



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

January 17th, 2023

7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Veterans Honor Roll AE3 Frankie Ivy Smith
 - B. Immanuel United Church of Christ in Streamwood
 - C. Streamwood Guns and Hoses
 - D. Historical Spaulding School
- V. Reports
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Assessor's Report
 - D. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of December 20, 2022
 - B. Resolution to Approve an Amendment to the Township Education and Training Opportunities for Employees Policy
- IX. Executive Session
- X. Other Business
- XI. Adjournment



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

NAME: FRANKIE Ivy Smith

ADDRESS: 133 ROSEWOOD DRIVE

CITY/ZIP CODE: Streamwood, IL 60107

PHONE #: 630 715-4630

DATE OF BIRTH: 12-14-1960

BRANCH OF SERVICE: US NAVY

HIGHEST RANK ATTAINED: E4 AE3

YEARS OF SERVICE: FROM 1982 **TO** 1989

MEDALS AWARDED OR OTHER CITATIONS:

INJURIES:

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

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

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

Thank you,

Brian P. McGuire

Supervisor

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for December 2022

SERVICE PROVIDED	DECEMBER 2022	DECEMBER 2021	FYTD 2023	FYTD 2022
<i>Passports</i>	348	301	2,825	2,811
Photo fees	\$3,620	\$3,420	\$29,200	\$28,470
Fee deposits	\$12,405	\$11,035	\$105,900	\$110,160
<i>Fishing/Hunting licenses</i>	0	0	32	47
<i>Handicap Placards</i>	25	15	216	136
<i>Human Resources Requests</i>	52	141	1,101	1,149
<i>New Employee Orientations</i>	2	0	31	23
<i>Technology work orders</i>	45	31	429	448
<i>Resident Contacts</i>	2,005	2,087	18,017	17,895
<i>Percent of Budget Expended (100% of year)</i>	8.2%	7%	56.5%	52.2%

Department Highlights

- Human Resources Manager Callahan completed 2 new hire orientations: Magdalena Cortez-Peregrino and David Davis (Facilities and Road Maintenance).
- Director Conway and Human Resources Manager Callahan participated in first round interviews for the Home Care Coordinator position.
- Director Hanson and Human Resources Manager Callahan participated in first round interviews for the Seasonal Snow Plow Assistant position.
- Human Resources Manager Callahan, Transportation Manager Kazeos, and Dispatcher Espinosa participated in first round interviews for the Bus Driver position.
- Elected Officials and staff completed the 2022 mandatory Anti-Sexual Harassment training.
- Open enrollment for Hanover Township's major medical and ancillary insurance benefits was held December 8 - December 16. The new benefit year begins January 1. Mission Insurance President, Steve Orlando, was on-site December 9 to meet with staff individually to answer questions regarding insurance options available.
- Assistant Township Administrator Vana coordinated the annual computer replacement with ProxIT. A total of 13 computers and 5 monitors were replaced.
- Assistant Township Administrator Vana attended the Association of Community Mental Health Authorities of Illinois meeting with Mental Health Board Manager Teachout on December 1.
- Assistant Township Administrator Vana attended the Family Services Association of Elgin's ribbon cutting and open house of their new offices in Elgin on December 8.
- Administrative Services hosted a Cookie Competition for staff on December 14 with 17 cookie submissions and 25 staff members participating.
- Administrative Services staff continue to work with Lincoln Financial to transition the Township's 457b plan from CUNA Mutual to Lincoln Financial. The transition is anticipated to be completed by the end of January.

Hanover Township Mission Statement:

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

DEPARTMENT OF AGING SERVICES



Report for December 2022

SERVICE PROVIDED	DECEMBER 2022	DECEMBER 2021	FYTD 2023	FYTD 2022
<i>Programming Division</i>				
Planned programs	172	118	1,826	1,251
Participants	694	543	10,239	5,893
Participants (unduplicated)	445	275	1,265	583
Wait listed (unduplicated)	18	5	197	249
Art & Computer classes	25	33	261	347
Art & Computer class participants	155	188	1,797	1,662
New volunteers	0	3	30	31
Total volunteers (unduplicated)	113	97	183	155
Volunteer hours reported	1,254	997	13,165	8,149
<i>Nutrition Division</i>				
Meals Served	1,328	1,062	14,342	10,747
Meals delivered by volunteers	2,886	2,422	26,979	23,880
<i>Social Services Division</i>				
Clients served (unduplicated)	185	142	1,122	1,013
Clients served (duplicated)	250	200	2,702	2,540
Energy Assistance	83	34	582	316
Prescription drugs & health insurance assistance	63	105	1,132	1,384
Social Service programs	10	9	102	107
Social Service program participants	322	176	1,204	902
Lending Closet transactions	110	126	1,111	1,061
<i>Transportation Division</i>				
One way rides given	857	819	8,426	8,126
Individuals served (unduplicated)	132	110	260	222
New riders	19	12	260	222
Unmet requests for rides	27	20	250	181

