



240 S. Illinois Route 59, Bartlett, Illinois 60103

Rescheduled Meeting of the Township Board
November 22, 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. Reports
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Assessor's Report
 - D. Department Reports
- V. Bill Paying
- VI. Unfinished Business
- VII. New Business
 - A. Regular Meeting Minutes of November 1, 2022
 - B. Resolution Declaring November Family Caregivers Month
 - C. Resolution to Approve a Mutual Aid Agreement with Hampshire Fire Protection District
 - D. Ordinance Amending the Hanover Township Purchasing Policy
 - E. Set Estimate of the Levy for Hanover Township for the Fiscal Year beginning April 1, 2022, and ending March 31, 2023
- VIII. Executive Session
- IX. Other Business
- X. Adjournment

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for October 2022

SERVICE PROVIDED	OCTOBER 2022	OCTOBER 2021	FYTD 2023	FYTD 2022
<i>Passports</i>	278	240	2,190	2,256
Photo fees	\$3,070	\$2,600	\$22,270	\$22,440
Fee deposits	\$10,625	\$9,675	\$82,535	\$89,335
<i>Fishing/Hunting licenses</i>	4	5	31	44
<i>Handicap Placards</i>	18	13	165	107
<i>Human Resources Requests</i>	119	134	921	881
<i>New Employee Orientations</i>	2	5	27	20
<i>Technology work orders</i>	47	71	333	386
<i>Resident Contacts</i>	1,652	1,891	14,289	14,262
<i>Percent of Budget Expended (100% of year)</i>	9.9%	5.4%	40.7%	38.6%

Department Highlights

- On October 5, Township Administrator Barr, Director Kuttentberg, and Trustee Essick attended the quarterly meeting of the Metropolitan Township Association at Leyden Township.
- Human Resources Manager Callahan completed 2 new hire orientations: Yasmin Khan (Youth & Family Services) and Wendy Brander (Administrative Services).
- Assistant Township Administrator Vana, Human Resources Manager Callahan, Administrative Specialist Match, and Receptionist Susan Graffy participated in first and second round interviews for the Part-Time Receptionist position. Administrative Services welcomed Wendy Brander for her first day with Hanover Township on October 31.
- Director Smith, Human Resources Manager Callahan, and Home Care Coordinator Lloyd participated in first round interviews for the Home Care Assistant position.
- Director Hanson, Operations Manager Nelson, and Human Resources Manager Callahan participated in first round interviews for the Custodial Associate position.
- Director Imperato, Outreach Coordinator Contreras, Human Resources Manager Callahan, and Administrative Specialist Match conducted the Foundation and Emergency Assistance/General Assistance audits. All documentation was found to be in proper order and complete.
- Administrative Services staff coordinated a reception on October 8 to dedicate the lower level of the Izaak Walton Youth Center to George Rosner, officially naming it the George Rosner Teen Center. Over 50 individuals were in attendance, including many of Mr. Rosner's colleagues and family members, in addition to Township elected officials and staff.
- Township Administrator Barr, Assistant Township Administrator Vana, and Human Resources Manager Callahan reviewed the annual workplace evaluation responses and identified areas for improvements throughout the organization including additional staff recognition and communication opportunities, department specific improvements, and adding a 15-year service award to the annual service award acknowledgements at the Annual Employee Appreciation Luncheon in January.
- Assistant Township Administrator Vana worked with ProxIT to review the status of all staff computers and computer equipment and plan to conduct annual computer replacements in November.

Hanover Township Mission Statement:

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

DEPARTMENT OF AGING SERVICES



Report for October 2022

SERVICE PROVIDED	OCTOBER 2022	OCTOBER 2021	FYTD 2023	FYTD 2022
<i>Programming Division</i>				
Planned programs	211	175	1,471	963
Participants	1,213	719	8,580	4,479
Participants (unduplicated)	515	261	1,150	489
Wait listed (unduplicated)	53	36	151	226
Art & Computer classes	29	36	202	274
Art & Computer class participants	204	196	1,410	1,261
New volunteers	5	6	28	20
Total volunteers (unduplicated)	131	93	179	134
Volunteer hours reported	1,709	1,030	10,351	5,996
<i>Nutrition Division</i>				
Meals Served	1,992	1,158	11,516	8,482
Meals delivered by volunteers	2,889	2,764	21,105	18,607
<i>Social Services Division</i>				
Clients served (unduplicated)	253	351	911	831
Clients served (duplicated)	334	492	2,092	1,998
Energy Assistance	77	113	425	257
Prescription drugs & health insurance assistance	203	306	789	965
Social Service programs	12	10	77	86
Social Service program participants	104	151	736	645
Lending Closet transactions	132	123	872	816
<i>Transportation Division</i>				
One way rides given	1,006	1,092	6,722	6,527
Individuals served (unduplicated)	129	119	228	200
New riders	22	17	228	200
Unmet requests for rides	31	7	168	130

Department Highlights

- Average daily meals served at the Stars-N-Stripes café in October was 91, which exceeded pre-pandemic statistics.
- The Social Services division accepted applications for the annual Adopt-A-Senior program starting October 3. Gift collection will occur during November with a reception to be held December 9.
- Director Conway attended the AgeGuide Aging Summit on October 3.
- Popularity for Lunch Bunch outings continues to grow. The department brought a full group to Grand Duke's in Downers Grove October 4 and added another date to accommodate the wait list.
- On October 5, Social Services hosted 30 participants for a lunch & learn with the Illinois Attorney General's office about common scams that target older adults.
- The Home Services Program received approval for the renewal license on October 14.
- Social Services Manager Gomez attended the TRIAD Conference on October 21.
- Over 40 people attended the Halloween Disco Party at the Senior Center on October 27.
- Bus Driver Tom Helm separated from the Township on October 28. The department has begun recruitment for a full-time replacement driver.

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

OFFICE OF THE ASSESSOR



Report for October 2022

SERVICE PROVIDED	OCTOBER 2022	OCTOBER 2021	FYTD 2023	FYTD 2021
<i>Administration</i>				
Office visits	84	132	1,453	1,056
Building permits processed	458	505	3,335	3,977
Change of Name	1	5	11	31
Property tax appeals	0	0	590	211
Certificate of Errors	20	33	215	395
Property location updates	0	0	0	2
Sales Recording	501	327	2,182	2,195
New owner mailing	301	220	1,195	1,123
<i>Exemptions</i>				
Homeowner exemptions	5	12	111	104
Senior homeowner exemptions	0	5	171	106
Senior Freeze exemptions	1	13	138	149
Disabled Veteran exemptions	0	0	19	9
Disabled person exemptions	4	3	41	24
Miscellaneous exemptions	0	1	14	17

Department Highlights

- Extended Tuesday hours provided assistance to 2 visitors after 4:30 pm in October.
- The total number of email addresses on the Assessor's Office contact list is 3,567. Eight new emails contacts were added in September.
- The 2020 delinquent tax sale is scheduled for November 15, 2022.
- Assessing Specialist Silverstein achieved her Certified Illinois Assessing Officer (CIAO) designation October 7.
- Assessing Specialist Silverstein attended an all-day passport training in Chicago October 12.
- Chief Deputy Glascott and Assessing Specialist Silverstein attended the all staff Taco Bar October 27.
- Assessor Moinuddin and Chief Deputy Glascott attended the Cook County Township Assessor's Association meeting October 28.

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 October 2022

SERVICE PROVIDED	OCTOBER 2022	OCTOBER 2021	FYTD 2023	FYTD 2021
<i>Website Visits (total)</i>	7,571	4,674	52,264	47,217
<i>Website Visits (unique)</i>	5,294	4,245	38,026	34,160
<i>Facebook Followers (new and total FYTD)</i>	56	66	5,245	4,402
<i>Facebook Reach</i>	36,218	67,756	157,039	246,373
<i>Twitter Followers (new and total FYTD)</i>	2	10	1,389	1,347
<i>Twitter Impressions (new and total FYTD)</i>	6,092	N/A	41,729	N/A
<i>YouTube Views</i>	3,658	161	22,234	1,904
<i>Media Releases</i>	3	4	27	29

Department Highlights

- Communications Specialist Smith attended Senator Castro's information session with staff from the State Comptroller's Office on October 4 at Elgin Community College. Materials from the event were shared with the Human Services staff.
- Director Kuttenberg joined Township Administrator Barr and Trustee Essick in attending the October 5 quarterly meeting of the Metropolitan Township Association at Leyden Township.
- The department coordinated the Township's Fall Shred Event on October 8 on the Tiknis Campus, co-sponsored by Cook County Commissioner Kevin Morrison. Trustee Beattie secured student volunteers from Streamwood High School to unload materials.
- Director Kuttenberg virtually attended the Civic Leadership Academy's course, "Local Government Crisis Communications: Prepare, Practice, Prioritize" on October 11. Course was presented by Anne Tennes, Director of Communications for the Village of Skokie.
- Director Kuttenberg and Youth and Family Services Prevention Services Manager Dickinson met with the President and Vice-President of the Izaak Walton League of America – Elgin Chapter on October 12 to recap the organization's volunteer service to the Township over the year and discuss future collaborations for 2023.
- Communications Specialist Smith and department intern Trinity Guiao attended the October 15 Coffee with the Board.
- The department worked with Senator Castro's office to host a flu shot clinic at the Township Senior Center on October 15. 49 residents received a flu shot at the event.
- Director Kuttenberg attended the Bartlett Area Chamber of Commerce Board of Directors Meeting on October 19 at the Bartlett Park District.
- Director Kuttenberg virtually attended the Cook County Emergency Management & Regional Security Committee Meeting on October 19. The department's new Executive Director gave a status update and discussed upcoming projects and goals.
- Director Kuttenberg joined Supervisor McGuire in attending the annual "Make A Difference Day" food collection on October 22 at the home of Jane Parker with other residents of the Woodland Meadows East HOA.
- Communications Specialist Smith and department intern Trinity Guiao attended the Human Services Halloween party at the Astor Avenue Community Center on October 26.

Hanover Township Mission Statement:

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

OFFICE OF COMMUNITY HEALTH



Report for October 2022

SERVICE PROVIDED	OCTOBER 2022	OCTOBER 2021	FYTD 2023	FYTD 2021
<i>Appointments</i>				
ProTimes	6	5	40	40
TB skin test	3	1	21	17
Cholesterol	1	3	101	63
Pharmaceutical Assistance Programs	0	0	2	1
Miscellaneous labs	12	4	68	42
Wellness Screening (BP, diabetes, anemia)	34	32	370	111
Other*	78	54	599	290
<i>Clinic Clients</i>				
Senior Center/ home visits	102	74	835	475
Astor Avenue	11	3	142	5
Offsite clinics	18	20	148	35
Total clients (unduplicated)	30	34	459	252
<i>Public Education & Health Promotion</i>				
Media coverage	1	1	10	2
Informational seminars/Program	8	8	38	28
Program Participants	191	291	1,166	1,639*
<i>Primary Care Provider Support</i>	3	0	12	6

* Includes individuals who were vaccinated at the COVID vaccine clinic

Department Highlights

- Director Smith and Community Health Nurse Kramer provided 16 home visits for residents in the month of October.
- Director Smith and Community Health Nurse Kramer performed 7 rapid antigen COVID tests in the month of October.
- Director Smith and Community Health Nurse Kramer provided 7 employee wellness screenings in the month of October.
- Director Smith and Community Health Nurse Kramer provided 17 flu shots for employees in the month of October.
- The Office of Community Health partnered with Walmart Pharmacy on October 11 to provide COVID-19 boosters and additional immunizations for residents. 44 COVID-19 boosters, 13 flu, 10 pneumonia, 1 shingles, and 1 Tdap vaccines were administered at the clinic.
- Community Health Nurse Kramer taught a Hands-Only CPR class for residents on October 13.
- The Office of Community Health partnered with Advocate Aurora Health to host a Women's Health Presentation on October 19. Drs Parikh and Scafaru presented on the importance of regular screenings, women's health preventative care and when to seek treatment for illnesses.
- Director Smith and Community Health Nurse Kramer provided puberty education for 35 students at Ontarioville Elementary School on October 26.

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 October 2022

SERVICE PROVIDED	OCTOBER 2022	OCTOBER 2021	FYTD 2023	FYTD 2022
<i>Hours</i>				
Volunteer Detail Hours	814	1,097	5,014	4,050
Volunteer Work Hours	198	146	915	971
Volunteer Training Hours	126	133	1,197	986
<i>Total Volunteer Hours</i>	1,138	1,377	7,127	6,008
<i>Details</i>				
Emergency Call Outs	20	12	106	66
Safety Patrols	2	3	10	20
Township Sponsored Events	12	6	32	17
Other Community Events	0	2	0	11
Miscellaneous	0	0	0	2
<i>Total Details</i>	23	23	104	116

Department Highlights

- HTES officers responded to a search for a missing person in Bartlett on October 2.
- HTES officers responded to a structural fire in Hanover Park on October 4.
- HTES officers provided traffic management in Streamwood for the football game on October 7.
- HTES officers responded to a search for missing person in Bartlett on October 10.
- HTES officers responded to a structural fire in East Dundee on October 10.
- HTES officers responded to a structural fire in South Elgin on October 11 and provided decontamination.
- HTES officers responded to a structural fire in Carpentersville on October 11 and provided decontamination.
- HTES officers responded to a structural fire in Elgin on October 11 and provided decontamination and lighting.
- Director Crews met with the administrator of Elgin Police Dispatch office on October 13.
- HTES officers provided traffic management in St. Charles on October 18 due to a vehicle accident.
- HTES officers provided traffic management in West Chicago on October 19 due to a vehicle accident.
- HTES officers participated in the MABAS hazardous materials drill on October 19.
- HTES officers responded to a structural fire in Hanover Park on October 22.
- Director Crews met with the administrator of Northwest Dispatch office on October 24.
- HTES officers provided traffic management in Bartlett on October 26 due to a vehicle accident.
- HTES officers provided traffic management in Bartlett on October 27 due to a vehicle accident.
- HTES officers responded to a structural fire in Roselle on October 29.
- HTES officers responded to a structural fire in Hanover Park on October 30 and provided decontamination and lighting.
- HTES officers responded to a structural fire in Hanover Park on October 30.
- HTES officers provided traffic management in Bartlett on October 31 due to a vehicle accident.
- HTES officers provided traffic management in Schaumburg on October 31 due to a vehicle accident.

