifts this season, and toy distribution runs through December 24. She would be attending the American Legion meeting in Elgin on January 7 to present the veterans services the Township offers. Referrals have begun to stream in. Sugar Grove Township is shifting administration of their GA program to their mental health department has asked her to provide information on the program. She would be doing a webinar on the administration of a food pantry for February. Administrator Barr reported that Director Smith is out ill. A booster clinic would be held on December 29. AgeOptions sent an advisory notice suggesting that food service be offered as take out/curbside pick-up versus in person dining. The Board concurred that no mandatory changes to our policies need to be implemented at this time, as we comply with the State mandates. He reported that he would be out Wednesday through Friday next week.

- VI. Bill Paying: Mr. Barr presented the bills for payment from December 17, 2021 through December 20, 2021 as follows:

a.	Town	\$124,583.07
b.	Senior Services	36,410.33
c.	General Assistance	2,405.11
d.	Road Maintenance	39,250.15
e.	Mental Health Board	18,898.71
f.	Vehicle fund	200.00
g.	Capital fund	<u>213,651.60</u>
	Total	<u>\$435,398.97</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from December 7, 2021 through December 20, 2021. Roll call: Ayes: Trustees Beattie, Essick and Martinez, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

- VII. Unfinished Business: Executive Session Minutes of November 2, 2021: Clerk Dolan Baumer presented the minutes from the Executive Session of November 2, 2021 for the Board's review and approval. Trustee Essick moved to accept the minutes of the Executive Session of November 2, 2021 as presented; Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez and Essick, and Supervisor McGuire. Nays: None. Motion carried

- VIII. New Business:

- A. Board Meeting Minutes of December 7, 2021: Clerk Dolan Baumer presented the Board meeting minutes of December 7, 2021 for review and approval. Trustee Beattie moved to approve the Board meeting minutes of December 7, 2021; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Martinez and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- B. Resolution to Approve an Amendment to the Contract for Sale of 1535 Burgundy Parkway,

Streamwood, IL: Trustee Martinez moved that the Board approve resolution 122121 approving of an amendment to the contract for sale of 1535 Burgundy Parkway, Streamwood, IL; Trustee Essick seconded the motion. Administrator Barr reviewed the status of the buyer Children's Advocacy Center (CAC): the bid, was contingent upon CAC securing all funds allocated to CAC by the State of Illinois in Article 165 and Articles 167 of Public Act 102-0017, with the contingency period; and as of December 21, 2021, CAC has not yet secured the funds from the State of Illinois, and the State has provided no clear indication as to when the funds will be provided to CAC. Therefore, this amendment to the contract with for the sale of the property to extend the contingency period for up to six (6) months, until June 30, 2022, is requested, expressly subject to the execution of a written amendment negotiated and approved by the Township Attorney. Roll call: Ayes: Trustees Beattie, Martinez and Essick, and Supervisor McGuire. Nays: None. Motion carried.

- C. Hanover Township Tax Levy Ordinance for the Fiscal Year beginning April 1, 2021 and ending March 31, 2022: Trustee Martinez moved that the Board approve ordinance #122121 the Hanover Township Tax Levy Ordinance for the Fiscal Year beginning April 1, 2021 and ending March 31, 2022 as follows:

General Corporate Tax \$4,189,534.00
(Four million one hundred eighty-nine thousand five hundred thirty-four dollars and no cents.)

Senior Citizens Services Tax \$1,217,292.00
(One million two hundred seventeen thousand two hundred ninety-two dollars and no cents.)

General Assistance (Public Assistance) Tax \$442,611.00
(Four hundred forty-two thousand six hundred eleven dollars and no cents.)

Social Security Tax \$167,295.00
(One hundred sixty-seven two hundred ninety-five dollars and no cents.)

Retirement (IMRF) Tax \$206,918.00
(Two hundred six thousand nine hundred eighteen dollars and no cents.)

Community Mental Health Tax \$1,332,349.00
(One million three hundred thirty-two thousand three hundred forty-nine dollars and no cents.)

Total Taxes Levied \$7,555,999.00
(Seven million five hundred fifty-five thousand nine hundred ninety-nine dollars and no cents.)

Trustee Essick seconded the motion. Administrator Barr reported that this levy reduces GA by 2% and all other lines are flat. Roll call: Ayes: Trustees Beattie, Martinez, Camacho, and Essick, and Supervisor McGuire. Nays: None. Motion carried.

- D. Hanover Township Road and Bridge Tax Levy Ordinance for the Fiscal Year beginning April 1, 2021 and ending March 31, 2022: Trustee Martinez moved that the Board approve ordinance #1221211 the Hanover Township Road and Bridge Tax Levy Ordinance for the Fiscal Year beginning April 1, 2021 and ending March 31, 2022 as follows:

Hanover Township Road and Bridge Tax \$1,681,921.00
(One million six hundred eighty-one thousand nine hundred twenty-one dollars and no cents.)

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

- E. Consideration of Cancellation of the January 4, 2022 Township Board Meeting: Trustee Essick moved that the Board approve the cancellation of the January 4, 2022 Township Board meeting; Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez and Essick, and Supervisor McGuire. Nays: None. Motion carried.