Department Highlights

- Over 80 participants attended the Holiday Party at the Hoosier Grove Barn on December 1.
- The Annual Enrollment Period for Medicare ended December 7.
- The annual Adopt-A-Senior program and gift distribution occurred on December 9. An in-person reception with entertainment was held for 55 participants and over 160 people received care packages.
- The department hosted an all staff meeting and training on December 15 featuring sessions on volunteer management and suicide in older adults.
- Director Conway conducted a tour for visitors from Downers Grove Township on December 21.
- On December 28, 50 patrons attended a New Year's Eve party featuring movie screening, lunch, and champagne toast.
- The department welcomed new Bus Driver Elizabeth Craig on December 30.
- Social Services was awarded \$40,000 from AgeOptions for Mental Health Programming for FY23 and FY24. Social Services will be offering the Program to Encourage Active Rewarding Lives (PEARLS) program. Staff will complete training in January 2023. The PEARLS program is an evidence-based program that focuses on depression in older adults.

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

OFFICE OF THE ASSESSOR



Report for December 2022

SERVICE PROVIDED	DECEMBER 2022	DECEMBER 2021	FYTD 2023	FYTD 2021
<i>Administration</i>				
Office visits	251	78	1,795	1,211
Building permits processed	387	349	4,333	4,684
Change of Name	2	4	17	36
Property tax appeals	121	0	711	211
Certificate of Errors	171	12	424	419
Property location updates	0	0	0	2
Sales Recording	206	261	2,388	2,749
New owner mailing	113	153	1,308	1,647
<i>Exemptions</i>				
Homeowner exemptions	0	19	111	124
Senior homeowner exemptions	0	1	171	118
Senior Freeze exemptions	0	2	138	154
Disabled Veteran exemptions	0	0	19	9
Disabled person exemptions	0	0	41	26
Miscellaneous exemptions	3	1	21	19

Department Highlights

- Extended Tuesday hours provided assistance to one visitor after 4:30 pm in December.
- The total number of email addresses on the Assessor's Office contact list is 3,569. One new email contact was added in December.
- 2021 second installment tax bills were mailed December 1, 2022, with a due date of December 30, 2022.
- 2022 Assessor appeals were published in the Daily Herald on December 8.
- Board of Review opened December 12 for 2022 appeals. The last day to file is January 10, 2023.

Office of the Assessor Mission Statement:

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

OFFICE OF COMMUNITY AFFAIRS



Report for December 2022

SERVICE PROVIDED	DECEMBER 2022	DECEMBER 2021	FYTD 2023	FYTD 2021
<i>Website Visits (total)</i>	7,553	6,559	68,036	60,785
<i>Website Visits (unique)</i>	5,333	4,155	48,743	43,126
<i>Facebook Followers (new and total FYTD)</i>	5,324	16	5,283	4,459
<i>Facebook Reach</i>	19,694	49,114	189,080	348,070
<i>Twitter Followers (new and total FYTD)</i>	3	1	1,391	1,387
<i>Twitter Impressions (new and total FYTD)</i>	6,161	N/A	53,783	N/A
<i>YouTube Views</i>	7,478	190	35,110	2,277
<i>Media Releases</i>	3	2	33	36

Department Highlights

- Director Kuttenberg joined Supervisor McGuire and Trustee Essick in attending Elgin Mayor David Kaptein's State of the City Address on December 6 at Elgin Community College.
- Director Kuttenberg joined Township officials, staff, and community leaders on December 6 for a reception at the Senior Center for Thailand's Deputy Minister of Education.
- Director Kuttenberg joined other Township staff in attending the Village of Streamwood's annual holiday gathering on December 7.
- Director Kuttenberg joined Township Administrator Barr in attending the Bartlett Area Chamber and Bartlett Rotary Annual Holiday Luncheon on December 8 at Villa Olivia. Director Kuttenberg was also sworn in as a board member of the Bartlett Area Chamber of Commerce.
- Director Kuttenberg joined Director Conway in attending Representative Hirschauer and Senator Villa's Virtual Meeting of their Senior Advisory Committee on December 9.
- Director Kuttenberg met with a representative from Granicus on December 12 to discuss website programs and services and offered feedback on the website's abilities.
- Director Kuttenberg and Assistant Township Administrator Vana attended the Ribbon Cutting ceremony for Closets and More on Devon Avenue on December 14.
- Communications Specialist Smith provided digital marquee training for Administrative Services staff on December 15.
- Director Kuttenberg joined Supervisor McGuire in attending a Ribbon Cutting Ceremony on December 21 for Le P'tit Restaurant in Bartlett.