Hanover Township Mission Statement:

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

DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for October 2022

SERVICE PROVIDED	OCTOBER 2022	OCTOBER 2021	FYTD 2023	FYTD 2021
<i>Administration</i>				
Vehicle service calls	0	3	13	12
Work orders	319	385	2,667	2,424
Event set-ups/tear downs	136	109	980	545
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	3,937	4,832	34,679	35,213
Town Hall	6,060	6,060	57,120	60,660
Senior Center	34,185	23,677	286,950	250,960
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	31.44	1.04	379.53	277.69
Town Hall	132.04	12.58	1,217.67	886.64
Senior Center	2,033.05	1,356.98	11,107.86	7,390.25
<i>Road Maintenance</i>				
Salt Usage (Tons)	0	0	0	0

Department Highlights

- Director Hanson and Operations Manager Nelson attended the annual IPWMAN (Illinois Public Works Mutual Aid Network) conference in Bloomington, Illinois. Sessions attended included; Snow and Ice Management, Tree Risk Assessment, Legal Considerations for Emergency Response Organizations, and Threat Assessment and Site Design.
- Director Hanson, Facilities Technician Enzenbacher, and Road Maintenance Associate Crane completed the renovation of the Town Hall staff breakroom. This included drywall repairs and complete repainting, countertop installation, removal of existing tile flooring and installation of vinyl plank flooring, and electrical updating including lighting fixtures, electrical outlets with USB ports, and additional outlets.
- Director Hanson received the third and final quote for the demolition of 1169 Robin Hood Drive. The quote will go in front of the Township Board at the November meeting for approval.
- Facilities and Road Maintenance staff completed the October Brush Pickup Program week with a total of 32 tons of mulch collected and distributed to Township residents or used on Township reserves.
- Facilities and Road Maintenance staff started and completed the annual Right of Way trimming along all Township roads. Trimming provides clear sight lines for motorists at intersections as well as prevents damage to vehicles from overhead branches.
- AIS continued the installation of the new Township wide security camera system, completing the installation at Town Hall and the Road and Facilities garages. Installation of cameras in the Senior Center was started and will be completed in early November. Account establishment and training was conducted for staff at the Izaak Walton Youth Center and Astor Avenue Community Center.

DEPARTMENT OF HUMAN SERVICES



Report for October 2022

SERVICE PROVIDED	OCTOBER 2022	OCTOBER 2021	FYTD 2023	FYTD 2021
<i>General Assistance</i>				
General Assistance clients	9	6	58	43
General Assistance appointments	13	12	92	93
Emergency Assistance appointments	29	26	157	144
Emergency Assistance approved	6	5	36	12
Crisis intake clients	296	292	1,685	1,240
<i>Veterans' Services</i>				
Office Visits	8	N/A	31	N/A
<i>Social Services</i>				
CEDA Applications (LIHEAP, LIWAP, PIPP)	187**	56	377**	188
Financial assistance applications*	2	N/A	36	N/A
<i>Food Pantry</i>				
Served (Households)	1,031	793	7,193	4,482
Unduplicated	488	N/A	2,720	N/A
New applications	26	29	179	151
Food Donations	55	64	643	399
<i>Community Center Walk-Ins</i>	237	132	1,272	450

* Includes Circuit Breaker, Benefit Access, Access to Care, ComEd Hardship, Salvation Army, Hanover Township Foundation

** Statistic includes LIWAP applications as of July 2022

Department Highlights

- On October 5, Veterans and staff enjoyed lunch and the movie The Dead Zone by Stephen King.
- Administration performed quarterly Emergency Assistance, General Assistance and Foundation audits and all files were proper with no missing documents.
- Thornton Township visited the Astor Avenue Community Center on October 24 to provide the new Illinois Township Association of General Assistance Caseworkers (ITAGAC) President could get some training and prepare for the November conference in Springfield. Director Imperato will remain on the ITAGAC board as Secretary.
- Volunteer Employment Specialist Karen Flaxman continues to serve residents with employment needs. In October, she assisted three residents with their employment needs as well as three companies searching for qualified candidates.
- On October 26, more than 180 children attended the Halloween Party at Astor Avenue and decorated pumpkins provided by Immanuel Church of Christ of Streamwood.
- Holiday meal box registration began in October. All meals have been accounted for and the program is currently on a waitlist. Human Services has always met the needs of residents for holiday meals through additional donations received from Jewel and other local businesses and organizations and is working to accommodate individuals on the waitlist.
- Holiday program registration continues with more than 300 families registered for gifts.

Human Services Mission Statement
Empowering Residents to Achieve Self-Sustainability

OFFICE OF THE MENTAL HEALTH BOARD



Report for October 2022

SERVICE PROVIDED	SEPTEMBER 2022	SEPTEMBER 2021	FYTD 2023	FYTD 2022
<i>Grant Funding</i>				
New clients	168	131	1,541	1,724
Ongoing clients	902	919	4,061	4,039
Closed cases	44	42	210	244
Prevention programming presentations	9	37	94	147
Number in audience	309	703	756	2,193
<i>TIDE</i>				
Participants	28	25	56	25
Rides	326	121	1,212	741
<i>Resource Center</i>				
Organizations providing services	3	4	4	4
Clients served	42	26	230	83

Department Highlights

- The Mental Health Board met on October 25 and heard presentations from About Change Recovery and Easterseals on their Fiscal Year 2024 Annual Service Contract Applications.
- Manager Teachout represented the Mental Health Board at the Centro De Informacion fundraiser.
- On October 7, Manager Teachout attended the annual Partners in Peace breakfast hosted by the Community Crisis Center.
- On October 8, Manager Teachout represented the Mental Health Board at the George Rosner Youth Center ribbon cutting.
- Manager Teachout processed and distributed third quarterly payments to funded agencies.
- Manager Teachout met with Mental Health Board chair to discuss application concerns.
- Manager Teachout worked with local agencies on applications for emergency funding to assist with providing services to asylum seekers.
- Manager Teachout attended a site visit to Kenneth Young Center and provided feedback for upcoming funding hearing.
- Manager Teachout connected with the Care Coordination Service Organization (CCSO) manager at Kenneth Young to participate in coalition.
- Manager Teachout met with Assistant Township Administrator Vana to begin discussions regarding development of housing criteria for the Mental Health Board funded units of Hanover Landing.
- Manager Teachout provided six-month updates to agencies on their funding status.
- Manager Teachout provided copies of the Mental Health Board's Community Needs Assessment and Strategic Plan to Elgin Township Mental Health Board for reference as they begin to develop their new 708 board.
- Manager Teachout completed a monthly walk through of the Community Resource Center to assess for cleanliness and any needed repairs.

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 October 2022

SERVICE PROVIDED	OCTOBER 2022	OCTOBER 2021	FYTD 2023	FYTD 2022
<i>Outreach & Prevention</i>				
Open Gym participants	28**	n/a*	796**	n/a*
Open Gym participants (unduplicated)	3**	n/a*	99**	n/a*
Alternative to Suspension referrals	45	45	196	268
Alternative to Suspension participants	159	144	752	513
Alternative to Suspension participants (unduplicated)	98	61	191	110
<i>Clinical</i>				
Therapy clients	498	343	2,982	2,576
Therapy clients (unduplicated)	171	104	927	625
New clients (unduplicated)	4	10	34	47
Clinical hours	357	293	2,183	2,337
Group session participants	285	40	579	230
<i>Tutoring Participants</i>				
Total	133	126	291	374
Unduplicated	51	50	151	153

*Open Gym Program was temporarily paused due to the COVID-19 pandemic.

** Includes Summer Camp participants

Department Highlights

- On October 5, Director Houdek participated in the Alignment Collaborative for Education Explore 2022 Community and Exhibitor Reception.
- Preventions Services Manager Dickinson, Prevention Specialist Trujillo and Substance Abuse Prevention Specialist Konzal volunteered at the Alignment Collaborative for Education Explore 2022 Student Experience on October 6.
- Director Houdek attended the Chicago Metro Area Youth Leaders meeting on October 6 at the Warming House Youth Center in Wilmette, Illinois and toured the facility.
- Director Houdek and Preventions Services Manager Dickinson met with Jeff Janda, Executive Director of Streamwood Park District and key staff on October 7 to review the ongoing partnership over the last year.
- Director Houdek, Preventions Services Manager Dickinson, Prevention Specialist Trujillo and Substance Abuse Prevention Specialist Konzal attended the George Rosner Dedication on October 8.
- Director Houdek attended the Unite U-46 Facilitating Team meeting on October 12.
- Director Houdek and Preventions Services Manager Dickinson participated in the Hanover Park Park District's Trunk or Treat event on October 21.
- Substance Abuse Prevention Specialist Konzal conducted assembly style full day presentations for three local elementary schools on October 24 through October 27 for Red Ribbon Week.
- Interim Clinical Manager Martinez and Therapist Nunez attended a webinar on October 27 titled Suicide & Substance Use in Latino Communities: Culturally Grounded Approaches for Prevention & Treatment.
- Youth and Family Services held their first Annual Hanover Haunts event at the Izaak Walton Youth Center on October 28 with 328 persons in attendance.

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 11/1/22 - 11/21/22

	<u>Total</u>
Total Town Fund	79,434.15
Total Senior Services Fund	51,146.65
Total General Assistance Fund	16,920.22
Total Road Maintenance Fund	104,673.01
Total Committee for Senior Citizens Services	41.00
Total Mental Health Board Fund	30,203.27
Total IMRF Fund	200.00
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	46,722.56
 Total All Funds	 <u><u>329,340.86</u></u>

Supervisor

Town Clerk
Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

November 1 - 21, 2022

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	11/08/2022	149128	Access 1 Source	Inv# 96299 Time & Attendance Monthly Fee	305.00
Check	11/08/2022	149176	Staples	Inv# 3468404647 Binders 4-pack	46.99
Check	11/08/2022	149176	Staples	Inv# 3478398442 Copy Paper, Correction Tape	451.49
Check	11/08/2022	149176	Staples	Inv# 3479959957 Monitor Stand	18.59
Total 1014430 · Computer Equipment & Software					822.07
Total 101CAP · Capital Expenditures					822.07
101CHN · Community Health					
1014452 · Office Supplies					
Check	11/15/2022	149197	Accurate Office Supply Co	Inv# 581272 Pens, Post Its, Labels	84.82
Total 1014452 · Office Supplies					84.82
1014453 · Printing					
Check	11/08/2022	149133	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 815175 Copy Charges Oct	4.45
Total 1014453 · Printing					4.45
1014454 · Travel & Training					
Check	11/08/2022	149160	Kramer, James	Mileage Reimbursement Oct 2022	19.38
Total 1014454 · Travel & Training					19.38
1014457 · Furniture and Computer Equip					
Check	11/08/2022	149173	Quench USA, Inc.	Inv# 4477926 Water Cooler Rental Nov-Jan	62.46
Check	11/18/2022	149373	Leaf (618-008)	Inv# 13907905 Copier Lease Lower Level	60.00
Total 1014457 · Furniture and Computer Equip					122.46
1014465 · Medical Supplies					
Check	11/08/2022	149177	Stericycle, Inc	Inv# 4011330645 Medical Waste Disposal	511.24
Total 1014465 · Medical Supplies					511.24
1014491 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	1,143.28
Total 1014491 · Health Insurance					1,143.28
1014492 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	100.60
Total 1014492 · Dental, Vision & Life Insurance					100.60
1014493 · Unemployment					
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	843.79