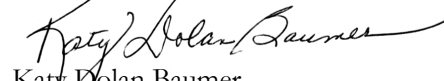
Minutes of a Meeting of the Hanover Township Board

Tuesday, December 21, 2021

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- X. Executive Session: No motion go move into Executive 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 8:47 p.m. was made by Trustee Beattie and seconded by Trustee Martinez, followed by a roll call vote. Ayes: Trustees Beattie, Essick, Martinez and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer
Clerk

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

RESOLUTION _____

**A RESOLUTION
TO APPROVE THE LOCALLY BASED SERVICE VEHICLE PROGRAM AGREEMENT
BETWEEN PACE AND HANOVER TOWNSHIP**

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

SECTION ONE: APPROVAL. That the Locally Based Service Vehicle Program Agreement (the “Agreement”) between the Suburban Bus Division of the Regional Transportation Authority, operating under the name “Pace,” and the Township to provide Pace-owned vehicles for transportation services for senior citizens of the Township, a copy of which is appended hereto and expressly incorporated herein by reference, is hereby approved.

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

SECTION THREE: SEVERABILITY. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Resolution.

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: January 18, 2022

APPROVED: January 18, 2022

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 January 18, 2022, and approved on January 18, 2022, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



Rocky Donahue
Executive Director

December 10, 2021

Megan Conway, Director
Hanover Township Senior Services
250 S. IL Route 59
Bartlett, IL 60103

Dear Director Conway:

The Vanpool Office has made some changes to the Pace Locally Based Service Vehicle Program. Therefore, we request your cooperation in executing a new Locally Based Service Vehicle Program Agreement. Please sign the enclosed agreement and return the original copy to the Vanpool Office by January 31, 2022. Agreements should be mailed to: Beth Flynn, Vanpool Office, 550 W. Algonquin Rd. Arlington Heights, IL 60005. Be sure to include the executed copy of Exhibit A. This agreement supersedes the previous agreement between Pace and your organization.

The significant changes to the program include the following:

- An updated Vehicle Program Manual (Manual has been e-mailed to you)
- Annual 10-panel drug screen required of all drivers (previously required biannually)
- Annual background checks required for all drivers (previously required every 3 years)
- Online portal to upload driver documents

Thank you in advance for your cooperation. Pace values and appreciates your continued support and participation in the Pace Locally Based Service Vehicle Program. Please contact Beth Flynn at (847) 228-2462, or your assigned Vanpool Services Representative, if you have any questions or require additional information.

Sincerely,


Melinda J. Metzger
General Manager and
Chief Operating Officer

Enclosures

LOCALLY BASED SERVICE VEHICLE PROGRAM AGREEMENT

This Locally Based Service Vehicle Program Agreement ("Agreement") is made by Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation, ("Pace") and _____ [INSERT ENTITY'S NAME AND TYPE (e.g., Village of Arlington Heights, an Illinois municipal corporation)] ("Provider"). Pace and Provider are sometimes individually referred to as a "Party" and collectively referred to as the "Parties" in this Agreement.

RECITALS

WHEREAS, Pace was established under the Regional Transportation Authority Act (70 ILCS 3615/1.01 *et seq.*) to aid and assist public transportation in the six-county northeastern Illinois region of Cook, DuPage, Kane, Lake, McHenry, and Will Counties ("Region"); and

WHEREAS, Provider wants to use Pace-owned vehicles ("Vehicles") to provide transportation to the general public, senior citizens, individuals with disabilities, and/or low-income individuals, in a manner that will reduce the number of motor vehicles on the road within Provider's corporate limits ("Service").

NOW, THEREFORE, in consideration of the foregoing Recitals, the mutual promises contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Effective Date

This Agreement shall be in effect beginning on the date on which this Agreement is signed by Pace. If a Party signs this Agreement but fails to date its signature, the date that the other Party receives the signing Party's signature on this Agreement shall be deemed to be the date that the signing Party signed this Agreement.

2. Term and Termination

This Agreement shall continue in force and effect unless terminated by either Party upon 30 days' advance written notice to the other Party. Notwithstanding the foregoing, this Agreement may be terminated by Pace:

- a. Upon five days' advance written notice to Provider in the event Provider fails to correct any safety, accident, and/or incident reporting violations or to timely pay Pace any amounts due pursuant to this Agreement; or
- b. Immediately upon written notice to Provider in the event Provider fails to comply with paragraphs 6, 8, 12(a), 13, 14, 15, and/or 16.

3. Pace Vehicle Program

The Locally Based Service Vehicle Program is a component of the Pace Vehicle Program and, as such, is subject to the Pace Vehicle Program Operations Manual ("Manual"). Provider acknowledges receiving a copy of the Manual, which is incorporated into and made a part of this Agreement.

4. **Vehicle Fees**

Provider shall pay to Pace a monthly usage fee of \$100.00 per Vehicle ("Usage Fee"). Pace shall invoice monthly in advance for the Usage Fee. Provider shall pay each invoice within 30 days of receipt. If an invoice remains unpaid for more than 30 days, Provider shall pay to Pace a monthly late fee of \$25.00 per Vehicle. Late fees shall accrue and be added to the total amount due under the invoice until Provider pays the invoice, including all late fees, in full.

Prior to Vehicle receipt, Provider shall pay to Pace a security deposit of \$500.00 per Vehicle. Pace shall refund the security deposit (without interest) if the Vehicle is returned in the same condition as when Provider received the Vehicle, ordinary wear and tear excepted. Upon termination or expiration of this Agreement, Pace may deduct from the security deposit any amounts due to Pace from Provider.

5. **Vehicle Use Requirement**

On a monthly basis, Pace shall review Provider's Vehicle use. Upon five days' advance written notice to Provider, Pace may terminate this Agreement or substitute a more appropriate Vehicle if Pace determines that Provider's Vehicle use is not consistent with the Pace Locally Based Service Vehicle Program and/or Provider's intended Vehicle use as stated in the Vehicle Program Application (see attached Exhibit A) completed by Provider.