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

OFFICE OF COMMUNITY HEALTH



Report for December 2022

SERVICE PROVIDED	DECEMBER 2022	DECEMBER 2021	FYTD 2023	FYTD 2021
<i>Appointments</i>				
ProTimes	8	3	51	48
TB skin test	8	1	29	22
Cholesterol	1	1	112	65
Pharmaceutical Assistance Programs	0	0	2	1
Miscellaneous labs	12	10	88	60
Wellness Screening (BP, diabetes, anemia)	22	10	404	150
Other*	58	66	720	433
<i>Clinic Clients</i>				
Senior Center/ home visits	83	79	1,006	652
Astor Avenue	13	9	165	22
Offsite clinics	12	3	165	53
Total clients (unduplicated)	29	29	518	335
<i>Public Education & Health Promotion</i>				
Media coverage	1	1	11	3
Informational seminars/Program	3	2	47	33
Program Participants	813	186	2,288	1,914*
<i>Primary Care Provider Support</i>	3	2	23	10

* Includes individuals who were vaccinated at the COVID vaccine clinic

Department Highlights

- Director Smith and Community Health Nurse Kramer provided 14 home visits for residents in the month of December.
- Director Smith and Community Health Nurse Kramer performed 6 rapid antigen COVID tests in the month of December.
- Representatives from the Veteran's Administration attended the Wrap Group Meeting on December 1 to educate staff on the comprehensive services and programs available for veterans.
- Director Smith participated in second round interviews for the Home Care Coordinator position on December 15 and 16.
- Community Health Nurse Kramer provided a hand-hygiene Glo-germ educational activity for 777 elementary students at Hanover Countryside, Sunnysdale, and Glenbrook Elementary Schools on December 6, 7, and 15, respectively.
- The Office of Community Health partnered with Ascension Cancer Institute on December 14 to host a free prostate screening clinic for residents. Ascension nurses provided this free screening in conjunction with a consultation and education for 20 people.
- Director Smith met with and provided a tour for Downers Grove Township employees on December 21 and discussed the programs and services the Office of Community Health provides for residents.

Office of Community Health Mission Statement:

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

DEPARTMENT OF EMERGENCY SERVICES



Report for December 2022

SERVICE PROVIDED	DECEMBER 2022	DECEMBER 2021	FYTD 2023	FYTD 2022
<i>Hours</i>				
Volunteer Detail Hours	1,183	690	5,923	4,740
Volunteer Work Hours	60	110	1,141	1,081
Volunteer Training Hours	91	110	1,187	1,096
<i>Total Volunteer Hours</i>	1,522	910	8,440	6,918
<i>Details</i>				
Emergency Call Outs	14	11	268	145
Safety Patrols	2	2	44	42
Township Sponsored Events	2	6	24	18
Other Community Events	0	2	13	11
Miscellaneous	0	0	2	2
<i>Total Details</i>	16	22	351	214

Department Highlights

- HTES responded to Hoffman Estates for traffic management on December 1.
- HTES responded to Hoffman Estates for traffic management on December 4.
- HTES responded to a structural fire in Carpentersville on December 10.
- HTES responded to a structural fire in Roselle on December 11.
- HTES responded to a structural fire in Carpentersville and provided decontamination on December 12.
- HTES responded to a structural fire in Elgin on December 13.
- HTES responded to a structural fire in Streamwood and provided air support on December 15.
- HTES responded to a structural fire in Elgin on December 16.
- HTES responded to a structural fire in Schaumburg on December 17.
- HTES responded to a vehicle accident in Bartlett for traffic management on December 24.
- HTES responded to Mt. Sinai hospital in Chicago for a pump-out on December 25.
- HTES responded to a structural fire in Roselle on December 26.
- HTES responded to a vehicle accident in Schaumburg for traffic management on December 27.
- HTES responded to a vehicle accident in South Elgin for traffic management on December 31.
- Director Crews met with Elgin Community College leadership to discuss a decontamination class.

Hanover Township Mission Statement:

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

DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for December 2022

SERVICE PROVIDED	DECEMBER 2022	DECEMBER 2021	FYTD 2023	FYTD 2022
<i>Administration</i>				
Vehicle service calls	0	4	15	18
Work orders	200	265	3,201	3,019
Event set-ups/tear downs	93	82	1,241	754
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,767	5,283	43,518	40,496
Town Hall	6,240	6,420	69,600	73,260
Senior Center	29,516	26,622	346,078	308,129
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	353.17	273.78	865.78	633.29
Town Hall	971.49	916.28	2,577.96	2,207.83
Senior Center	2,362.29	2,350.93	15,378.56	12,064.08
<i>Road Maintenance</i>				
Salt Usage (Tons)	184	130	204	130