Hanover Township Board Audit Report

November 1 - 21, 2022

Type	Date	Num	Name	Memo	Amount
			Total 1014493 · Unemployment		843.79
			Total 101CHN · Community Health		2,830.02
			101CVA · Community Affairs		
			101CMA · Community Relations		
			1014617 · Equipment & Furniture		
Check	11/18/2022	149379	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges Oct	36.01
			Total 1014617 · Equipment & Furniture		36.01
			1014627 · Community Affairs		
Check	11/08/2022	149169	Opportunity Secure Data Destruction LLC	Inv# 102323 Community Shred Event 10/8/22	624.00
			Total 1014627 · Community Affairs		624.00
			1014635 · Consulting		
Check	11/08/2022	149147	Fox Virtual Tours	Inv# 407 Google Virtual Tour of Senior Center	395.00
			Total 1014635 · Consulting		395.00
			1014691 · Health Insurance		
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	571.64
			Total 1014691 · Health Insurance		571.64
			1014692 · Dental, Vision & Life Insurance		
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	94.82
			Total 1014692 · Dental, Vision & Life Insurance		94.82
			1014693 · Unemployment		
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	586.98
			Total 1014693 · Unemployment		586.98
			Total 101CMA · Community Relations		2,308.45
			Total 101CVA · Community Affairs		2,308.45
			101ES · ES - Expenditures		
			1014802 · Equipment		
Check	11/08/2022	149175	Rush Truck Centers	Inv# 3029737928 Disposable Gloves for ATES	224.88
Check	11/08/2022	149187	W.S. Darley & Co	Inv# 17478558 Emergency Response Scene Light	786.07
			Total 1014802 · Equipment		1,010.95
			1014803 · Uniforms		
Check	11/15/2022	149200	Bartlett Sports	Inv# 6250 Uniform Caps/Polo Shirts (16)	591.00
Check	11/15/2022	149229	Ray O'herron Co., Inc.	Inv# 2231611 Badges (6)	831.29
Check	11/15/2022	149229	Ray O'herron Co., Inc.	Inv# 2231612 Badge Repair	32.00

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Type	Date	Num	Name	Memo	Amount
Total 1014803 · Uniforms					1,454.29
1014807 · Miscellaneous					
Check	11/08/2022	149153	Illinois Emergency Services Mgmt Assoc	Inv# 7144 Annual Membership Dues - M. Crews	65.00
Total 1014807 · Miscellaneous					65.00
1014808 · Education & Training					
Check	11/08/2022	149136	College of DuPage	ID# 1671812 Drone Certification Course George Crews 8/19/22	275.00
Check	11/08/2022	149136	College of DuPage	ID# 0191497 Drone Certification Course Gregory Hoshaw 8/19/22	275.00
Total 1014808 · Education & Training					550.00
1014809 · Pre-Volunteer Screening					
Check	11/15/2022	149225	Physicians Immediate Care	Inv# 4291365 Pre-Employment Physical/Drug Screen	84.00
Total 1014809 · Pre-Volunteer Screening					84.00
1014813 · Vehicle Fuel & Maintenance					
Check	11/08/2022	149146	Emergency Vehicle Service Inc	Inv# 13049B Generator Customization/Installation	3,439.45
Check	11/08/2022	149154	Illinois Tollway	Inv# G121000006552 Tolls July-Sept 2022	116.65
Check	11/08/2022	149159	KO Fleet Maintenance, Inc	Inv# 35351 Valve Extenders 9134	308.76
Check	11/08/2022	149159	KO Fleet Maintenance, Inc	Inv# 35369 Drain Plug/Oil Pan Repair 9134	359.89
Check	11/08/2022	149159	KO Fleet Maintenance, Inc	Inv# 35389 Replace Batteries (4) 9123	1,209.46
Check	11/15/2022	149201	Carol Stream Lawn and Power	Inv# 484880 Generator Maintenance 9122 Subaru	95.48
Check	11/15/2022	149201	Carol Stream Lawn and Power	Inv# 484881 Generator Maintenance 9122 Honda	96.58
Check	11/15/2022	149213	Friendly Ford, Inc	Inv# C89833 Front & Rear Wiper Motor Assembly	1,461.03
Check	11/15/2022	149213	Friendly Ford, Inc	Inv# C89892 Blower Motor Repair	527.65
Check	11/15/2022	149219	Hopkins Ford	Inv# 5061065 Wiper Blades 3131/32	27.96
Total 1014813 · Vehicle Fuel & Maintenance					7,642.91
1014814 · Communications					
Check	11/15/2022	149223	Motorola Solutions Inc	Inv# 6926920221003 Monthly Communication Fee Nov	500.00
Check	11/18/2022	149379	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges Oct	50.03
Total 1014814 · Communications					550.03
1014891 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	983.23
Total 1014891 · Health Insurance					983.23
1014892 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	129.91
Total 1014892 · Dental, Vision & Life Insurance					129.91
1014893 · Unemployment					
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	212.78

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Type	Date	Num	Name	Memo	Amount
Total 1014893 · Unemployment					212.78
Total 101ES · ES - Expenditures					12,683.10
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	11/18/2022	149345	Airido Werwas LLC	Inv# 190-0001-36934 Legal Fees	9,987.50
Check	11/18/2022	149345	Airido Werwas LLC	Inv# 190-0015-36938 Legal Fees	1,434.83
Check	11/18/2022	149345	Airido Werwas LLC	Inv# 190-0005-36935 Legal Fees	4,207.80
Check	11/18/2022	149345	Airido Werwas LLC	Inv# 190-0016-36939 Legal Fees	1,581.00
Check	11/18/2022	149345	Airido Werwas LLC	Inv# 190-0012-36937 Legal Fees	469.00
Check	11/18/2022	149345	Airido Werwas LLC	Inv# 190-0017-36940 Legal Fees	2,072.00
Total 1014502 · Legal Services					19,752.13
Total 101LEA · Legal & Auditing					19,752.13
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	11/08/2022	149131	Bade Supply	Inv# 63784 Can Liners/Soaps/Towels/Toilet paper	587.03
Check	11/15/2022	149199	Bade Supply	Inv# 62189 Can Liners/Soaps/Towels/Toilet paper	768.88
Total 1014205 · Janitorial Supplies					1,355.91
1014209 · Building Contracts					
Check	11/15/2022	149222	Midwest Mechanical	Inv# 112133579 Preventative Maintenance Contract Billing Q3	449.15
Check	11/15/2022	149241	Otis Elevator Company	Inv# F10000037416 One-Time Fuel Impact Surcharge	125.00
Total 1014209 · Building Contracts					574.15
1014214 · Equipment Maintenance - Senior					
Check	11/08/2022	149186	Wood Dale Electrical Const., Inc.	Inv# 439 Street Light Repair 5305 Shotkowski	479.00
Total 1014214 · Equipment Maintenance - Senior					479.00
1014215 · Equipment Maintenance - Astor					
Check	11/18/2022	149369	Kool Technologies, Inc.	Inv# 9243 Freezer Repair	625.32
Check	11/18/2022	149369	Kool Technologies, Inc.	Tax Exempt	-27.30
Total 1014215 · Equipment Maintenance - Astor					598.02
1014217 · Education & Training					
Check	11/08/2022	149155	ISSA	Inv# 859640 Annual Subscription	530.00
Total 1014217 · Education & Training					530.00
1014221 · Cell Phone/Communications					
Check	11/15/2022	149223	Motorola Solutions Inc	Inv# 6926920221003 Monthly Communication Fee Nov	88.00
Check	11/18/2022	149379	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges Oct	252.07
Total 1014221 · Cell Phone/Communications					340.07

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Type	Date	Num	Name	Memo	Amount
1014225 · Grounds/Reserve Maintenance					
Check	11/08/2022	149166	Midwest Groundcovers LLC	Inv# 727975 Plants for Reserve Monarch Waystations	250.40
Total 1014225 · Grounds/Reserve Maintenance					250.40
1014228 · Building Maintenance - Izaac					
Check	11/15/2022	149217	Groot, Inc (54379)	Acct 3107-54379 Inv# 9683869T107 Monthly Charges Nov	199.87
Total 1014228 · Building Maintenance - Izaac					199.87
1014291 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	1,979.93
Total 1014291 · Health Insurance					1,979.93
1014292 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	375.88
Total 1014292 · Dental, Vision & Life Insurance					375.88
1014293 · Unemployment					
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	1,422.70
Total 1014293 · Unemployment					1,422.70
Total 101MAIN · Facilities Maintenance					8,105.93
101THE · Town Hall Expense					
1014403 · Utilities - Town					
Check	11/08/2022	149192	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charge/Supply Services 9/30-10/31	491.23
Total 1014403 · Utilities - Town					491.23
1014405 · Internet Access - Town					
Check	11/08/2022	149191	AT&T 824	Acct# 253810824 Back-up Internet 10/28-11/27	89.99
Total 1014405 · Internet Access - Town					89.99
1014416 · Equipment Rental - Town					
Check	11/18/2022	149372	Leaf (618-010)	Inv# 13931242 Copier Lease	230.43
Check	11/18/2022	149379	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges ES HQ Jet Pack oct	36.01
Total 1014416 · Equipment Rental - Town					266.44
Total 101THE · Town Hall Expense					847.66
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	11/08/2022	149176	Staples	Inv# 3468404646 Webcam	27.39
Check	11/08/2022	149176	Staples	Inv# 3504440704 HR Personnel Folders	73.21
Check	11/08/2022	149176	Staples	Inv# 3520609246 Breakroom Supplies, Shipping Labels	90.16
Check	11/18/2022	149376	Staples	Inv# 3521783453 Chair mat	36.49

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Type	Date	Num	Name	Memo	Amount
Check	11/18/2022	149376	Staples	Inv# 3521098503 Break Room Supplies	39.55
Check	11/18/2022	149376	Staples	Inv# 3521098504 Coffee Supplies	80.70
Total 1014404 · Office Supplies					347.50
1014406 · Printing					
Check	11/18/2022	149371	Kwik Print	Inv# 72211 Business Cards - D. Noyola	45.90
Total 1014406 · Printing					45.90
1014412 · Travel Expenses					
Check	11/08/2022	149152	Imperato, Alexandra M	Mileage Reimbursement Oct	30.25
Check	11/18/2022	149355	Callahan, Suzanna M	Mileage Reimbursement Sept-Nov	45.77
Total 1014412 · Travel Expenses					76.02
1014414 · Memberships, Subs & Publication					
Check	11/18/2022	149366	Bartlett Rotary Club	Inv# 1589 Rotary Dues -J. Barr	195.00
Total 1014414 · Memberships, Subs & Publication					195.00
1014420 · Pre-Employment Charges					
Check	11/18/2022	149378	Verify (XHANOV)	Inv# 1497907 Background Checks	18.00
Total 1014420 · Pre-Employment Charges					18.00
1014530 · Financial Administration					
Check	11/18/2022	149342	Governmental Accounting, Inc	Inv# 59320 Monthly Contract Billing Nov	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014591 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	3,852.87
Total 1014591 · Health Insurance					3,852.87
1014592 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	234.59
Total 1014592 · Dental, Vision & Life Insurance					234.59
1014593 · Unemployment					
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	1,687.57
Total 1014593 · Unemployment					1,687.57
Total 101TOE · Town Office Expense					11,857.45
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	11/18/2022	149368	Image Systems & Business Solutions	Inv# 370062 Copy Charges	10.35

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Type	Date	Num	Name	Memo	Amount
Total 1044405 · Office Supplies					10.35
1044411 · Equipment					
Check	11/08/2022	149168	Noventech, Inc.	Inv# 14562 Computer Equipment	75.00
Check	11/08/2022	149168	Noventech, Inc.	Inv# 16191 Computer Equipment	475.00
Total 1044411 · Equipment					550.00
1044491 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	2,869.64
Total 1044491 · Health Insurance					2,869.64
1044492 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	172.54
Total 1044492 · Dental, Vision & Life Insurance					172.54
1044493 · Unemployment					
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	632.47
Total 1044493 · Unemployment					632.47
Total 104ASR · Assessor's Division					4,235.00
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094617 · Equipment Maintenance					
Check	11/18/2022	149372	Leaf (618-010)	Inv# 13931242 Copier Lease	164.02
Total 1094617 · Equipment Maintenance					164.02
1094623 · Travel					
Check	11/08/2022	149150	Gomez, Karla L	Mileage Reimbursement Oct	56.25
Check	11/08/2022	149194	Amy Sears	Mileage Reimbursement Oct	11.24
Check	11/15/2022	149211	Diaz, Roxanne	Mileage Reimbursement Oct	16.88
Check	11/15/2022	149215	Gomez, Patricia	Mileage Reimbursement Oct	14.04
Check	11/15/2022	149237	Villagomez-Arroyo, Guadalupe	Mileage Reimbursement Oct	8.76
Total 1094623 · Travel					107.17
1094624 · Client Mgmt Software					
Check	11/08/2022	149195	Kenneth Young Center	Inv# T012484 CIS Software Nov 2022	300.00
Total 1094624 · Client Mgmt Software					300.00
1094691 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	3,920.42
Total 1094691 · Health Insurance					3,920.42
1094692 · Dental, Vision & Life Insurance					

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Type	Date	Num	Name	Memo	Amount
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	551.53
			Total 1094692 · Dental, Vision & Life Insurance		551.53
			1094693 · Unemployment		
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	3,375.15
			Total 1094693 · Unemployment		3,375.15
			Total 109ADM · Administration & Clinical		8,418.29
			109OUT · Outreach & Prevention		
			1094644 · Travel		
Check	11/08/2022	149126	Konzal, Tessa	Mileage Reimbursement - Oct	131.25
Check	11/08/2022	149127	Trujillo, Gisel	Mileage Reimbursement - Aug	55.63
Check	11/08/2022	149127	Trujillo, Gisel	Mileage Reimbursement - Sept	71.88
Check	11/08/2022	149127	Trujillo, Gisel	Mileage Reimbursement - Oct	119.38
Check	11/08/2022	149163	Danielle Litz (v)	Mileage Reimbursement Oct	118.75
Check	11/08/2022	149165	McSheffrey, Ryan K	Mileage Reimbursement - Oct	90.63
			Total 1094644 · Travel		587.52
			1094651 · Cellphones		
Check	11/18/2022	149379	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges Oct	196.60
			Total 1094651 · Cellphones		196.60
			1094791 · Health Insurance		
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	3,841.42
			Total 1094791 · Health Insurance		3,841.42
			1094792 · Dental, Vision & Life Insurance		
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	417.15
			Total 1094792 · Dental, Vision & Life Insurance		417.15
			1094793 · Unemployment		
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	2,531.36
			Total 1094793 · Unemployment		2,531.36
			Total 109OUT · Outreach & Prevention		7,574.05
			Total 109YFS · Youth & Family Services		15,992.34
			Total 1014 · Town Fund - Expenditures		79,434.15
			1104 · Aging Services - Expenditures		
			1104ADM · Administration		
			1104524 · Utilities		
Check	11/08/2022	149138	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 9/30-10/31	2,621.69