6. **Conditions and Restrictions on Vehicle Use**

Provider staff shall not:

- Use any Vehicle for:
 - non-public transportation purposes, including personal use, courier service, ambulance-type service, charter service, school bus service, sole transportation of goods, and trailer towing;
 - illegal purposes; or
 - transportation of anyone under the age of eight.
- Allow the consumption of alcoholic beverages and/or use of illegal drugs in any Vehicle.
- Remove any Vehicle from the Region, unless prior written approval is obtained from Pace (see attached Exhibit B).
- Alter, mark, and/or install equipment or signs on any Vehicle, unless prior written approval is obtained from Pace (see attached Exhibit B).
- Subject any Vehicle to seizure, confiscation, forfeiture, or other involuntary transfer.
- Cause a mortgage, pledge, lien, hypothecation, encumbrance, or security interest on any Vehicle.

Provider shall secure and protect each Vehicle, including ensuring that the Vehicle is locked and parked in a secure, off-street location (preferably on Provider's property or at a public transportation center) when it is not in use. Provider shall provide Pace with written notification of Provider's secure Vehicle location(s).

7. **Vehicle Monitoring**

Each Vehicle may be equipped with technology that tracks Vehicle location and records audio and video of activities occurring inside and outside the Vehicle.

8. **Vehicle Receipt and Service to Disabled**

Pace may furnish Provider with a non-lift-equipped Vehicle if Provider continues its paratransit services with its own lift-equipped vehicles for the duration of this Agreement. Should Provider discontinue its paratransit service at any time during the pendency of this Agreement, Provider shall immediately notify Pace, which may, in its sole discretion, either replace the non-lift-equipped Vehicle with a lift-equipped Vehicle that will enable Provider to continue its paratransit service, if equipment is available, or terminate this Agreement.

Provider shall comply with the federal requirement requiring public entities which operate a fixed route system to provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system. A demand responsive system shall be deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- a. Response time;
- b. Fares;
- c. Geographic area of service;
- d. Hours and days of service;
- e. Availability of information;
- f. Reservations capability;
- g. Any constraints on capacity or service availability; and
- h. Restrictions priorities based on trip purpose.

Provider shall certify to Pace on the Monthly Report that Provider is providing equivalent service to individuals with disabilities, including individuals who use mobility aids, in its demand responsive transportation services. A sample of the Monthly Report is contained in the Manual.

9. **Drug and Alcohol Policy and Testing Program**

Provider shall have a drug and alcohol policy ("Provider's D&A Policy") that includes the requirements and procedures contained in the Pace Drug and Alcohol Policy and Testing Program, which Provider acknowledges receiving and which is incorporated into and made a part of this Agreement. Provider's D&A Policy shall be subject to Pace's approval. By prior approved resolution, Provider may adopt the Pace Drug and Alcohol Policy and Testing Program as Provider's D&A Policy in which event Provider, upon its execution of this Agreement, shall provide Pace with a copy of the resolution with the Pace Drug and Alcohol Policy and Testing Program as an attachment. Provider's D&A Policy must meet Federal Transit Administration and Pace mandates pertaining to deterrence, testing, and methodology. Provider shall comply with Provider's D&A Policy throughout the term of this Agreement.

Provider shall be responsible for the cost of all required drug and alcohol testing and U.S. Department of Transportation physical examinations for Provider's staff involved in the Pace Locally Based Service Vehicle Program. Pace shall be responsible for the cost of furnishing Provider with on-line access to substance abuse training courses for Provider's safety-sensitive staff involved in the Pace Locally Based Service Vehicle Program and Provider's staff involved in the Pace Locally Based Service Vehicle Program who will be determining when it is appropriate to administer reasonable suspicion drug and/or alcohol tests.

10. **System Security and Emergency Preparedness Plan**

Provider shall have a system security and emergency preparedness plan ("Provider's SSEPP") that includes the requirements and procedures contained in the Pace System Security and Emergency Preparedness Plan, which Provider acknowledges receiving and which is incorporated into and made a part of this Agreement. Provider's SSEPP shall be subject to Pace's approval. By prior approved resolution, Provider may adopt the Pace System Security and Emergency Preparedness Plan as Provider's SSEPP in which event Provider, upon its execution of this Agreement, shall provide Pace with a copy of the resolution with the Pace System Security and Emergency Preparedness Plan as an attachment. Provider's SSEPP must meet Federal Transit Administration and Pace mandates. Provider shall comply with Provider's SSEPP throughout the term of this Agreement.

11. **Dispatch Operations**

Provider shall be responsible for all dispatch operations for the Service.

12. **Provider's Staff**

Provider shall furnish competent and qualified staff to perform the Service in accordance with the Manual and applicable federal, state, and local laws, statutes, ordinances, rules, and regulations. Provider's staff includes Provider's full-time and part-time employees and volunteers.

a. **Vehicle Drivers**

Any Provider staff operating a Vehicle (also referred to as a driver in this Agreement) shall meet the driver-related requirements set forth in the Manual and applicable federal, state, and local laws, statutes, ordinances, rules, and regulations before he/she operates a Vehicle (*i.e.*, rides in or on (other than as a passenger), uses, or controls in any manner the operation of a Vehicle). Pace shall provide written notice to Provider when each driver has met the requirements set forth in the Manual. In addition, Provider shall comply with driver and safety standards set forth in the Manual and shall maintain for each driver a file evidencing a valid driver's license, valid U.S. Department of Transportation physical examination, drug and alcohol test results, criminal background check, certification of passing Pace's driver training program, and motor vehicle reports covering at least the previous five years.