Department Highlights

- Facilities and Road Maintenance staff completed multiple bike and toy pickups assisting the Department of Human Services in preparation for the Sponsor a Family and Toy Drive event.
- The Department of Facilities and Road Maintenance staff completed multiple setups, moved and reset all bikes, and assisted with the distribution of gifts to residents during the Sponsor a Family and Toy Drive event.
- Director Hanson, Road Maintenance Associate Crane, Facilities Technician Enzenbacher, and Facilities Associate Marcinek, assisted the Department of Human Service with large item and bike deliveries during the Sponsor A Family and Toy Drive event, making 15 deliveries to residents throughout the Township.
- Director Hanson received extensive comments on demolition permit application from Cook County and continues to work with the Department of Building and Zoning to work through requirements and obtain approved permit. Director Hanson continues to follow up with both ComEd and Nicor to schedule utility removal.
- Director Hanson participated in multiple meetings with Township Administration, legal counsel, Thomas Engineering, FGM Architects, and Empire Construction to address contract and construction issues relating to the Phase 1 Emergency Services Station and Tiknis Campus expansion property.
- Facilities and Road Maintenance staff, including seasonal snowplow operators, maintained all Township roads, facilities parking lots and sidewalks, and all Bartlett Fire Protection District station access and parking lots during multiple snow events, with approximately 200 hours of salting and plowing. This includes 15 hours of billable time to the Bartlett Fire Protection District.

DEPARTMENT OF HUMAN SERVICES



Report for December 2022

SERVICE PROVIDED	DECEMBER 2022	DECEMBER 2021	FYTD 2023	FYTD 2022
<i>General Assistance</i>				
General Assistance clients	8	7	72	57
General Assistance appointments	8	11	112	117
Emergency Assistance appointments	19	26	189	194
Emergency Assistance approved	2	4	40	19
Crisis intake clients	293	248	2,227	1,883
<i>Veterans' Services</i>				
Office Visits	5	N/A	40	N/A
<i>Social Services</i>				
CEDA Applications (LIHEAP, LIWAP, PIPP)	118**	27	611**	251
Financial assistance applications*	1	N/A	39	N/A
<i>Food Pantry</i>				
Served (Households)	1,068	1,249	9,866	7,216
Unduplicated	195	N/A	3,138	N/A
New applications	17	40	210	240
Food Donations	81	173	816	850
<i>Community Center Walk-Ins</i>	172	120	1,664	694

* 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

- In preparation for the holiday program gift distribution Emergency Services provided safety training to more than 60 Streamwood High School students registered to assist at the event. Preparation for the event began at the Senior Center on December 5, accepting Sponsor-A-Family donations and bagging gifts for Toy Drive families. For the 2022 Holiday Season, 758 families were assisted for a total of 2,009 children. 514 meal boxes were distributed for December and a total of 1,203 for the 2022 Holiday Season.
- On December 6, 34 Veterans attended the Veteran Holiday Luncheon in Downey Hall. Lunch was provided while Veterans answered trivia questions and won raffle prizes.
- Planning is underway for the 12th annual 2023 Hanover Township Job Fair to be held at the Senior Center on March 29. State Representative Fred Crespo and Commissioner Kevin Morrison will be co-sponsors with Hanover Township again this year.
- Director Imperato will be presenting on General Assistance to the Veterans Assistance Commission DuPage on April 19. The Veterans Administration is now required to provide General Assistance to Veterans and there is strong interest in learning more about the program and how to implement it. The General Assistance Caseworkers Association has seen an increase in membership from Veteran agencies since attending Veteran Service Officer training in September.
- Volunteer Employment Specialist Karen Flaxman continues to serve residents with employment needs. In December, two residents updating their resume and four employers searching for qualified candidates for open positions were assisted.

Human Services Mission Statement
Empowering Residents to Achieve Self-Sustainability

OFFICE OF THE MENTAL HEALTH BOARD



Report for December 2022

SERVICE PROVIDED	NOVEMBER 2022	NOVEMBER 2021	FYTD 2023	FYTD 2022
<i>Grant Funding</i>				
New clients	79	367	1,762	2,286
Ongoing clients	805	853	5,703	5,807
Closed cases	40	32	295	310
Prevention programming presentations	6	0	138	164
Number in audience	37	0	2,038	2,313
<i>TIDE</i>				
Participants	28	26	28	25
Rides	200	142	1,658	1,025
<i>Resource Center</i>				
Organizations providing services	3	4	6	6
Clients served	41	38	309	149