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Type	Date	Num	Name	Memo	Amount
Check	11/15/2022	149236	Village of Bartlett	Acct# 62447 Bill# 388525 Water/Sewer Sr Ctr	510.64
Total 1104524 · Utilities					3,132.33
1104525 · Telephone & High Speed Internet					
Check	11/18/2022	149379	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges Oct	60.78
Total 1104525 · Telephone & High Speed Internet					60.78
1104527 · Equipment					
Check	11/08/2022	149173	Quench USA, Inc.	Inv# 4477926 Water Cooler Rental Nov-Jan	187.38
Check	11/15/2022	149197	Accurate Office Supply Co	Inv# 581206 Pens, Markers	49.98
Check	11/15/2022	149226	Pitney Bowes Global Financial Services	Inv# 3105782666 Postage Machine Quarterly Lease 9/4-12/3	373.32
Check	11/18/2022	149373	Leaf (618-008)	Inv# 13907905 Copier Lease Lower Level	60.00
Total 1104527 · Equipment					670.68
1104528 · Office Supplies					
Check	11/08/2022	149129	Accurate Office Supply Co	Inv# 580285 Bus Pass Laminating Sheets	28.68
Total 1104528 · Office Supplies					28.68
1104533 · Printing					
Check	11/08/2022	149133	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 815175 Copy Charges Oct	38.52
Check	11/08/2022	149143	COTG	Inv# 3989002 Copy Charges 9/25-10/24	69.36
Total 1104533 · Printing					107.88
1104538 · Community Affairs					
Check	11/08/2022	149185	West Pier Laundry Streamwood	Inv# 3338 Board Meeting Tablecloths	30.75
Total 1104538 · Community Affairs					30.75
1104542 · Senior Home Care Pilot Program					
Check	11/15/2022	149221	McKesson Medical Surgical	Inv# 48746859 Disposable Gloves Home Care Supplies	71.27
Check	11/15/2022	149239	Watson-Goddard, Karen	Home Care Visit Mileage Reimbursement 10/4-10/14	27.38
Check	11/15/2022	149239	Watson-Goddard, Karen	Home Care Visit Mileage Reimbursement 10/18-10/28	34.81
Total 1104542 · Senior Home Care Pilot Program					133.46
1104591 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	3,898.59
Total 1104591 · Health Insurance					3,898.59
1104592 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	185.62
Total 1104592 · Dental, Vision & Life Insurance					185.62
1104593 · Unemployment					

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Type	Date	Num	Name	Memo	Amount
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	421.89
Total 1104593 · Unemployment					421.89
Total 1104ADM · Administration					8,670.66
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	11/08/2022	149148	Get Fresh Produce, Inc	Congregate Food	908.30
Check	11/15/2022	149214	Get Fresh Produce, Inc	Congregate Food	587.51
Check	11/15/2022	149216	Gordon Food Service	Congregate Food	1,615.80
Check	11/15/2022	149240	Gordon Food Service	Congregate Food	1,925.47
Check	11/18/2022	149361	Perri {1}, Marilyn	Congregate Food	4.02
Total 1105551 · Congregate Food					5,041.10
1105553 · Congregate Supplies					
Check	11/08/2022	149148	Get Fresh Produce, Inc	Congregate Supplies	183.26
Check	11/08/2022	149185	West Pier Laundry Streamwood	Inv# 3340 Laundry Service Dish Towels	17.80
Check	11/15/2022	149214	Get Fresh Produce, Inc	Congregate Supplies	94.60
Check	11/15/2022	149216	Gordon Food Service	Congregate Supplies	123.88
Check	11/15/2022	149240	Gordon Food Service	Congregate Supplies	378.08
Total 1105553 · Congregate Supplies					797.62
1105558 · Home Delivered Meals Food					
Check	11/08/2022	149148	Get Fresh Produce, Inc	HDM Food	908.27
Check	11/15/2022	149214	Get Fresh Produce, Inc	HDM Food	587.48
Check	11/15/2022	149216	Gordon Food Service	HDM Food	1,615.80
Check	11/15/2022	149227	Pur Foods LLC dba Mom's Meals	Inv# MM10312022-HT Special Dietary Meals (580) Aug	4,152.20
Check	11/15/2022	149240	Gordon Food Service	HDM Food	1,925.48
Check	11/18/2022	149361	Perri {1}, Marilyn	HDM Food	4.02
Total 1105558 · Home Delivered Meals Food					9,193.25
1105560 · Home Delivered Meals Supplies					
Check	11/08/2022	149148	Get Fresh Produce, Inc	HDM Supplies	183.24
Check	11/08/2022	149185	West Pier Laundry Streamwood	Inv# 3340 Laundry Service Dish Towels	17.80
Check	11/15/2022	149214	Get Fresh Produce, Inc	HDM Supplies	94.60
Check	11/15/2022	149216	Gordon Food Service	HDM Supplies	123.87
Check	11/15/2022	149240	Gordon Food Service	HDM Supplies	378.06
Total 1105560 · Home Delivered Meals Supplies					797.57
1105792 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	44.52
Total 1105792 · Dental, Vision & Life Insurance					44.52
1105793 · Unemployment					

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Type	Date	Num	Name	Memo	Amount
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	1,053.63
Total 1105793 · Unemployment					1,053.63
Total 1104NUT · Nutrition					16,927.69
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	11/08/2022	149149	Giuseppa Crisopulli	In the Kitchen Program Supplies 10/26	101.09
Check	11/08/2022	149149	Giuseppa Crisopulli	In the Kitchen Program Supplies 11/02	51.97
Check	11/08/2022	149149	Giuseppa Crisopulli	In the Kitchen Program Instruction Jan-Feb	400.00
Check	11/15/2022	149197	Accurate Office Supply Co	Inv# 581206 Cups, Coffee Filters, Tea	162.13
Check	11/15/2022	149202	Cesar Grimaldo	Inv# 6259 French/Spanish Instruction Jan/Feb 2023	450.00
Check	11/15/2022	149209	Dance Alternatives, Inc. (Janet Kruse)	Inv# HT01022023 Line Dance Classes Jan/Feb	360.00
Check	11/15/2022	149210	Denise Laurin-Donatelle	Senior Presentation - Counterculture Art 2/4/23	100.00
Check	11/15/2022	149234	Very Smart People LLC	Instruction for Cut the Cable Cord Program 1/25/23	200.00
Check	11/15/2022	149235	Very Smart People LLC	Instruction for Be Safe Online Program 2/15/23	200.00
Check	11/18/2022	149351	Giuseppa Crisopulli	In the Kitchen Program Supplies 11/16	72.00
Check	11/18/2022	149357	Cambra, Tommasina J	Aging Services Holiday Party Supplies	31.75
Check	11/18/2022	149358	Cynthia Sutherland	Tai Chi Instructor Jan/Feb 2023	280.00
Check	11/18/2022	149359	Hedy Duggan	Inv# 111 Ageless Grace Fitness Class Jan-Feb 2023	675.00
Check	11/18/2022	149360	Constance Martin	Senior Presentation - Pre Civil War Quilts	307.40
Check	11/18/2022	149363	Bestway Charter Transportation Inc	Motorcoach Milwaukee Tour	1,155.00
Check	11/18/2022	149364	KBC Tour Company	Milwaukee Tour Transportation	1,650.00
Check	11/18/2022	149365	Naomi Walters-Lenoci	Lunch Bunch Supplies	21.69
Total 1104515 · Programming					6,218.03
1104520 · Volunteer Services					
Check	11/08/2022	149145	Edward Baus	Home Delivered Meals Mileage Reimbursement Oct	20.50
Check	11/08/2022	149156	Jason Lemonides	Home Delivered Meals Mileage Reimbursement Oct	39.50
Check	11/08/2022	149162	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement Oct	53.75
Check	11/08/2022	149164	Marlies Bellos	Home Delivered Meals Mileage Reimbursement Sept-Oct	88.19
Check	11/08/2022	149171	Phil Roth	Home Delivered Meals Mileage Reimbursement Oct	45.63
Check	11/08/2022	149174	Robert Martin	Home Delivered Meals Mileage Reimbursement Sept-Oct	113.13
Check	11/08/2022	149184	Wayne Ruttenburg	Home Delivered Meals Mileage Reimbursement Oct	60.63
Check	11/08/2022	149188	Alan Lenoci	Home Delivered Meals Mileage Reimbursement 9/26-10/31	104.31
Check	11/08/2022	149189	James Mattson	Home Delivered Meals Mileage Reimbursement Oct	111.88
Check	11/08/2022	149190	Mary Wojtczak	Home Delivered Meals Mileage Reimbursement Oct	40.06
Check	11/15/2022	149212	Edward Biesiadecki	Home Delivered Meals Mileage Reimbursement Jul-Nov	74.80
Check	11/15/2022	149224	Pat Zickler	Home Delivered Meals Mileage Reimbursement Oct-Nov	117.20
Check	11/15/2022	149233	Verify (XHTSSE)	Inv# 1497916 Background Checks Oct	106.00
Check	11/18/2022	149352	Charles Valerio	Home Delivered Meals Mileage Reimbursement November	24.38
Check	11/18/2022	149356	Lawrence Boquist	Home Delivered Meals Mileage Reimbursement Sept-Nov	59.04
Total 1104520 · Volunteer Services					1,059.00
1104532 · Visual Arts					
Check	11/08/2022	149132	Blick Art Materials	Inv# 9470992 Glaze and Bisqueware	49.98
Check	11/15/2022	149218	Hobby Lobby	Inv# 115391234 Brushes, Lights, Paint, Art Supplies	47.11

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Type	Date	Num	Name	Memo	Amount
Check	11/18/2022	149353	Krall, Marianne	Art Class Paper Towels	20.20
Check	11/18/2022	149361	Perri {1}, Marilyn	Art Class Paper Towels	20.41
Total 1104532 · Visual Arts					137.70
1104545 · Program Staff Travel					
Check	11/18/2022	149353	Krall, Marianne	Mileage Reimbursement	24.36
Check	11/18/2022	149361	Perri {1}, Marilyn	Mileage Reimbursement	46.78
Check	11/18/2022	149362	Kay, Linda	Mileage Reimbursement Sept-Nov	35.31
Total 1104545 · Program Staff Travel					106.45
1104891 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	3,051.51
Total 1104891 · Health Insurance					3,051.51
1104892 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	323.63
Total 1104892 · Dental, Vision & Life Insurance					323.63
1104893 · Unemployment					
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	1,502.67
Total 1104893 · Unemployment					1,502.67
Total 1104PRO · Enrichment Programs					12,398.99
1104SOC · Social Services					
1104519 · Senior Assistance					
Check	11/15/2022	149231	Squire Village	Water/Rent Assistance	200.00
Total 1104519 · Senior Assistance					200.00
1104991 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	1,245.15
Total 1104991 · Health Insurance					1,245.15
1104992 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	123.55
Total 1104992 · Dental, Vision & Life Insurance					123.55
1104993 · Unemployment					
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	1,053.63
Total 1104993 · Unemployment					1,053.63
Total 1104SOC · Social Services					2,622.33

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Type	Date	Num	Name	Memo	Amount
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	11/08/2022	149158	Kammes Auto & Truck Repair, Inc.	Inv# 139181 High Beam Bulbs/Brakes/Tires (4)/Tie Rod	2,578.87
Check	11/08/2022	149158	Kammes Auto & Truck Repair, Inc.	Inv# 139334 State Inspections	80.00
Check	11/08/2022	149158	Kammes Auto & Truck Repair, Inc.	Inv# 138662 Light Harness Maintenance	209.05
Check	11/08/2022	149179	Ultimate Spray-N-Wash Inc	Inv# 38717 Vehicle Washes	400.00
Check	11/08/2022	149180	Valvoline	Inv# 47893 Headlight Replacement	29.74
Check	11/18/2022	149370	Kammes Auto & Truck Repair, Inc.	Inv# 139362 Brake Repairs	545.99
Check	11/18/2022	149377	Ultimate Spray-N-Wash Inc	Inv# 38864 Vehicle Washes	250.00
Total 1104518 · Vehicle Maintenance					4,093.65
1104550 · Telephone					
Check	11/08/2022	149182	Verizon Wireless	Inv# 9918501152 Monthly Charges 10/19-11/18	444.84
Total 1104550 · Telephone					444.84
1104691 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	3,487.00
Total 1104691 · Health Insurance					3,487.00
1104692 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	604.80
Total 1104692 · Dental, Vision & Life Insurance					604.80
1104693 · Unemployment					
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	1,896.69
Total 1104693 · Unemployment					1,896.69
Total 1104TRN · Transportation					10,526.98
Total 1104 · Aging Services - Expenditures					51,146.65
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	11/08/2022	149176	Staples	Inv# 3520127981 Toner	112.24
Check	11/08/2022	149176	Staples	Inv# 3520609245 Folders	96.32
Check	11/08/2022	149176	Staples	Inv# 3520609247 Coffee	102.02
Check	11/08/2022	149176	Staples	Inv# 3520609248 Privacy Sign In Sheet	91.98
Check	11/08/2022	149176	Staples	Inv# 3520609249 Toner	114.89
Check	11/08/2022	149176	Staples	Inv# 3521098502 Copy Paper	88.98
Check	11/15/2022	149232	Staples	Inv# 3521783452 Toner	87.78
Check	11/15/2022	149232	Staples	Inv# 3521783454 Toner	87.78
Total 2024202 · Office Supplies					781.99
2024204 · Equipment					