Each driver shall pass Pace's driver training program, be courteous to Vehicle passengers, and maintain a neat, clean appearance. Pace may establish additional driver-related requirements and procedures through the issuance of bulletins or manuals, which shall be considered part of this Agreement. A driver shall not be considered an employee or agent of Pace or the Regional Transportation Authority.

b. **Transportation Coordinator**

Prior to Vehicle receipt, Provider shall: (i) designate an individual to serve as a Transportation Coordinator, who shall complete administrative training provided by Pace, and (ii) furnish Pace with written notification of the individual's name, title, address, daytime and evening telephone numbers, facsimile number, and email address. The Transportation Coordinator shall be responsible for, among other things, serving as Provider's primary contact person, maintaining records, completing reports, and managing Vehicle maintenance and repairs. Provider shall immediately give written notice of any personnel changes relating to this position to Pace.

13. **Records, Reports, and Forms**

Provider shall maintain and provide Pace with accurate records and reports in accordance with the Manual. Within 48 hours of Pace's written request, Provider shall provide Pace with documentation evidencing Provider's receipt, possession, return, or transfer of any Vehicle and/or other equipment associated with any Vehicle. Provider shall incur a fee of \$15.00 for each violation of these records and reporting procedures.

14. **Accident and Incident Reporting**

A Pace-designated vendor shall furnish accident and incident management services for Vehicles used in the Pace Locally Based Service Vehicle Program. Provider shall immediately report to the vendor and Provider's insurer any Vehicle accident or incident. Provider shall cooperate with Pace and the vendor at all times and abide by any rules and procedures promulgated by Pace and/or the vendor with respect to accident and incident management.

Provider shall comply with Pace's accident and incident handling procedures as set forth in the Manual. The Transportation Coordinator shall immediately report to Pace any Vehicle accident or incident that involves a fatality, the transport of injured person(s) from the scene, the towing of any vehicle from the scene, or any other event of a serious nature. Repair of any Vehicle damage resulting from an accident or incident shall be the responsibility of Provider, and Provider must effectuate any necessary repairs in a timely manner.

15. **Maintenance Procedures and Fuel**

Provider shall be responsible for all Vehicle repair and maintenance costs, including those resulting from any accident or incident, regardless of fault, or Provider's failure to adhere to this Agreement.

Provider shall ensure Vehicle maintenance in accordance with the Manual and applicable Vehicle manual and schedule semi-annual Vehicle safety inspections as required by law.

Provider shall maintain each Vehicle in a good, clean condition and shall be responsible for the cost of Vehicle washing, detailing, storage, and fuel in accordance with the Manual.

16. **Vehicle Inspection**

Provider shall comply with Illinois Department of Transportation safety inspection requirements and, within 10 days of receiving documentation evidencing such compliance, shall forward a copy thereof to Pace. Pace and/or its designee may inspect a Vehicle and/or examine its maintenance records during Provider's normal business hours.

If Pace, in its sole discretion, determines that Provider has failed to maintain any Vehicle in accordance with the Manual, Pace shall give written notice of all deficiencies to Provider, and Provider shall correct the deficiencies within 30 days of receipt of such notice.

17. **Vehicle Return**

Within 14 days of termination or expiration of this Agreement, Provider shall return each Vehicle to Pace in the same condition as when Provider received it, ordinary wear and tear excepted. Upon Vehicle return, Provider and Pace shall jointly conduct a Vehicle inspection and complete a written Vehicle condition report. The report shall be signed by both Pace and Provider. Provider shall reimburse Pace for the cost of repairing any Vehicle damage other than ordinary wear and tear within 30 days of receiving an invoice from Pace for such repair work.

If Provider fails to timely return any Vehicle to Pace or to use, repair, or maintain any Vehicle as required by this Agreement, Provider authorizes Pace, without demand, legal process, or breach of the peace, to enter any premises where the Vehicle is located and take possession of and remove the Vehicle. Provider shall not prosecute or assist in the prosecution of any claim, suit, action, or other proceeding, and releases Pace from any liability and/or damages, arising out of such repossession.

18. **Third-Party Providers**

"Third-Party Providers" are any parties who, pursuant to contract or agreement with Provider, furnish a part of the Service. Provider's contracts and agreements with Third-Party Providers shall be in writing, shall be made in accordance with applicable laws, shall require Third-Party Provider compliance with this Agreement, shall incorporate this Agreement as an exhibit, shall not release Provider from any obligations under this Agreement, and shall not operate as a waiver of any rights of Pace under this Agreement. Provider shall competitively solicit that part of the Service provided by Third-Party Providers as required by Pace. Provider shall not execute a Third-Party Provider contract or agreement until after Provider furnishes Pace with a copy of the contract or agreement and obtains Pace's written approval of the Third-Party Provider. In the event a Third-Party Provider will use any Vehicle, the Third-Party Provider shall execute a written sublease in a form approved by Pace prior to the use of the Vehicle.

19. **Indemnification**

Provider shall indemnify, defend, and hold harmless Pace, the Regional Transportation Authority (RTA), and their respective directors, officers, agents, and employees from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including reasonable attorneys' fees, arising out of the intentional or negligent acts or omissions of Provider or Third-Party Providers concerning this Agreement. Provider shall further indemnify, defend, and hold harmless Pace, the RTA, and their respective directors, officers, agents, and employees from any and all Third-Party Provider claims arising out of this Agreement. Any and all claims against Pace and/or the RTA for unemployment benefits and worker's compensation benefits are expressly waived by Provider and Third-Party Providers, which shall maintain separate policies of insurance as provided in this Agreement. Upon written notice by a party indemnified under this paragraph to Provider regarding any claim which the indemnified party believes to be covered under this paragraph, Provider shall appear and defend all suits brought upon such claim and shall pay all costs and expenses incidental thereto, but the indemnified party shall have the right, at the indemnified party's option and expense, to participate in the defense of any suit, without relieving Provider of Provider's obligations under this paragraph.