Department Highlights

- The Mental Health Board met on November 14 and heard from the Community Crisis Center, PADS of Elgin, and the Ray Graham Association regarding their Fiscal Year 24 Annual Funding Applications. The Mental Health Board also approved the Fiscal Year 24 Budget as presented by the Mental Health Board Finance Committee.
- Manager Teachout participated in two Regional Advisory Committee meetings for the Community Emergency Services and Support Act (CESSA) implementation.
- Manager Teachout communicated with all agencies leasing office space at the Resource Center regarding the sale of the building.
- Manager Teachout participated in the Association of Mental Health Authorities of Illinois Executive Committee meeting and began plans on hosting an event for newly formed 708 Boards at Hanover Township in the Spring.
- Manager Teachout communicated with a representative from Hanover Park Park District regarding plans to build an inclusive and accessible playground in Hanover Township.
- Manager Teachout continued work with Assistant Township Administrator Vana and UpHoldings on tenant selection planning for Hanover Landing.
- Manager Teachout communicated with the Bartlett Police Social Worker regarding the final quarterly payment for Challenge Funding awarded this fiscal year.
- Manager Teachout connected with Dundee Township's 708 Board to discuss best practices and share information.

Mental Health Board Mission Statement:

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

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for December 2022

SERVICE PROVIDED	DECEMBER 2022	DECEMBER 2021	FYTD 2023	FYTD 2022
<i>Outreach & Prevention</i>				
Open Gym participants	40**	11*	836**	11*
Open Gym participants (unduplicated)	14**	20*	113**	20*
Alternative to Suspension referrals	31	8	273	290
Alternative to Suspension participants	288	275	1,295	1,078
Alternative to Suspension participants (unduplicated)	151	140	237	206
<i>Clinical</i>				
Therapy clients	419	426	3,866	3,417
Therapy clients (unduplicated)	152	126	1,247	861
New clients (unduplicated)	3	7	40	64
Clinical hours	272	362	2,746	3,043
Group session participants	133	81	833	369
<i>Tutoring Participants</i>				
Total	54	39	452	140
Unduplicated	34	30	233	75

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

** Includes Summer Camp participants

Department Highlights

- Youth Program Assistants helped the Department of Human Services with the Annual Toy Drive and Meal Distribution throughout the first several weeks of December.
- Director Houdek attended the welcome reception for Dr. Khunying Kalaya Sophonpanich, the Deputy Minister of Education of Thailand on December 6.
- Youth and Family Services hosted the fourth annual Cookies and Cocoa with Santa on Friday, December 9 with 229 persons attending the event.
- Director Houdek interviewed Jakub Jarmula, a previous tutoring student, on December 14 to discuss his positive experience of the tutoring program and a success story for the Hanover Happenings article. Jakub shared the impact the tutoring program has had on his education. Jakub is currently in his third year of medical school at Cleveland Clinic Lerner College of Medicine where he is studying to be a neurosurgeon.
- Substance Abuse Prevention Specialist Konzal attended Mental Health First Aid training on December 14 given by the Illinois Association for Behavioral Health.
- Substance Abuse Prevention Specialist Konzal attended a webinar on December 15 for grant opportunities through Communities Talk.
- Director Houdek met with Association of Illinois Township Committees on Youth (AITCOY) members on December 15 to discuss training needs for educational workshops for the 2023 calendar year.
- Winter Open Gym occurred from December 27 through December 30 at the Izaak Walton Youth Center with 40 duplicated participants attending.

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

Hanover Township
Board Audit Report
From 12/20/22-1/16/23

	<u>Total</u>
Total Town Fund	64,234.87
Total Senior Services Fund	43,816.01
Total General Assistance Fund	15,420.50
Total Road Maintenance Fund	102,730.38
Total Committee for Senior Citizens Services	176.00
Total Mental Health Board Fund	24,615.75
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	200.00
Total Capital Fund	608,374.74
 Total All Funds	 <u><u>859,568.25</u></u>