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Type	Date	Num	Name	Memo	Amount
Check	11/15/2022	149238	Waterlogic	Inv# 1868038 Water Machine Rental 11/4-12/3	44.38
Check	11/18/2022	149372	Leaf (618-010)	Inv# 13931242 Copier Lease	164.02
Total 2024204 · Equipment					208.40
2024205 · Travel & Training					
Check	11/18/2022	149354	Imperato, Mary Jo	TOI Conference Mileage Reimbursement	242.50
Total 2024205 · Travel & Training					242.50
2024210 · Printing					
Check	11/08/2022	149161	Kwik Print	Inv# 72062 Business Cards	91.80
Total 2024210 · Printing					91.80
2024507 · Professional Services					
Check	11/08/2022	149181	Verify (XHANGA)	Inv# 1497906 Background Checks Oct	54.00
Total 2024507 · Professional Services					54.00
2024510 · Miscellaneous					
Check	11/15/2022	149196	A1 Trophies & Awards	Inv# 17650 ITAGACW Plaques	367.00
Total 2024510 · Miscellaneous					367.00
2024591 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	1,245.15
Total 2024591 · Health Insurance					1,245.15
2024592 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	130.04
Total 2024592 · Dental, Vision & Life Insurance					130.04
2024593 · Unemployment					
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	632.47
Total 2024593 · Unemployment					632.47
Total 2024ADM · Administration					3,753.35
2024HOM · Home Relief					
2024102 · Rent					
Check	11/01/2022	6188	Providence Bank & Trust	November 2022 Rent	120.16
Check	11/01/2022	6189	Shellpoint	November 2022 Rent	497.54
Check	11/01/2022	6190	3A's Property	November 2022 Rent	975.00
Check	11/01/2022	6191	Michelle Breen	November 2022 Rent	650.00
Check	11/01/2022	6192	Evergreen PM, LLC	November 2022 Rent	975.00
Check	11/01/2022	6193	Spring Lakes Estates	November 2022 Rent	660.00
Check	11/01/2022	6194	Spring Lakes Estates	November 2022 Rent	740.00
Check	11/01/2022	6195	LoanCare	November 2022 Rent	975.00

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Type	Date	Num	Name	Memo	Amount
Check	11/01/2022	6197	Larry Bennett	November 2022 Rent	500.00
Check	11/01/2022	6198	Daniel & Elizabeth Bos	November 2022 Rent	975.00
Total 2024102 · Rent					7,067.70
2024103 · Utilities					
Check	11/01/2022	6199	Com Ed GA Home Relief	Utilities Assistance	20.46
Check	11/01/2022	6200	NICOR GA Home Relief	Utilities Assistance	13.12
Check	11/01/2022	6201	NICOR GA Home Relief	Utilities Assistance	2.94
Check	11/01/2022	6202	Com Ed GA Home Relief	Utilities Assistance	49.24
Total 2024103 · Utilities					85.76
2024105 · Personal Essentials					
Check	11/01/2022	6186	Walmart	Personal Essentials	750.00
Total 2024105 · Personal Essentials					750.00
2024106 · Travel Expenses					
Check	11/01/2022	6187	BP Gas Station	Fuel Assistance Cards	125.00
Check	11/01/2022	6196	State Farm Salah, Neal	Auto Insurance Assistance	24.98
Total 2024106 · Travel Expenses					149.98
2024119 · Emergency Assistance					
Check	11/04/2022	6203	Spring Lakes Estates	Emergency Assistance	1,975.00
Check	11/04/2022	6204	Village of Streamwood	Emergency Assistance	206.54
Check	11/04/2022	6205	Pujara Investments	Emergency Assistance	980.00
Total 2024119 · Emergency Assistance					3,161.54
Total 2024HOM · Home Relief					11,214.98
202PAN · Pantry					
1014161 · Utilities					
Check	11/08/2022	149139	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges 10/3-11/1	371.32
Check	11/08/2022	149183	Village of Hanover Park	Acct 3940-001 Water/Sewer 10/26	52.76
Total 1014161 · Utilities					424.08
1014191 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	1,200.44
Total 1014191 · Health Insurance					1,200.44
1014192 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	116.79
Total 1014192 · Dental, Vision & Life Insurance					116.79
1014193 · Unemployment					

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Type	Date	Num	Name	Memo	Amount
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	210.58
Total 1014193 · Unemployment					210.58
Total 202PAN · Pantry					1,951.89
Total 2024 · Human Services - Expenditures					16,920.22
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	11/18/2022	149345	Airdo Werwas LLC	Inv# 190-0007-36936 Legal Fees	8,279.60
Total 3034701 · Legal					8,279.60
3034711 · Utilities					
Check	11/08/2022	149141	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges/Supply Services 9/30-10/31	102.04
Check	11/08/2022	149193	Com Ed 039	Acct# 7826007039 Monthly Charges 9/30-11/3	95.75
Check	11/15/2022	149204	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges 10/6-11/4	18.74
Total 3034711 · Utilities					216.53
3034791 · Health Insurance					
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	1,143.28
Total 3034791 · Health Insurance					1,143.28
3034792 · Dental, Vision & Life Insurance					
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	94.82
Total 3034792 · Dental, Vision & Life Insurance					94.82
3034793 · Unemployment					
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	1,540.83
Total 3034793 · Unemployment					1,540.83
Total 3034ADM · Administration					11,275.06
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	11/08/2022	149144	DTN, LLC	Inv# 6205159 Annual Weather Forecasting	3,144.00
Check	11/15/2022	149220	Industrial Systems Ltd.	Inv# 24084 Chemical for Douglas Rd Sprayer	655.80
Check	11/15/2022	149223	Motorola Solutions Inc	Inv# 6926920221003 Monthly Communication Fee Nov	88.00
Check	11/15/2022	149230	Russo Power Equipment	Inv# SPI20003338 Herbicide Applicator Wand	29.92
Check	11/18/2022	149375	O'Reilly Auto Parts	Inv# 3421-345437 Windshield Wipers (10)	149.90
Check	11/18/2022	149375	O'Reilly Auto Parts	Inv# 3421-345439 Tow Strap	34.99
Total 3034602 · Operating Supplies & Materials					4,102.61
3034606 · Engineering					

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Type	Date	Num	Name	Memo	Amount
Check	11/15/2022	149243	Thomas Engineering Group LLC	Inv# 1 - 2023 Roadway Resurfacing Project Oct	4,237.87
Total 3034606 · Engineering					4,237.87
3034607 · Contract Work					
Check	11/15/2022	149198	Advantage Plumbing & Sewer Co	Inv# 28892924 West Dale Culvert Jetting	1,200.00
Check	11/15/2022	149244	Thomas Engineering Group LLC	Inv# 5949 Berner Drive Roadway Project - Final Pay	78,678.76
Total 3034607 · Contract Work					79,878.76
3034610 · Street Lighting					
Check	11/08/2022	149140	Com Ed 076	Acct# 7742763076 Monthly Charges 9/30-10/31	49.95
Check	11/15/2022	149206	Com Ed 051	Acct# 5619024051 Monthly Charges 9/27-10/26	21.26
Total 3034610 · Street Lighting					71.21
3034614 · Signs, Stripping & Tree Removal					
Check	11/08/2022	149178	Traffic Control & Protection Inc	Inv# 113062 Speed Limit Sign Sherwood Oaks	40.00
Check	11/15/2022	149228	Quality Roque's Inc	Tree Removal Nottingham	1,800.00
Check	11/15/2022	149228	Quality Roque's Inc	Tree Removal Bridlewood (2)	1,700.00
Total 3034614 · Signs, Stripping & Tree Removal					3,540.00
Total 3034ROD · Road Maintenance					91,830.45
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	11/15/2022	149208	Central Parts Warehouse	Inv# 685934A Plow Cutting Edge	1,567.50
Total 3034609 · Maintenance Vehicles & Equip					1,567.50
Total 303EQM · Equipment					1,567.50
Total 3034 · Road Maintenance - Expenditures					104,673.01
4045 · Comm/SR Citizens Svcs - Expense					
4045105 · Soda/Snack Vending					
Check	11/15/2022	149207	Conway, Megan A	Vending Machine Supplies	41.00
Total 4045105 · Soda/Snack Vending					41.00
Total 4045 · Comm/SR Citizens Svcs - Expense					41.00
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054539 · Dues					
Check	11/08/2022	149130	ACMHAI	Inv# 1157 Annual Membership Dues	3,611.68
Total 5054539 · Dues					3,611.68
5054591 · Health Insurance					

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November 1 - 21, 2022

Type	Date	Num	Name	Memo	Amount
Check	11/18/2022	149344	United Healthcare	Monthly Medical Premiums	1,726.36
			Total 5054591 · Health Insurance		1,726.36
			5054592 · Dental, Vision & Life Insurance		
Check	11/18/2022	149367	Euclid Managers	Acct 5641581 Monthly Premium	175.62
			Total 5054592 · Dental, Vision & Life Insurance		175.62
			5054593 · Unemployment		
Check	11/18/2022	149343	Illinois Counties Risk Management Trust	Inv# 30294 Unemployment Premium	256.81
			Total 5054593 · Unemployment		256.81
			Total 5054ADM · Administration		5,770.47
			5054COM · HT Community Resource Center		
			5054210 · Utilities		
Check	11/15/2022	149205	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges 10/5-11/3	154.30
Check	11/18/2022	149346	Comcast (823 MHB)	Acct 8771 10 084 0485823 Monthly Cable/Internet 11/2-12/1	256.97
Check	11/18/2022	149347	Village of Streamwood Water Billing Dept.	Acct# 105006200-1000053 Monthly Water/Sewer 10/11	74.69
Check	11/18/2022	149348	Groot, Inc (114943)	Acct# 3107-114943 Monthly Charges Nov 2022	174.35
			Total 5054210 · Utilities		660.31
			5054213 · Janitorial		
Check	11/18/2022	149349	JaniKing	Inv# CHC11220219 Monthly Janitorial Service - Nov	414.00
			Total 5054213 · Janitorial		414.00
			5054250 · Building Maintenance		
Check	11/08/2022	149134	Chicago Metro Fire Prevention	Inv# 5054250 Test and Inspection	150.00
Check	11/08/2022	149157	Johnson Controls Security Solutions	Inv# 37985622 Security Monitoring YFS Nov-Jan	219.00
			Total 5054250 · Building Maintenance		369.00
			5054286 · Agency Support Services		
Check	11/08/2022	149172	Quench USA, Inc.	Inv# 44758350 Water Cooler Rental Nov	55.00
			Total 5054286 · Agency Support Services		55.00
			Total 5054COM · HT Community Resource Center		1,498.31
			5054SVC · Service Contracts		
			5054102 · CAC Family Support		
Check	11/08/2022	149135	Childrens Advocacy Ctr of Nwst Co County	Family Support Services Sept	2,478.65
			Total 5054102 · CAC Family Support		2,478.65
			5054123 · Easter Seals		
Check	11/18/2022	149340	Easter Seals DuPage & Fox Valley Region	Medical Rehabilitative Support	6,517.00

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Type	Date	Num	Name	Memo	Amount
			Total 5054123 · Easter Seals		6,517.00
			5054146 · Bridge YFS Crisis Intervention		
Check	11/18/2022	149350	The Bridge Youth & Family Services	Crisis Services Oct 2022	736.54
			Total 5054146 · Bridge YFS Crisis Intervention		736.54
			5054200 · Kenneth Young Center - SASS		
Check	11/18/2022	149339	Kenneth Young Center	Awarded Funds Service Invoice	10,000.00
			Total 5054200 · Kenneth Young Center - SASS		10,000.00
			5054204 · Easter Seals Family Support		
Check	11/18/2022	149340	Easter Seals DuPage & Fox Valley Region	Awarded Funds Service invoice	577.30
			Total 5054204 · Easter Seals Family Support		577.30
			5054225 · Community Alternatives Unlimite		
Check	11/08/2022	149142	Community Alternatives Unlimited	Community Access Services FY23 Q3	2,625.00
			Total 5054225 · Community Alternatives Unlimite		2,625.00
			Total 5054SVC · Service Contracts		22,934.49
			Total 5054 · Mental Health - Expenditures		30,203.27
			7004 · Vehicle Replcmnt - Expenditures		
			7004540 · Bus Purchase		
Check	11/08/2022	149170	Pace	Inv# 612197 Bus Lease	100.00
Check	11/08/2022	149170	Pace	Inv# 612205 Bus Lease	100.00
			Total 7004540 · Bus Purchase		200.00
			Total 7004 · Vehicle Replcmnt - Expenditures		200.00
			8084 · Capital Projects - Expenditures		
			8084414 · Emergency Services Station		
Check	11/15/2022	149242	FGM Architects	Inv# 21-3142.01-9 ESHQ Architect Fees Sept	3,216.26
Check	11/15/2022	149245	Thomas Engineering Group LLC	Inv# 4 Wm Tiknis Campus Expansion Phase III	29,561.00
			Total 8084414 · Emergency Services Station		32,777.26
			8084425 · Building & Perm Improvements		
Check	11/18/2022	149341	Signarama	Inv# 6684 Township Electronic Marquee - Balance Due	12,360.23
Check	11/18/2022	149374	Nicor 35	Acct# 35-37-68-1932 8 Disconnect Service	1,585.07
			Total 8084425 · Building & Perm Improvements		13,945.30
			Total 8084 · Capital Projects - Expenditures		46,722.56
TOTAL					329,340.86

- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Essick, Noyola, and Martinez, and Supervisor McGuire. Absent: Trustee Beattie

Others present were Assessor Khaja Moinuddin, Facilities and Road Maintenance Director Caleb Hanson, Aging Services Director Megan Conway, Community Health Director Kristen Smith, Emergency Services Director Mike Crews, Youth and Family Services Director Tina Houdek, Human Services Director Mary Jo Imperato, Facilities and Road Maintenance Director Caleb Hansen, Administrator James Barr, Assistant Administrator Kristin Vana, Administrative Assistant Hailey Matich, and Attorney Mike Airdo. Also present were management intern Mohammed Yahya, representatives from Empire Construction, Thomas Engineering, Village of Streamwood Trustee Mike Baumer, and one Streamwood High School Civics class student.
- II. Supervisor McGuire invited everyone to stand and join in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. Hearing none, Mr. McGuire closed the Town Hall.
- IV. Presentations: Emergency Services Station Construction Update: The representatives from Empire Construction came forward to give an update on the construction project of the Emergency Services station next door. They outlined the timetable, but then discussed the challenges there are having with the project – lack of employees, permitting, and concrete shortages. With regard to the concrete, they suggested that the Township consider asphalt at an additional cost. 80% of the concrete would be poured after Thanksgiving, they reported, and concrete pouring would be done by January. Mr. Airdo stated that the Contract Terms will govern the terms of the project. All provisions in the contract would be held to and the Board will not be changing any dates.
- V. Reports
 - A. Supervisor's Report: Supervisor McGuire offered no report.
 - B. Clerk's Report: Clerk Dolan Baumer reminded everyone that voting will take place in the Activity Rooms and Receiving in Veterans Hall on November 8. Hanover Township is offering refreshments (cookies/water), to returning judges.
 - C. Assessor's Report: Moinuddin offered no report.
 - D. Trustees Liaison Committee Reports:
 - D. Department Reports: Reports were submitted with the Board packet for review by the Board, and highlights include Director Kuttentberg reporting that concrete pouring and preliminary framing will occur at Hanover Landing this week. The OSRAD grant funding would be received within the next two weeks. Staff is working on a virtual tour of the food pantry; the Senior Center virtual tour is completed and on the website. \$1,520 toward meal boxes has been donated to the Foundation. The Township Officials of Illinois annual conference would be held on November 13-15, 2022. Asylum seekers donations are sought. Assistant Administrator Vana reported that health insurance renewal with United Health Care would be about 6.9% (pre-negotiation). Unemployment insurance is up 1%. The annual employee recognition luncheon would be held at Moretti's Bartlett on January 10. A new part-time receptionist has been hired. Manager Teachout reported that the Mental Health Board members made a site visit to the Kenneth Young Center, which is

the State Care Coordinator and Support Organization to Hanover Township. She would be participating in a stakeholder's coalition meeting later this month. She also met with the Centro de Informacion this month and discussed their new location. Director Conway reported that 91 meals served by Nutrition Services was the average number in October; that is 23 per day over 2019. November is National Caregivers Month and goodie bags are available for caregivers. Recruitment for a full-time driver and In-Home Care staff member are ongoing. Hanover Township has won Innovative Program of the Year presented by the Illinois township Association of Senior Citizen Services Committees (ITASCSC). She will be on vacation from November 22 and Lisa Perrone will cover her duties. Director Houdek reported that Youth and Family Services' 2022 Hanover Haunts had over 300 participants. Cookies and Cocoa with Santa would be held on December 9 at the Izaak Walton Youth Center. Streamwood Park District/Hanover Township youth programming is expanding due to increased attendance. A teen dance party would be held on November 17 at Park Place. Substance Abuse Prevention has been presented live at assemblies in elementary schools in the Township. Staff would be presenting at two sessions during the TOI Annual Conference. Director Imperato reported that veteran calls have been increasing. She reported that after researching the VetPro software, staff felt it was not cost effective for the volume at this time, and the department would not be pursuing purchase. The Veterans Honor Roll Dinner would be held on November 22 at 6 p.m. at the Senior Center. Over \$300 has been raised in the Walk of Honor fundraiser. Director Imperato has been invited to present on general assistance programming at DuPage. Human Services will be open for services on December 23 and the toy/meal box Christmas distribution would be held on December 24. Director Smith reported that Community Health staff is now assisting people with Open Enrollment through January 15. The department is offering A1C tests and memory screenings this month. The highly contagious flu, COVID-19, and RSV virus season has begun; she urged everyone to get their flu shots and boosters. Director Crews reported that HAZMAT drills are ongoing with the unit. Dive training with Pingree Grove is also ongoing. He is in discussions with the Elgin Fire Department to allow direct dispatch (versus through DuComm) of confirmed, contained fires. Ongoing training is occurring with the Bartlett Police Department and the police department staff from Wayne is interested in talking to Hanover Township for ES service. Director Hanson reported that Facilities and Road Maintenance staff would be installing weight limit and speed limit signs in Sherwood Oaks subdivision in hopes of curbing speeders through that area. In addition, the County Sheriff would be present to enforce speed laws. Final installation of security cameras will be done by next week. The unit would be assisting in the bicycle Christmas gift purchases with Human Services next week. The survey was conducted on Berner Drive regarding the swale for water flow. Administrator Barr reported that the bid notice for the sale of the Resource Center has been posted in the Daily Herald and on the Township website. The Immanuel United Church of Christ has agreed to transfer the Cemetery to Hanover Township; legal is currently working on the agreement. The Board concurred with moving forward with the IUCC Cemetery.

VI. Bill Paying: Mr. Barr presented the bills for payment from October 18, 2022 through October 31, 2022 as follows:

a.	Town	\$52,654.11
b.	Senior Center	27,314.79
c.	General Assistance	5,640.91

d.	Road Maintenance	16,638.96
e.	Senior Citizens Services Comm.	488.02
f.	Mental Health Board	2,052.99
g.	Capital	<u>8,975.00</u>
	Total:	<u>\$113,764.78</u>

Trustee Essick moved and Trustee Noyola seconded the motion to approve payment the bills for the period October 18, 2022 through October 31, 2022 as presented. Roll call: Ayes: Trustees Noyola, Martinez, and Essick, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid

VII. Unfinished Business: No unfinished business was discussed.

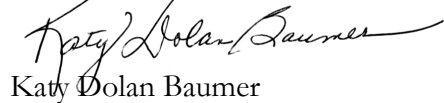
VIII. New Business

- A. Workshop Minutes of October 15, 2022: Clerk Dolan Baumer presented the workshop minutes of October 15, 2022 for review and approval. A motion was made by Trustee Martinez to approve the workshop minutes of October 15, 2022 as presented, with a second by Trustee Essick. Roll call: Ayes: Trustees Essick, Noyola, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- B. Regular Meeting Minutes of October 18, 2022: Clerk Dolan Baumer presented the regular meeting minutes of October 18, 2022 for review and approval. A motion was made by Trustee Noyola to approve the regular meeting minutes of October 18, 2022 as presented, with a second by Trustee Martinez. Roll call: Ayes: Trustees Essick, Noyola, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- C. Executive Session Minutes of October 18, 2022: Clerk Dolan Baumer presented the executive session minutes of October 18, 2022 for review and approval. A motion was made by Trustee Martinez to approve the executive session minutes of October 18, 2022 as presented, with a second by Trustee Noyola. Roll call: Ayes: Trustees Essick, Noyola, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- D. Approval of the 2023 Township Board Meeting Dates: Clerk Dolan Baumer presented the 2023 Township Board Meeting Dates for review and approval by the Board. A motion to approve the Township Board Meeting Dates for 2023 was made by Trustee Essick and seconded by Trustee Martinez. The Board asked Clerk Dolan Baumer to delete the January 3, 2023 proposed meeting, and to confirm the July 6 meeting. Roll call: Ayes: Trustees Essick, Noyola, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- E. Approval of the 2023 Township Holiday Closures: Clerk Dolan Baumer presented the 2023 Township Holiday Closure dates for review and approval by the Board. A motion to approve the 2023 Holiday Closure dates was made by Trustee Martinez and seconded by Trustee Essick. Roll call: Ayes: Trustees Essick, Noyola, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- F. Approval of Demolition Project on Property located at 1169 Robinhood Drive, Elgin, IL: Trustee Martinez moved that the Board approve the demolition project on the property located at 1169 Robinhood Drive, Elgin, IL (Sherwood Oaks Athletic Association property); motion seconded by Trustee Essick. Quotes were requested with two options: Option one was demolition of pool, decking, septic tank, tennis courts, and concrete curbing, using the material as backfill for the pool. Option two included the

demolition of all structures, including pool, decking, equipment building, tennis courts, shed, concrete curbing, septic tank, fencing, and utility poles (using debris to backfill pool and septic tank), and adding non-compactable fill to fill voids. Final grade, topsoil, and seeding would be done thereafter by Facilities and Road Maintenance department. Director Hanson reports that staff recommends the approval of demolition of the property at 1169 Robinhood Drive, Elgin, IL (Sherwood Oaks Athletic Association), Option 2, by F&C Demolition and Construction Corporation for \$21,800.00. Permitting through Cook County, and utility service removal requests would be managed by staff. As a side note, the Board requested information/feasibility of continued use of the existing well; this will require County health inspection, well house construction, new pump, motor, and expansion tank, piping and electrical service. The well work was not included in the quote. Roll call: Ayes: Trustees Essick, Noyola, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.

- IX. Executive Session: No motion was made to go into Executive Session.
- X. Other Business: Reminder that our next Board meeting would be held on November 22.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:39 p.m. was made by Trustee Martinez and seconded by Trustee Noyola followed by a roll call vote. Ayes: Trustees Essick, Noyola, and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer

Clerk

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



RESOLUTION

Declaring November 2022 Family Caregivers Month in Hanover Township

The Hanover Township Board of Trustees does hereby find as follows:

WHEREAS, President Clinton signed the first National Family Caregivers Month Presidential Proclamation in 1997, and every president since has followed suit by issuing an annual proclamation recognizing and honoring family caregivers in November; and

WHEREAS, More than 1 in 5 adults, a total of 53 million adult Americans, serve as unpaid family caregivers, according to the National Alliance for Caregiving; and

WHEREAS, Caregivers work long days and spend countless hours running errands, coordinating and transporting family members to medical appointments, preparing meals, assisting with activities of daily living, and offering companionship; and

WHEREAS, the Township is committed to supporting the physical, cognitive, and mental health of older adults and their caregivers through an in-home care program, educational presentations, mental health supports like stress relief kits, and virtual and in-person monthly support meetings; and

WHEREAS, the Township believes caregiver support is crucial to the well-being and health of all people as they age and offers a variety of support groups, enrichment opportunities, and engagement programs to connect caregivers.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Hanover Township Board of Trustees, Cook County, Illinois, that the month of November is declared Family Caregivers Month in Hanover Township.

Dated: November 22, 2022

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

Trustee Alisa "Lee" Beattie

Supervisor Brian P. McGuire

Trustee Craig Essick

Clerk Katy Dolan Baumer

Trustee Eugene N. Martinez

Trustee Denise Noyola

*Seal of
Hanover
Township*

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A MUTUAL AID AGREEMENT BETWEEN
THE HAMPSHIRE FIRE PROTECTION DISTRICT AND HANOVER TOWNSHIP**

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

SECTION ONE: APPROVAL. The Mutual Aid Agreement (the “Agreement”) between the Hampshire Fire Protection District, Illinois (the “District”) and Hanover Township, Illinois (the “Township”), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: AUTHORIZATION. The Township Supervisor and the Township Clerk of Hanover Township are 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 or 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: November 22, 2022

APPROVED: November 22, 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 November 22, 2022, and approved on November 22, 2022, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

**MUTUAL AID AGREEMENT
BETWEEN THE HAMPSHIRE FIRE PROTECTION DISTRICT POLICE
DEPARTMENT AND
THE HANOVER TOWNSHIP EMERGENCY SERVICES DEPARTMENT**

This Agreement (hereinafter, the "Agreement") is hereby made and entered into by and between the Hampshire Fire Protection District, Illinois (hereinafter, the "Village") and Hanover Township, Illinois (hereinafter, the "Township") (collectively, the "Parties"). In consideration of the mutual promises and covenants contained herein, the adequacy and sufficiency of which is hereby acknowledged, the Parties hereby agree, as follows:

1. Definitions. For the purpose of this Agreement, the following terms shall have the meaning set forth in this Paragraph 1.