20. **Insurance**

Provider shall comply, and shall require its Third-Party Providers to comply, with the insurance requirements set forth in the attached Exhibit C.

21. **Pass-Through Funding Provisions**

Pace received federal funds to purchase the Vehicle(s) used by Provider in connection with the Service. As a condition to receiving the federal funds, Pace agreed to comply with applicable federal laws, regulations, and directives contained in the FTA Master Agreement ("FTA Master Agreement"), which is found on the FTA website at <https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-grant-agreements> and is incorporated by reference into this Agreement.

As a condition to Provider's Vehicle use, Provider shall comply with applicable federal laws, regulations, and directives contained in the FTA Master Agreement.

A compilation of FTA Master Agreement provisions covered by statutory or regulatory certification or assurance requirements for the current FTA fiscal year is found on the FTA website at <https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>. Not all of the provisions will apply to Provider or the Service. To ensure compliance with the applicable provisions of the FTA Master Agreement, Provider shall execute the FTA Certifications and Assurances Signature Page and submit it to Pace upon Provider's execution of this Agreement and, thereafter, on an annual basis during the term of this Agreement.

Provider acknowledges that federal laws, regulations, and directives applicable to Pace, Provider, and the Service may be modified from time to time. In particular, new federal laws, regulations, and directives may become effective after the date on which Pace executed the Grant Agreement and, in that event, the new federal laws, regulations, and directives will apply to this Agreement, except to the extent that the FTA determines otherwise in writing.

22. **Compliance with Laws**

- a. Provider shall comply with applicable federal, state, and local laws, statutes, ordinances, rules, and regulations ("Laws"), including those relating to:
 - i. minimum wages to be paid to employees, limitations upon the employment of minors, minimum fair wage standards for minors, the payment of wages due employees, and applicable regulations established to protect the health and safety of employees, passengers, and the public;
 - ii. employee protection, if required, under Section 5333(b) of the Urban Mass Transportation Act of 1964, as amended, 49 U.S.C. § 5333(b), and Section 2.16 of the Regional Transportation Authority Act, 70 ILCS 3615/2.16, for persons employed by Provider to provide the Service; and
 - iii. anti-discrimination and equal employment opportunity Laws, including but not limited to the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 621 *et seq.*, Title VII of the Civil Rights Acts of 1964, as amended, 42 U.S.C. § 2000e *et seq.*, the Civil Rights Acts of 1866 and 1871, 42 U.S.C. §§ 1981 and 1983, the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*, Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, and the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.*
- b. Provider shall also comply with all of the affirmative action, equal employment opportunity, and disadvantaged business enterprise requirements set forth in the FTA Certifications and Assurances.
- c. The Service must be open to the public (within the limits of schedule and space availability) and shall not be restricted to a particular group of individuals. The Parties shall cooperate to ensure that no person is denied the opportunity to participate in the Service or is subjected to discrimination in the conduct of the Service because of the person's race, religion, color, age, sex, national origin, mental or physical disability, or sexual orientation or in any manner contrary to applicable federal, state, and local laws, statutes, ordinances, rules, and regulations, including Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*, and 49 C.F.R. part 21 (Nondiscrimination in Federally-Assisted Programs of the Department of Transportation).
- d. If Provider's noncompliance with any of the Laws or the requirements set forth in the FTA Certifications and Assurances results in Provider being declared non-responsible and, therefore, ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, Pace may terminate or void this Agreement in whole or in part without limitation as to any other available remedy.

23. **Audit and Recordkeeping**

Provider shall permit authorized representatives of Pace, the Federal Transit Administration, or their respective designees to inspect and audit all records and data associated with the Service and shall fully and expeditiously cooperate with any such inspection and audit. Provider shall retain all records associated with the Service for a period of five years following expiration or termination of the Service or such longer period of time as may be necessary for any pending audit, litigation, or other claim ("record retention period"). Upon the expiration of the record retention period, Provider shall deliver such records to Pace.

24. **Financial Integrity**

Provider shall provide Pace with a financial audit for the most recent year and any other financial information requested by Pace to assist Pace in verifying Provider's financial ability to undertake Provider's obligations under this Agreement. During the term of this Agreement and within 48 hours of receiving Pace's written request, Provider shall furnish Pace with evidence, satisfactory to Pace, of Provider's financial ability to carry out Provider's obligations under this Agreement.

25. **Entire Agreement and Non-Reliance**

This Agreement, including the introductory Recitals and any attached exhibits, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between the Parties and supersedes any prior written or oral understandings, agreements, or representations between the Parties that may have related in any way to the subject matter of this Agreement, and no other written or oral warranties, inducements, considerations, promises, representations, or interpretations, which are not expressly addressed in this Agreement, shall be implied or impressed upon this Agreement.

Provider represents and warrants that: (a) Provider has conducted such independent review, investigation, and analysis (financial and otherwise) and obtained such independent legal advice as desired by Provider to evaluate this Agreement and the transaction(s) contemplated by this Agreement; (b) Pace has not made any representations or warranties to Provider with respect this Agreement and the transaction(s) contemplated by this Agreement, except such representations and/or warranties that are specifically and expressly set forth in this Agreement; and (c) Provider has relied only upon such representations and/or warranties by Pace that are specifically and expressly set forth in this Agreement and has not relied upon any other representations or warranties (whether oral or written or express or implied), omissions, or silences by Pace. Without limiting any representations and/or warranties made by Pace that are specifically and expressly set forth in this Agreement, Provider acknowledges that Pace will not have or be subject to any liability to Provider resulting from the distribution to Provider or Provider's use of any information, including any information provided or made available to Provider or any other document or information in any form provided or made available to Provider, in connection with this Agreement and the transaction(s) contemplated by this Agreement.