Supervisor

Town Clerk
Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	01/13/2023	150059	ProxiIT Technology Solutions	Inv# 23415 Network Labor - Dec 22	9,953.20
Check	01/13/2023	150059	ProxiIT Technology Solutions	Computer / Hardware Replacement	7,475.51
Check	01/13/2023	150072	Access 1 Source	Inv# 96865 Time & Attendance Monthly Fee	312.50
Total 1014430 · Computer Equipment & Software					17,741.21
Total 101CAP · Capital Expenditures					17,741.21
101CHN · Community Health					
1014453 · Printing					
Check	01/10/2023	149922	COTG	Inv# 4117271 LL Copy Charges 11/25-12/24	11.19
Check	01/13/2023	150075	Braden Interact Business (DD6308730301-1)	Inv# 828051 Copy Charges	5.01
Total 1014453 · Printing					16.20
1014465 · Medical Supplies					
Check	12/20/2022	149792	McKesson Medical Surgical	Inv# 50446813 Lipid Tests, Lancets	184.96
Check	01/10/2023	149944	McKesson Medical Surgical	Inv# 50593504 Gloves, TB Test, Test Strips	554.11
Check	01/13/2023	150078	McKesson Medical Surgical	Inv# 51165879 Gloves, Needles, Test Strips	516.71
Total 1014465 · Medical Supplies					1,255.78
1014491 · Health Insurance					
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	1,143.28
Total 1014491 · Health Insurance					1,143.28
1014492 · Dental, Vision & Life Insurance					
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	15.90
Total 1014492 · Dental, Vision & Life Insurance					15.90
Total 101CHN · Community Health					2,431.16
101CVA · Community Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	01/10/2023	149960	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	36.01
Total 1014617 · Equipment & Furniture					36.01
1014619 · Office Supplies					
Check	01/13/2023	150059	ProxiIT Technology Solutions	Computer / Hardware Replacement	311.94
Total 1014619 · Office Supplies					311.94
1014629 · Dues and Subscriptions					
Check	12/20/2022	149788	Bartlett Area Chamber of Commerce	Inv# 6268 Dues - Silver 2023	425.00

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Check	01/13/2023	150074	Bartlett Area Chamber of Commerce	Inv# 6268 Dues - 2nd Invoice	0.00
			Total 1014629 · Dues and Subscriptions		425.00
			1014691 · Health Insurance		
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	571.64
			Total 1014691 · Health Insurance		571.64
			1014692 · Dental, Vision & Life Insurance		
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
			Total 1014692 · Dental, Vision & Life Insurance		10.60
			Total 101CMA · Community Relations		1,355.19
			Total 101CVA · Community Affairs		1,355.19
			101ES · ES - Expenditures		
			1014802 · Equipment		
Check	01/10/2023	149907	Air One Equipment, Inc.	Inv# 188787 SCBA Repair	618.90
			Total 1014802 · Equipment		618.90
			1014809 · Pre-Volunteer Screening		
Check	01/10/2023	149951	Physicians Immediate Care	Inv# 4295942 Pre-Employment Physical/Drug Screen	84.00
			Total 1014809 · Pre-Volunteer Screening		84.00
			1014813 · Vehicle Fuel & Maintenance		
Check	01/10/2023	149925	Emergency Vehicle Service Inc	Inv# 13017 Compartment Door Inspection/Repair	234.00
Check	01/13/2023	150058	Village of Hanover Park (Fuel)	Inv# 2022-986 Nov 2022 Fuel	1,322.76
			Total 1014813 · Vehicle Fuel & Maintenance		1,556.76
			1014814 · Communications		
Check	12/20/2022	149784	Motorola Solutions Inc	Inv# 6997620221101 Monthly Communication Fee Dec	500.00
Check	01/10/2023	149960	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	49.94
			Total 1014814 · Communications		549.94
			1014891 · Health Insurance		
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	983.23
			Total 1014891 · Health Insurance		983.23
			1014892 · Dental, Vision & Life Insurance		
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	8.48
			Total 1014892 · Dental, Vision & Life Insurance		8.48
			Total 101ES · ES - Expenditures		3,801.31

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	01/10/2023	149911	Bade Supply	Inv# 66208 Toilet Seat Covers	252.00
Check	01/10/2023	149911	Bade Supply	Inv# 66271 Toilet Paper, Towels, Liners, Air Fresheners	733.70
Total 1014205 · Janitorial Supplies					985.70
1014209 · Building Contracts					
Check	01/10/2023	149956	TK Elevator Corp	Inv# 6000618005 Annual Pressure Test Contract	1,566.00
Total 1014209 · Building Contracts					1,566.00
1014210 · Building Maintenance - Town					
Check	01/03/2023	149898	Johnson Controls Security Solutions	Inv# 38233527 Security Monitoring YFS Jan-Mar	255.00
Total 1014210 · Building Maintenance - Town					255.00
1014211 · Building Maintenance - Senior					
Check	01/13/2023	150083	Uni-Max Management Corp	Inv# 4364 Carpet Cleaning - Sr Center	1,600.00
Total 1014211 · Building Maintenance - Senior					1,600.00
1014212 · Building Maintenance - Astor					
Check	01/13/2023	150073	Alexander Plumbing	Inv# 8725 Sewer Repair	764.00
Total 1014212 · Building Maintenance - Astor					764.00
1014213 · Equipment Maintenance - Town					
Check	12/20/2022	149782	Johnson Controls Security Solutions	Inv# 38233543 Security Monitoring Town Hall Jan-Jun	513.33
Total 1014213 · Equipment Maintenance - Town					513.33
1014214 · Equipment Maintenance - Senior					
Check	01/10/2023	149943	Midwest Mechanical	Inv# 112135245 RTU 3 Senior Center HVAC Repair	1,638.00
Total 1014214 · Equipment Maintenance - Senior					1,638.00
1014216 · Equipment Rental					
Check	01/13/2023	150059	ProxIT Technology Solutions	Computer / Hardware Replacement	246.10
Total 1014216 · Equipment Rental					246.10
1014219 · Vehicle Fuel - Town					
Check	01/13/2023	150058	Village of Hanover Park (Fuel)	Inv# 2022-986 Nov 2022 Fuel	699.35
Total 1014219 · Vehicle Fuel - Town					699.35
1014221 · Cell Phone/Communications					
Check	12/20/2022	149784	Motorola Solutions Inc	Inv# 6997620221101 Monthly Communication Fee Dec	88.00
Check	01/10/2023	149932	Hanson, Caleb M.	Cell Phone Reimbursement Mar-Dec 2022	450.00
Check	01/10/2023	149960	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	252.07