- a. "Department" shall mean the Hampshire Fire Protection District Police Department, or the Hanover Township Emergency Services Department, respectively.
- b. "Department Head" shall mean the Chief of the Hampshire Fire Protection District or his/her designee(s), or the Director of Emergency Services of Hanover Township Director or his/her designee(s), respectively.
- c. "Requesting Department" shall mean a Department which requests assistance pursuant to this Agreement.
- d. "Aiding Department" shall mean a Department providing equipment, personnel, and/or services to a Requesting Department pursuant to this Agreement.
- e. "Emergency" shall mean an occurrence or condition which results in a situation of such magnitude and/or consequence, that it cannot be adequately handled by a Requesting Department, and the Requesting Department determines the necessity and advisability of requesting assistance.
- f. "Equipment" shall mean any equipment owned by the Parties.
- g. "Personnel" shall mean any employees or volunteers of the Parties.

2. Authority to Effect Mutual Aid. The Parties hereby authorize and direct their respective Department Heads to take necessary and proper action to render mutual assistance to, and/or request mutual assistance from, the other Department, in accordance with their respective policies and procedures, as well as all applicable Local, State, and Federal statutes, regulations, and ordinances.

3. Requests for Mutual Aid. Whenever an emergency occurs or conditions are such that the Department Head of a Requesting Department determines it advisable to request assistance pursuant to this Agreement, he or she shall notify the Aiding Department of the nature and location of the emergency, and the type and amount of equipment, personnel, and/or services to be requested from the Aiding Department.

4. Rendering Mutual Aid. If an Aiding Department is willing and able to provide assistance, its Department Head shall inform the Requesting Department about the type of available resources and the approximate arrival time of such assistance. Any assistance rendered by an Aiding Department shall be to the extent of available personnel and equipment, as determined by its Department Head. An Aiding Department is not obligated to respond to a request for assistance pursuant to this Agreement.

5. Jurisdiction over Personnel and Equipment. The personnel of an Aiding Department that are dispatched to provide assistance to a Requesting Department pursuant to this Agreement will report to and serve under the direction and control of the Incident Commander of the Requesting Department and in accordance with the National Incident Management System. Such personnel shall remain employees and/or volunteers of the Aiding Department. An Aiding Department shall, at all times, have the right to withdraw any and all assistance upon the order of its Department Head.

6. Compensation for Aid. Equipment, personnel, and/or services provided pursuant to this Agreement shall be at no charge to the Requesting Department; provided, however, that any expenses recoverable from third-parties shall be equitably distributed among the Parties. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing statutes.

7. Insurance. Each Party shall procure and maintain, at its sole and exclusive expense, insurance coverage, including: comprehensive liability, personal injury, property damage, workers' compensation, and, if applicable, emergency medical service professional liability, with minimum limits of \$1,000,000 auto and \$1,000,000 combined single limits general liability and professional liability. No Party shall have any obligation to provide or extend insurance coverage for any of the items enumerated herein to any other party hereto or its personnel. The obligation of this paragraph 7 may be satisfied by a Party's membership in a self-insured pool, or a self-insured plan or arrangement with an insurance provider approved by the state of Illinois. A Party may require that copies or other evidence of compliance with the provisions of this Section be provided to its Department Head. Upon request, a Party and its Department Head shall provide such evidence, as herein provided, to the other Party to this Agreement. Each Party understands and agrees that any insurance coverage obtained shall in no way limit that Party's responsibility under paragraph 8 of this Agreement to indemnify and hold the other Party harmless from such liability.

8. Indemnification. Each Party agrees to waive all claims against the other Party for any loss, damage, personal injury, or death occurring in consequence of the performance of this Agreement; provided, however, that such claim is not a result of gross negligence or willful misconduct by a Party or its personnel. Each Party requesting assistance pursuant to this Agreement hereby expressly agrees to hold harmless, indemnify, and defend the Party rendering assistance and its employees and/or volunteers from any and all claims, causes of action, demands, liability, damages, losses, expenses (including attorneys fees), or suits in law or in equity which are made by a third party; provided, however, that all employee benefits, wage and disability payments, pensions, workers' compensation claims, damage to or destruction of equipment or clothing, and medical expenses of the Party rendering aid or its employees and/or

volunteers shall be the sole and exclusive responsibility of the Party rendering aid; and provided, further, that such claims made by a third party are not the result of gross negligence or willful misconduct on the part of the Party rendering aid.

9. Non-Liability for Failure to Render Aid. The rendering of assistance under this Agreement shall not be mandatory if local conditions of the Aiding Department prohibit response. No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a Party, or its duly authorized agents and personnel, for failure or refusal to render aid, or for the withdrawal of aid, once provided, pursuant to the terms of this Agreement.

10. Notice of Claim or Suit. Each Party who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect the other Party shall provide prompt and timely notice to the Party who may be affected by the suit or claim. Each Party reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

11. Notices. All notices hereunder shall be in writing and shall be served personally or by registered mail or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to Hanover Township: Director of Emergency Services
 Hanover Township
 250 S. Route 59
 Bartlett, IL 60103

If to the Hampshire Fire Protection District: Chief of Fire
 Hampshire Fire Protection District
 202 Washington Avenue
 Hampshire, IL 60140

12. Governing Law. This Agreement shall be governed, interpreted, and construed in accordance with the law of the state of Illinois.

13. Effective Date. This Agreement shall become effective upon the mutual signature of this Agreement by all Parties.

14. Execution in Counterparts. This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

15. Binding Effect. This Agreement shall be binding upon and inure to the benefit of any successor entity which may assume the obligations of any Party hereto; provided, however, that this Agreement may not be assigned by a Party without prior written consent of the other Party.

16. Term. This Agreement shall be in effect for a term of one (1) year from the Effective Date, as provided in paragraph 13 herein, and shall automatically renew for successive one (1) year terms, unless terminated in accordance with this paragraph. Either Party may terminate its

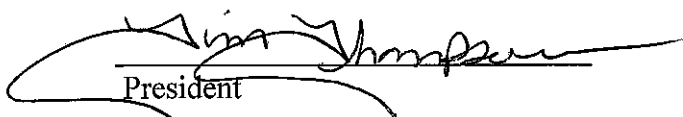
participation in this Agreement at any time by giving the other Party at least sixty (60) days advanced written notice of the specified date of termination.

17. Amendments. Any amendments to this Agreement must be in writing and executed by both Parties.

18. Severability. The invalidity of any provision of this Agreement shall not render invalid any other provision. If for any reason, any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable and this Agreement may be enforced with that provision severed or modified by court order.

IN WITNESS WHEREOF, the Parties have approved the execution of this Agreement by their respective officers on the dates set forth below:

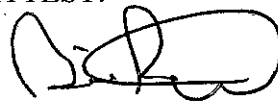
HAMPSHIRE FIRE PROTECTION DISTRICT



President

Date: 11-9-2022

ATTEST:



~~Clerk~~ Secretary

HANOVER TOWNSHIP

Brian P. McGuire, Supervisor

Date: _____

ATTEST:

Katy Dolan Baumer, Clerk

ORDINANCE NO. _____

**AN ORDINANCE
AMENDING THE HANOVER TOWNSHIP PURCHASING POLICY**

WHEREAS, on August 18, 2009, the Supervisor and Board of Trustees of Hanover Township (collectively, the "Township Board") adopted Hanover Township Ordinance No. 081809 (the "Ordinance") to provide guidelines and directions for the acquisition of goods and services by Township employees in an efficient and economical manner; and

WHEREAS, the Township Board has reviewed the Ordinance and deems it necessary and appropriate to amend the same, *inter alia*, to increase the purchasing authority of the Township Administrator and Department Heads and streamline pricing requirements to conform with changes in applicable statutes, technology, and preferred practices; and

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

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

SECTION TWO: ADOPTION. The amended Purchasing Policy, a copy of which is attached hereto and incorporated into the body of this Resolution as though fully set forth herein, is hereby adopted and approved.

SECTION THREE: SEVERABILITY. If any section, paragraph, or provision of this Ordinance 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 Ordinance.

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 Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: November 22, 2022

APPROVED: November 22, 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 Ordinance No. _____, enacted on November 22, 2022, and approved on November 22, 2022, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



PURCHASING POLICY

This Policy Regarding Purchasing of Goods & Services (the “Policy”) is to provide Hanover Township (the “Township”) with guidelines and directions for the acquisition of goods and services. When used with good judgment and common sense, the policies and procedures conveyed herein will allow the Township to obtain required supplies and services efficiently and economically.

I. Statement of Policy

- A. All Township employees and officials engaged in purchasing and related activities on behalf of the Township shall conduct themselves in a manner above reproach in every respect. Township employees and officials shall strive to ensure that public money is spent efficiently and effectively and in accordance with all applicable statutes, regulations, and Township policies.
- B. This Policy is designed to be a document for reference and is intended as a general guideline. Township employees should contact the Township Administrator or Accounting with any further detailed questions about purchasing activities. This Policy may be modified from time-to-time to conform to changes in any applicable law, technology, or preferred practices.

II. General Procedures and Responsibilities

- A. The Township Board of Trustees (the “Township Board”) adopts an annual Budget and Appropriations Ordinance for each Fiscal Year beginning on the 1st day of April and ending on the 31st day of March.
- B. All purchases of goods and services must correspond with a specific line-item in the Township’s approved Budget and Appropriations Ordinance for the then-current Fiscal Year. Such purchases generally should not be made unless sufficient funds remain in the appropriate line-item for that Fiscal Year.
- C. Upon receipt, staff shall distribute vendor invoices to the appropriate Department Head for coding and approval, and the Department Head shall, in turn, send the invoices to Accounting for completion.
- D. Accounting typically prepares a Board Audit Report listing all checks to be approved in advance of each Township Board Meeting. Check Requests are due to Accounting by the end of the day on the Thursday before each Township Board Meeting.
- E. After the Township Board authorizes expenditures, Administration shall mail out the checks to vendors unless the appropriate Department Head requests that the checks be returned directly to the Department Head.

III. Purchasing Authority

- A. Township employees may enter into agreements, make purchases, and otherwise commit to the expenditure of Township funds for goods and services on behalf of the Township; provided, however, that such agreements, purchases, and expenditures must be approved in advance by the appropriate Department Head, the Township Administrator, or the Township Board within the guidelines below.

Dollar Limits	Required Approval
\$1 to \$4,000	Department Head
\$4,001 to \$30,000	Township Administrator
\$30,001 and Above	Township Board

IV. Pricing Requirements

- A. For purchases of goods and services in an amount up to \$30,000.00, Township employees normally must obtain a minimum number of verbal and/or written price quotations within the guidelines below.

Dollar Limits	Requirements
\$2,500 or less	1 or more verbal quotes
\$2,501 to \$20,000	3 or more written quotes
\$20,001 to \$30,000	4 or more written quotes

- B. A formal competitive bidding process shall be undertaken for all purchases of goods and services where required under applicable law. All formal competitive bidding processes shall be coordinated with Administration and the Township Clerk, in consultation with the Township Attorney. The respective Departments are responsible for assisting in the preparation of specifications and bid documents.
- C. Exceptions to the pricing requirements set forth herein may include single source vendors, repetitive purchases, emergency purchases, state or local legal requirements, contractual obligations, professional associations, cooperative purchasing programs, and other circumstances authorized by applicable law.
- D. Township purchases are not subject to sales tax; therefore, employees must inform vendors of the Townships tax exempt status and ensure that sales tax is not paid for purchases made with petty cash or purchasing cards. Employees shall provide vendors with a sales tax exemption form upon request. The sales tax exemption form is uploaded to BambooHR under the "File" tab for staff use.

V. Purchasing Cards

- A. It is the responsibility of holder of a Township purchasing card to be acquainted with this Policy and to make card purchases in accordance with this Policy and the guidelines set forth herein. Administration shall maintain a list of all purchasing cards issued to employees in their personnel files. Employees must return all purchasing cards upon separation of employment with the Township.
- B. **Central Purchasing Card:** The Township Administrator approves all transactions with the Township Purchasing Card. To use the Township Purchasing Card, an employee must follow the procedure below:
1. Contact the Assistant Township Administrator to obtain the Purchasing Card.
 2. Sign-out the Purchasing Card for period of no more than 24 hours, unless under special circumstances as approved by the Township Administrator.

3. Return the Purchasing Card to the Assistant Township Administrator with signed receipts and internal account number to be billed.
- C. **Assigned Purchasing Cards:** Purchasing cards are issued at the discretion of the Township Administrator or his/her designee to current employees who are granted a formal delegation of Township purchasing authority.
1. Each cardholder shall be responsible for the security of the card and should not permit the card to be used for means other than those permitted by this Policy.
 2. Upon receipt of each monthly statement, the cardholder must attach signed receipts and indicate an internal account code for each purchase and forward the information to the Administrative Specialist for processing.
- D. **Retail Store Purchasing Cards:** The Township possesses retail purchasing cards to specific stores where materials are purchased frequently. Only Department Heads or approved employees are allowed to be users of Township-related retail cards.
1. In order to become an authorized user, an employee must fill out Retail Card User Authorization Form and return it to the Township Administrator for approval. If approved, the user will be placed on the list and the updated information will be sent to the appropriate store.
 2. A signed receipt must be provided for accounting with an internal account code and Department Head signature within two business days.