26. **Amendments**

Pace may change, amend, or modify the terms of this Agreement and any of its procedures, requirements, fees, or forms upon 30 days' advance written notice to Provider.

27. **Headings**

The headings contained in this Agreement are for reference and convenience only and shall not affect the meaning or interpretation of this Agreement.

28. **Waiver**

Failure of a Party to exercise any right or pursue any remedy under this Agreement shall not constitute a waiver of that right or remedy.

29. **Conflict**

In the event of a conflict or ambiguity between the terms and conditions of this Agreement and any exhibit to or document incorporated into and made a part of this Agreement, the terms and conditions of this Agreement shall control.

30. **Survival**

Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement shall be deemed to survive termination or expiration of this Agreement.

31. **Severability**

If any provision of this Agreement is held invalid or unenforceable by an Illinois court of competent jurisdiction, such provision shall be deemed severed from this Agreement and the remaining provisions of this Agreement shall remain in full force and effect.

32. **Force Majeure**

Neither Party shall be held liable to the other Party nor be deemed to have breached this Agreement for failure or delay in performing any obligation under this Agreement if the failure or delay is caused by or results from causes beyond the reasonable control of and without the fault or negligence of the affected Party, including war, fire, flood, other acts of God, civil disturbance, a terrorist act, pandemic, epidemic, or a labor strike or lockout. The affected Party shall promptly notify the other Party of such force majeure circumstances, specifying the cause and the expected duration of the delay, and shall promptly undertake all reasonable steps necessary to cure the force majeure circumstances. If a condition of force majeure continues for more than 30 consecutive days, this Agreement may be terminated immediately at the option of Pace after written notice. Where an event of force majeure occurs after a Party's failure or delay in performance, the defaulting Party shall not be released from liability.

33. **Assignment**

No Party shall assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement without the prior written consent of the other Party.

34. **Binding Effect**

This Agreement shall be binding upon the Parties and their respective directors, officers, employees, agents, representatives, successors, and approved assigns.

35. **Notice**

Any notice under this Agreement shall be in writing and shall be given in the following manner:

- (a) by personal delivery (deemed effective as of the date and time of delivery);
- (b) by commercial overnight delivery (deemed effective on the next business day following deposit of the notice with a commercial overnight delivery company);
- (c) by registered or certified mail, return receipt requested, with proper postage prepaid (deemed effective as of the second business day following deposit of the notice in the U.S. mail); or
- (d) by facsimile with confirmation of transmission (deemed effective as of the date and time of the transmission, except the effective date and time shall be 8:00 a.m. on the next business day after transmission of the notice if transmitted during non-business hours).

Business days are defined as Monday through Friday, excluding federal holidays. Business hours are defined as 8:00 a.m. to 5:00 p.m. Central Time on Monday through Friday, excluding federal holidays. The notice shall be addressed as follows or addressed to such other address as either Party may from time to time specify in writing to the other Party:

If to Pace:

550 W. Algonquin Road
Arlington Heights, IL 60005
Attention: General Manager/Chief Operating Officer
Facsimile No. (847) 640-6539

If to Provider:

Attention: _____
Facsimile No. _____

36. **Disputes and Limitations on Liability**

Provider shall pay to Pace all costs, expenses, and reasonable attorneys' fees incurred by Pace in connection with the enforcement of this Agreement, including the repossession of any Vehicle and collection of any sums due from Provider. Each Party irrevocably waives its right to a jury trial in any legal proceeding arising out of or relating to this Agreement. Provider shall continue to perform its obligations under this Agreement notwithstanding any dispute between the Parties. In no event shall Pace be liable to Provider for anticipated profits, incidental or consequential damages, or penalties.

37. **Governing Law, Jurisdiction, and Venue**

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to principles of conflicts of law, and the Parties shall submit to the exclusive jurisdiction and venue of the state courts of the Illinois county in which Provider's principal place of business is located for any dispute arising out of or related to this Agreement.

38. **Singular, Plural, and Gender**

When used in this Agreement, unless the context otherwise requires, the singular includes the plural, the plural includes the singular, and gender-related nouns and pronouns include the feminine, masculine, and gender neutral.

39. **No Precedent**

The terms of this Agreement shall not establish any precedent in any subsequent agreement or contract involving the Parties or other parties. This Agreement may not be offered, used, or admitted into evidence in any proceeding or litigation for such purpose.

40. **Interpretation**

The word "shall" when used in this Agreement is mandatory and not permissive.

41. **Counterparts**

This Agreement may be executed in counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which when taken together shall constitute one and the same agreement.

42. **Electronic Signatures**

This Agreement may be executed through the use of electronic signatures. Electronic signatures and signatures transmitted by facsimile or scanned and transmitted electronically shall be deemed original signatures for purposes of this Agreement.

43. **Authorization**

The signatories to this Agreement represent and warrant that they have full authority to sign this Agreement on behalf of the Party for whom they sign.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.
SIGNATURE BLOCK ON FOLLOWING PAGE.]**

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective duly authorized signatory on the dates below.