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
			Total 1014221 · Cell Phone/Communications		790.07
			1014222 · Trash Removal - Town		
Check	01/10/2023	149931	Groot, Inc (54379)	Acct 3107-68246 Inv# 9804799T107 Monthly Charges Dec	385.52
			Total 1014222 · Trash Removal - Town		385.52
			1014223 · Trash Removal - Senior		
Check	01/10/2023	149931	Groot, Inc (54379)	Acct 3107-68246 Inv# 9804677T107 Monthly Charges Dec	494.23
			Total 1014223 · Trash Removal - Senior		494.23
			1014225 · Grounds/Reserve Maintenance		
Check	01/03/2023	149901	Platt Hill Nursery	Ticket# OFF04-288176 Trees for Walters Lenoci Reserve	1,139.78
			Total 1014225 · Grounds/Reserve Maintenance		1,139.78
			1014230 · Trash Removal - Izaac		
Check	01/10/2023	149930	Groot, Inc (54379)	Acct 3107-54379 Inv# 9916869T107 Monthly Charges Jan	198.07
			Total 1014230 · Trash Removal - Izaac		198.07
			1014291 · Health Insurance		
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	1,979.93
			Total 1014291 · Health Insurance		1,979.93
			1014292 · Dental, Vision & Life Insurance		
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	26.50
			Total 1014292 · Dental, Vision & Life Insurance		26.50
			Total 101MAIN · Facilities Maintenance		13,281.58
			101THE · Town Hall Expense		
			1014402 · Telephone - Town		
Check	01/03/2023	149892	Comcast (185)	Inv# 152449601 Monthly Service Dec 2022	405.10
Check	01/10/2023	149910	AT&T 803	Acct# 630 Z99-0161 803 Monthly Charge 12/16-1/15	44.01
Check	01/10/2023	149912	Barr, James C	Quarterly Phone Reimbursement Oct - Dec	150.00
			Total 1014402 · Telephone - Town		599.11
			1014403 · Utilities - Town		
Check	01/10/2023	149947	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 11/15-12/14	1,026.80
			Total 1014403 · Utilities - Town		1,026.80
			1014405 · Internet Access - Town		
Check	12/20/2022	149781	AT&T 824	Acct# 253810824 Back-up Internet 11/28-12/27	89.99
Check	01/03/2023	149891	Comcast (098)	Inv# 161157091 Monthly Ethernet Internet Dec 2022	934.95

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Total 1014405 · Internet Access - Town					1,024.94
1014416 · Equipment Rental - Town					
Check	01/10/2023	149952	Pitney Bowes Global Financial Services	Inv# 33105887907 Postage Machine Quarterly Lease Nov-Jan	486.99
Check	01/10/2023	149960	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges ES HQ Jet Pack oct	36.01
Total 1014416 · Equipment Rental - Town					523.00
Total 101THE · Town Hall Expense					3,173.85
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	01/03/2023	149902	Staples	Inv# 3524805875 Sheet Protectors & Black Printer Ink	98.98
Check	01/10/2023	149916	Canteen Refreshment Services	Inv# 191454 Breakroom Coffee Supplies	117.04
Check	01/10/2023	149955	Staples	Inv# 3525284277 Space heater/Staples/paper clips	61.76
Check	01/10/2023	149955	Staples	Inv# 3525794107 Credit for Returned Heater	-44.58
Check	01/10/2023	149955	Staples	Inv# 3525284279 Admin Front Desk Heater	70.55
Total 1014404 · Office Supplies					303.75
1014412 · Travel Expenses					
Check	01/03/2023	149897	Imperato, Alexandra M	Mileage Reimbursement Dec	20.63
Check	01/13/2023	150062	Matich, Hailey	Mileage Reimbursement	48.25
Total 1014412 · Travel Expenses					68.88
1014429 · Miscellaneous					
Check	01/10/2023	149962	West Pier Laundry Streamwood	Inv# 3381 Board Meeting Tablecloths	61.50
Total 1014429 · Miscellaneous					61.50
1014530 · Financial Administration					
Check	01/13/2023	150054	Governmental Accounting, Inc	Inv# 59367 Monthly Contract Billing - Jan	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014591 · Health Insurance					
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	3,852.87
Total 1014591 · Health Insurance					3,852.87
1014592 · Dental, Vision & Life Insurance					
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	71.68
Total 1014592 · Dental, Vision & Life Insurance					71.68
Total 101TOE · Town Office Expense					9,758.68
104ASR · Assessor's Division					
1044411 · Equipment					
Check	01/03/2023	149902	Staples	Inv# 3524805873 Office Chair	123.30