VI. **Petty Cash**

- A. Petty cash is used to reimburse employees for Township expenses which such employees incur up front and for small purchases which are handled most efficiently by utilizing petty cash. Individual petty cash purchases are limited to \$100.00 or less.
- B. To receive reimbursement for petty cash purchases, employees must prepare a petty cash voucher and submit it to the appropriate Department Head for approval. Receipts documenting the expense must be attached to the petty cash voucher. If an employee cannot provide a receipt, alternative verification approved by the appropriate Department Head must be attached.
- C. Each Department is responsible for balancing and reconciling its own petty cash fund. Departments may replenish petty cash funds by submitting a request to Accounting, which is then processed through the Accounts Payable process. Requests for replenishment must be supported by petty cash vouchers and receipts or other alternative verification approved by the appropriate Department Head.

HANOVER TOWNSHIP

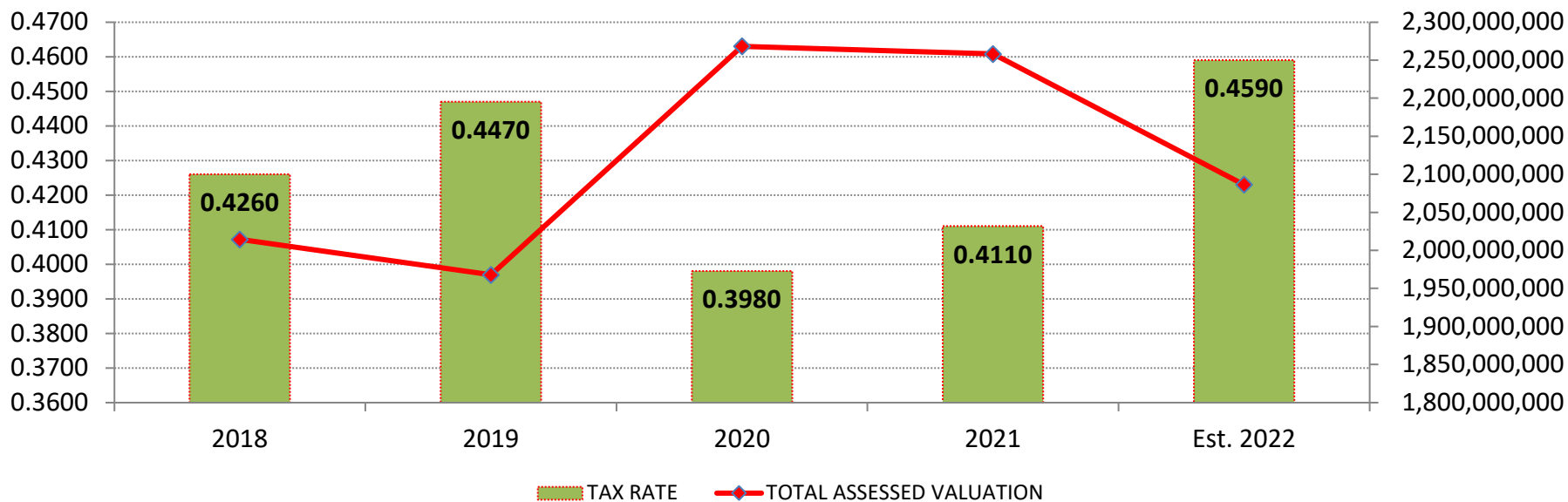
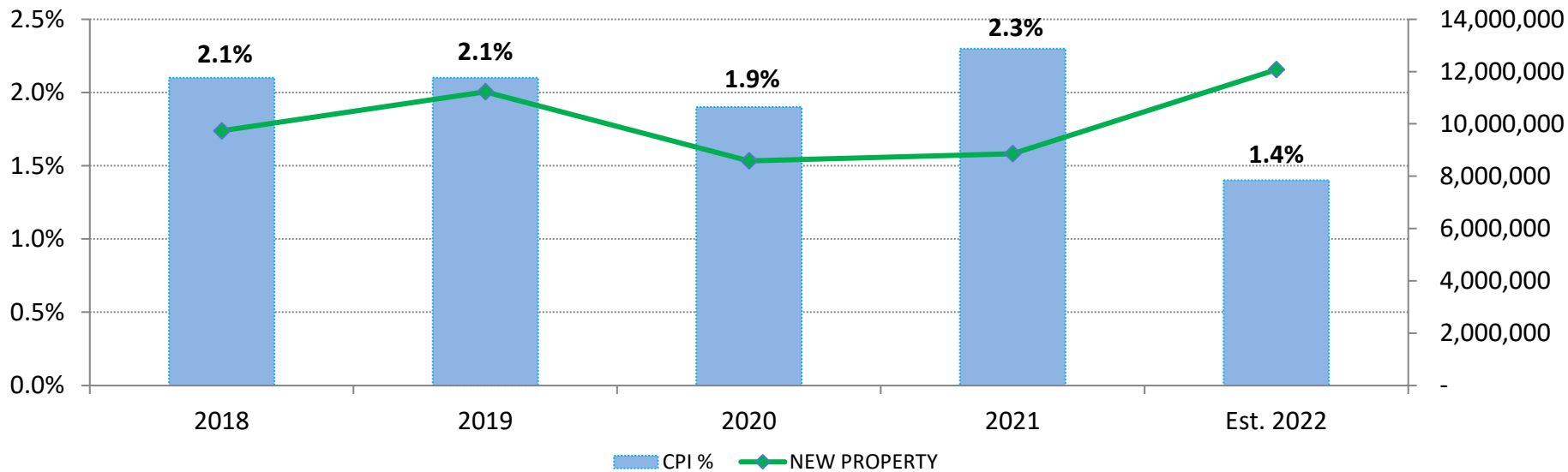
2022 PROPOSED TAX LEVY



Discussion Points

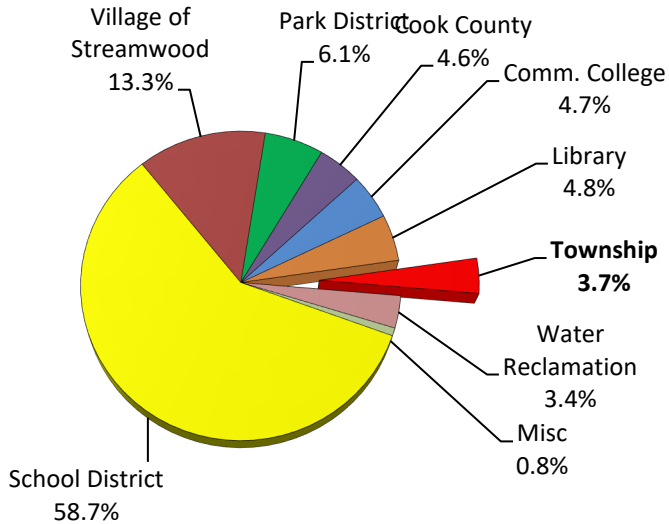
- The primary source of revenue to operate the Township is property taxes. Last year property taxes made up 85% of total revenues.
- CPI = 7.0% (Capped Back to 5%)
- EAV is estimated to increase 3.0%
- New growth is estimated at 8,500,000 (5 Yr Avg.)
- 2022 Levy = 2021 Extension for GA and Road Maintenance
- Town, IMRF, Social Security, Senior and Mental Health Funds Funds Increased by 2%
- Current models do not require publication or hearing in accordance with Truth in Taxation Act because 101.52% of prior year's extension (publish if over 5%).

CPI, New Growth, EAV and Tax Rate

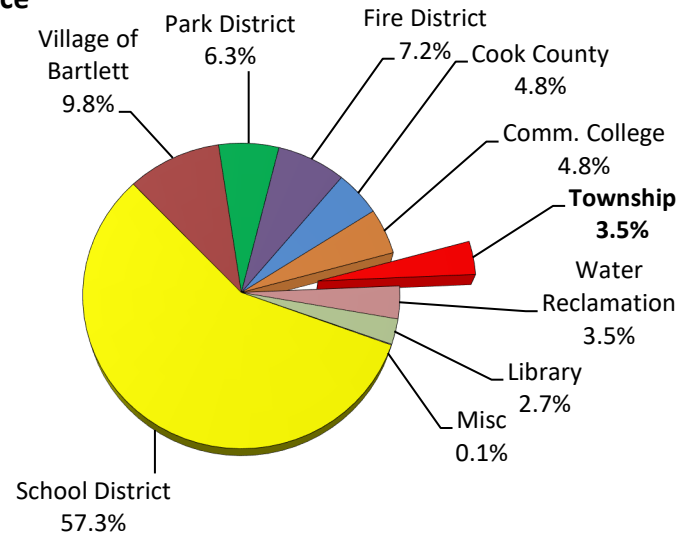


2020 Portion of Tax Bill

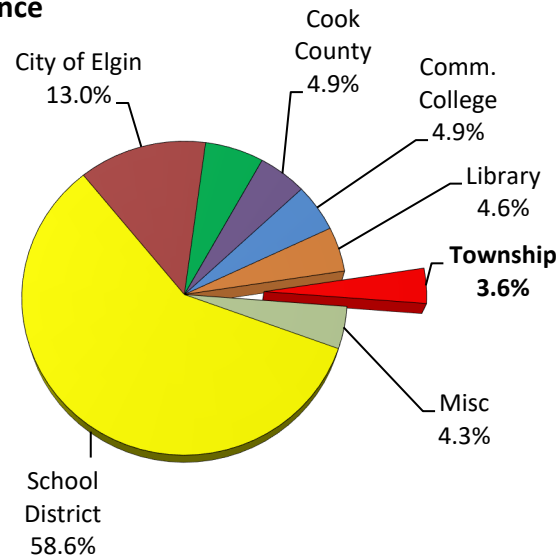
Streamwood Residence



Bartlett Residence



Elgin Residence



YEAR OF LEVY		17 Extension	18 Extension	19 Extension	20 Extension	21 Extension
YEAR OF COLLECTION		2018	2019	2020	2021	Est. 2022
FUND	Max. Rate					
Cap Funds						
TOWN	0.250	3,801,283	3,931,299	4,057,317	4,189,534	4,296,529
IMRF	None	189,359	195,040	200,891	206,918	210,723
FICA	None	153,098	157,691	162,422	167,295	171,082
GENERAL ASST.	None	402,892	413,262	430,959	451,644	454,070
MENTAL HEALTH	0.150	1,188,530	1,239,786	1,292,877	1,332,349	1,383,451
SENIOR CITIZENS	0.150	1,113,995	1,147,415	1,181,837	1,217,292	1,245,564
PA 102-0519 Adjustment		-	-			83,344
TOTAL		6,849,156	7,084,494	7,326,303	7,565,032	7,844,762
% Inc		3.04%	3.44%	3.41%	3.26%	3.70%
ROAD & BRIDGE	0.165	1,732,434	1,712,086	1,701,154	1,716,246	1,731,690
		1,732,434	1,712,086	1,701,154	1,716,246	1,731,690
Est. Township Portion		874,879	864,603	859,083	866,704	874,503
TOTAL		8,581,590	8,796,580	9,027,457	9,281,278	9,576,452
		2.54%	2.51%	2.62%	2.81%	3.18%
TOTAL ASSESSED VALUATION		2,014,457,752	1,967,914,991	2,268,205,300	2,258,218,539	2,086,373,004
TAX RATE		0.4260	0.4470	0.3980	0.4110	0.4590
CPI %		2.1%	2.1%	1.9%	2.3%	1.4%
% INCREASE IN EAV		1%	-2%	15%	0%	0%
NEW PROPERTY		9,731,838	11,228,636	8,588,632	8,857,024	12,077,234

Last Year's Extension - PTELL Reduction

- Total Funds = 5.42% Over Last Year's Extension
- Total Funds = +\$518,658 New Money
- PTELL Reduction of 0.9925

Fund	Levy Request	Levy Request Plus 3%	Max Rate	Calc. Rate	Actual Rate	Non-PTELL Extension (Actual Rate x County Total EAV)	PTELL Reduction Factor	Limited Rate	Total Extension
Town	4,447,732	4,581,164	0.2500	0.1970	0.1970	4,581,163.91	0.9925	0.1955	4,546,805.18
IMRF	214,937	221,386		0.0095	0.0095	221,385.58	0.9925	0.0094	219,725.19
Social Security	174,504	179,739		0.0077	0.0077	179,738.75	0.9925	0.0077	178,390.71
Senior Citizens	1,270,475	1,308,590	0.1500	0.0563	0.0563	1,308,589.54	0.9925	0.0558	1,298,775.12
General Assist	459,002	472,772		0.0203	0.0203	472,772.12	0.9925	0.0202	469,226.33
Mental Health	1,425,827	1,468,602	0.1500	0.0631	0.0631	1,468,602.13	0.9925	0.0627	1,457,587.61
Road & Bridge	1,731,690	1,783,640	0.1650	0.0834	0.0834	1,713,030.74	0.9925	0.0827	1,924,600.21
	9,724,167	10,015,892							10,095,110.35
Total Capped					0.4373	8,232,252.03		0.4340	
Total All	9,724,167	10,015,892		0.4373	0.4373	9,945,282.77		0.4340	10,095,110.35

No Publish 101.54%

Last Year Ext. 9,576,452
 Diff from Last Year 518,658
 % Inc (Dec) 5.42%