PACE

By: _____
Signature

Print Name: Rocco L. Donahue

Title: Executive Director

Date: _____

PROVIDER

By: _____
Signature

Print Name: _____

Title: _____

Date: _____



Vehicle Program Application

Select One Vehicle Program: ☐ **Advantage** / ☐ **Locally Based Service** / ☐ **Municipal** / ☐ **Employer Shuttle** / ☐ **Not-For-Profit Shuttle**

I. Provider Information

Name		
Street Address	City and State	Zip Code
Name of Authorized Contact Person		
Title of Contact Person		
Telephone Number of Contact Person	Email Address of Contact Person	
Alternate Telephone Number of Contact Person	Fax Number of Contact Person	

Based on projected demand, specify the number of Pace-owned vehicles ("Vehicles") requested:

_____ 12-Passenger Community Van
(only for Locally Based Service)

_____ 10 to 14-Passenger Conversion Van
(only for Advantage, Employer Shuttle, and
Not-for-Profit Shuttle)

_____ 7-Passenger Conversion Lift Equipped Van
(only for Advantage, Municipal,
Employer Shuttle, and Not-for-Profit Shuttle)

_____ 7-Passenger Minivan
(only for Advantage, Employer Shuttle, and
Not-for-Profit Shuttle)

II. Existing Service

Describe the type of vehicle service that Provider currently provides:

III. Intended Vehicle Use

- A. Describe the intended Vehicle use in Provider's vehicle service (Provider may not modify the intended Vehicle use without Pace's prior written approval):

- B. Describe the rider eligibility criteria for Provider's vehicle service, which must be open to the public:

- C. Describe the proposed route(s) or service area(s) for Provider's vehicle service (include map(s) if needed):

- D. Describe the proposed trip reservation method:

- E. Provide the proposed one-way fare: _____

F. Identify the days and times of Vehicle use:

Monday from _____ to _____ Saturday from _____ to _____

Tuesday from _____ to _____ Sunday from _____ to _____

Wednesday from _____ to _____

Thursday from _____ to _____

Friday from _____ to _____

G. Identify any holidays on which there will be no Vehicle use:

H. Estimate the monthly Vehicle milcage: _____

I. Estimate the number of monthly one-way passenger trips: _____

J. Identify Provider's back-up vehicle(s) (attach additional pages as needed):

Year _____ Make _____ Model _____

Passenger Capacity _____ Wheelchair accessible: Yes _____ No _____

K. Provide any additional information that Provider wants Pace to consider when evaluating this Application (attach additional pages as needed):

IV. **Administration**

A. Describe the supervision of the daily operations of Provider's vehicle service:

- B. Designate a Transportation Coordinator who shall be responsible for, among other things, serving as Provider's primary contact, maintaining records, completing reports, and managing Vehicle maintenance and service:

Name: _____

Title: _____

Daytime Telephone Number: _____

Evening Telephone Number: _____

Fax Number: _____

Email Address: _____

Name of Alternate Person: _____

Title of Alternate Person: _____

Daytime Telephone Number of Alternate Person: _____

Evening Telephone Number of Alternate Person: _____

Fax Number of Alternate Person: _____

Email Address of Alternate Person: _____

C. Vehicle Storage and Maintenance

1. Provide the name and address of Provider's vehicle storage facility at which each Vehicle will be stored and describe the security at that location:

2. Provide the name and address of the location where Vehicle maintenance will take place (*e.g.*, in-house or service station) and describe how Vehicle maintenance will be performed:

D. Equipment

Indicate whether Provider is requesting Pace's prior written approval to alter, mark, and/or install equipment or signs on any Vehicle and, if the answer is yes, describe the proposed alteration, mark, and/or installation:

E. Describe Provider's anticipated marketing strategies to publicize its vehicle service (attach a copy of any brochures or flyers):

F. Provide a financial audit of Provider for the most recent year and any other financial information that would demonstrate Provider's ability to fulfill its obligations under the Pace Vehicle Program.

Signature of Provider's Primary Contact Person

Date

FOR PACE VANPOOL OFFICE USE ONLY

APPROVED ☐

NOT APPROVED ☐

Division Manager, Vanpool Services

Date

EXHIBIT B

REQUEST FOR "NON-STANDARD" USE FORM

PLEASE CHECK AND COMPLETE THE FOLLOWING ITEMS AS APPLICABLE:

☐ REQUEST TO DRIVE VEHICLE OUTSIDE THE PACE SIX-COUNTY
NORTHEASTERN ILLINOIS REGION:

Description of out-of-region trip planned: _____

Purpose of out-of-region trip: _____

Date(s) of out-of-region use: _____

Date request submitted to Pace: _____

FOR PACE USE ONLY

Approved ☐ Not Approved ☐ Pace Signature: _____
Date: _____

☐ REQUEST TO ALTER, MARK, AND/OR INSTALL EQUIPMENT OR SIGNS
ON VEHICLE:

Description of alteration, mark, and/or installation requested: _____

Purpose of alteration, mark, and/or installation: _____

Date(s) for alteration, mark, and/or installation to be made: _____

Date request submitted to Pace: _____

FOR PACE USE ONLY

Approved ☐ Not Approved ☐ Pace Signature: _____
Date: _____

EXHIBIT C

Insurance Requirements – Pace Vehicle Program

Provider shall obtain and maintain insurance coverage required by this exhibit for the term of this Agreement plus one additional year. All insurers shall maintain a rating of A-VII or better as rated by A.M. Best Company.

Prior to Provider's execution of this Agreement and within five business days of Pace's written request, Provider shall provide Pace with the Certificate of Insurance and endorsements required by this exhibit for Pace's approval. Pace must approve of Provider's evidence of insurance coverage required by this exhibit prior to Provider commencing work under this Agreement. Any failure by Pace to demand or receive proof of insurance coverage or to identify a deficiency in the evidence of insurance coverage provided shall not constitute a waiver of Provider's obligation to obtain the insurance required by this exhibit.

The provisions of this exhibit, including the required minimum insurance coverages, in no way limit Provider's responsibilities under other provisions of this Agreement, including the indemnification provision. Provider's failure to carry, maintain, and/or document the insurance required by this exhibit shall constitute a breach of this Agreement.

Upon Pace's written request, Provider shall furnish Pace with a copy of each insurance policy required by this exhibit.

- ☒ **Evidence of Insurance** shall be on Acord 25 (or equivalent) Certificate of Insurance form and shall evidence all insurance coverage, limits, and endorsements required by this exhibit. Prior to the renewal date of each insurance policy required by this exhibit, Provider shall provide Pace with an updated Certificate of Insurance by email to insurancecert@pacebus.com.

Provider shall include with the Certificate of Insurance submitted to Pace: "Additional Insured" endorsements (CG 20 10, CG 20 37, CG 20 26 {Commercial General Liability}, and CA 20 48 {Automobile Liability}) and other policy endorsements required by this exhibit, including WC ISO WC 00 03 13.

"Other Insurance" policy clause shall be shown on the Certificate of Insurance with the following wording: "This insurance is primary, non-contributory, and not excess of any other insurance of Pace." This applies to all insurance policies where Additional Insured status of Pace is a requirement of this exhibit.

Additional Insured shall be shown on the Certificate of Insurance as "The Regional Transportation Authority (RTA) and Pace, the Suburban Bus Division of the RTA, are Additional Insureds on the general liability, automobile liability, and umbrella liability policies."

Waiver of subrogation shall be shown on the Certificate of Insurance as "General liability, automobile liability, workers' compensation, and umbrella insurers waive all rights of subrogation against the Regional Transportation Authority (RTA) and Pace, the Suburban Bus Division of the RTA."

The Certificate of Insurance shall disclose all deductibles or self-insured retentions, which are the sole responsibility of Provider.

The insurance required by this exhibit shall provide for written notice of policy cancellation to Pace's Insurance Liaison at least 30 days prior to the effective date of such cancellation.

The Certificate Holder shall be shown on the Certificate of Insurance as:

Pace, the Suburban Bus Division of the Regional Transportation Authority
Attention: Insurance Liaison
550 W. Algonquin Road
Arlington Heights, IL 60005

Insurance Coverages: Minimum insurance requirements for this Agreement are identified in those paragraphs below marked with an ☒:

- ☒ **Workers' Compensation and Employer's Liability Insurance** affording the following coverage and limits: Coverage A-Statutory Benefits and Coverage B-Employer's Liability-\$500,000 Each Accident, \$500,000 Disease-Each Employee, \$500,000 Disease-Policy Limit. Executive officers, sole proprietors, general Providers utilizing independent Provider labor, and others not required by the Illinois Workers' Compensation Act to obtain workers' compensation insurance coverage shall execute a hold harmless agreement provided by Pace.
- ☒ **Commercial General Liability Insurance (Broad Form)** affording the following coverage and limits: Each Occurrence-\$1,000,000; General Aggregate-\$2,000,000; Products/Completed Operations Aggregate-\$2,000,000; and Personal & Advertising Injury-\$1,000,000. The policy shall not contain a Sexual Abuse and Molestation exclusion. The policy shall be written on an ISO CG 00 01 (or equivalent) and shall name the Regional Transportation Authority (RTA) and Pace, the Suburban Bus Division of the RTA, as Additional Insured by endorsement to the policy.
- ☒ **Business Automobile Liability Insurance** affording the following coverage and limits: combined single limit of \$1,000,000 each accident for bodily injury and property damage liability arising from owned, non-owned, hired, and uninsured/underinsured vehicles. The policy shall name the Regional Transportation Authority (RTA), and Pace, the Suburban Bus Division of the RTA, as Additional Insured by endorsement to the policy. This coverage is to include \$5,000 of Medical Payment coverage.
- ☒ **Automobile Physical Damage** with coverage afforded for **Comprehensive perils** including losses from fire, theft, vandalism, falling or flying objects, malicious mischief, lightning, windstorm, water, flood, earthquake, hail, impact with animals, missiles, riot, civil commotion, rising water, and breakage of glass (other than when caused by collision), and; **Collision perils**, including upset or collision with another vehicle, person, or any object including the ground or highway; impact with an object on or in the ground.
- ☒ If Provider is leasing or using Pace property, including any Pace-owned vehicle(s), and is contractually obligated to insure such property, Provider's insurer or agent/broker shall name Pace, the Suburban Bus Division of the Regional Transportation Authority, as the **Loss Payee**, and Pace shall be provided with a BP 12 03 Loss Payee (or equivalent) endorsement that specifically schedules Pace as a Loss Payee.
- ☒ **Umbrella Liability Insurance** affording the following coverage and limits: \$4,000,000 each occurrence and \$4,000,000 aggregate. The insurance shall provide coverage at least as broad as each of the underlying policies.
- ☒ **Waiver of Subrogation**
Provider and its insurer shall waive any rights of subrogation that they have against Pace and the Regional Transportation Authority and, in connection therewith, Provider's insurance policies required under this exhibit shall include a waiver of subrogation clause or endorsement.

For the Municipal Vehicle Program and the Locally Based Service Vehicle Program: Provider shall insert the substance of this exhibit in Provider's agreements with Third-Party Providers and shall require Third-Party Providers to provide and maintain the insurance required by this exhibit. It is Provider's sole responsibility to ensure that the insurance coverage of Third-Party Providers meets or exceeds the insurance coverage required by this exhibit.