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Total 1044411 · Equipment					123.30
1044419 · Training					
Check	01/03/2023	149896	Illinois Property Assessment Institute	Inv# 296808 Illinois Tax Exam S. Silverstein	380.00
Total 1044419 · Training					380.00
1044426 · Miscellaneous					
Check	01/10/2023	149904	A1 Trophies & Awards	Inv# 17744 Namebadge S Silverstein	19.90
Check	01/10/2023	149928	Glascott, Patricia A	Mileage Reimbursement 1/4	52.40
Total 1044426 · Miscellaneous					72.30
1044491 · Health Insurance					
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	2,869.64
Total 1044491 · Health Insurance					2,869.64
1044492 · Dental, Vision & Life Insurance					
Check	01/10/2023	149945	NCPERS	Billing# 5785012023 Monthly Premium Jan 2023	16.00
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	19.08
Total 1044492 · Dental, Vision & Life Insurance					35.08
Total 104ASR · Assessor's Division					3,480.32
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094623 · Travel					
Check	12/20/2022	149789	Diaz, Roxanne	Mileage Reimbursement 10/28, 12/9	17.50
Check	12/20/2022	149790	Gomez, Karla L	Mileage Reimbursement Dec	25.00
Check	01/10/2023	149933	Houdek, Tina M	Mileage Reimbursement 12/9	6.88
Total 1094623 · Travel					49.38
1094624 · Client Mgmt Software					
Check	01/13/2023	150071	Kenneth Young Center	Inv# T012485 CIS Maintenance/Support Jan	300.00
Total 1094624 · Client Mgmt Software					300.00
1094626 · Equipment & Furniture					
Check	01/10/2023	149933	Houdek, Tina M	Quarterly Phone Reimbursement Oct - Dec	120.00
Check	01/13/2023	150059	ProxiT Technology Solutions	Computer / Hardware Replacement	824.53
Total 1094626 · Equipment & Furniture					944.53
1094691 · Health Insurance					
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	3,746.39
Total 1094691 · Health Insurance					3,746.39
1094692 · Dental, Vision & Life Insurance					

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	40.63
			Total 1094692 · Dental, Vision & Life Insurance		40.63
			Total 109ADM · Administration & Clinical		5,080.93
			109OUT · Outreach & Prevention		
			1094644 · Travel		
Check	12/20/2022	149783	McSheffrey, Ryan K	Mileage Reimbursement - Nov	63.13
			Total 1094644 · Travel		63.13
			1094651 · Cellphones		
Check	01/10/2023	149960	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	196.24
			Total 1094651 · Cellphones		196.24
			1094791 · Health Insurance		
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	3,841.42
			Total 1094791 · Health Insurance		3,841.42
			1094792 · Dental, Vision & Life Insurance		
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	29.85
			Total 1094792 · Dental, Vision & Life Insurance		29.85
			Total 109OUT · Outreach & Prevention		4,130.64
			Total 109YFS · Youth & Family Services		9,211.57
			Total 1014 · Town Fund - Expenditures		64,234.87
			1104 · Aging Services - Expenditures		
			1104ADM · Administration		
			1104524 · Utilities		
Check	01/10/2023	149948	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges 11/23-12/21	2,393.46
			Total 1104524 · Utilities		2,393.46
			1104525 · Telephone & High Speed Internet		
Check	01/10/2023	149960	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	59.06
			Total 1104525 · Telephone & High Speed Internet		59.06
			1104527 · Equipment		
Check	01/03/2023	149903	Wells Fargo Financial Leasing Inc	Inv# 5023007998 Main Copier Lease 12/2-11/1	289.85
Check	01/13/2023	150059	ProxiT Technology Solutions	Computer / Hardware Replacement	1,247.76
			Total 1104527 · Equipment		1,537.61
			1104528 · Office Supplies		

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Check	01/03/2023	149890	Accurate Office Supply Co	Inv# 583826 Copy Paper/Folders	177.20
Check	01/10/2023	149905	Accurate Office Supply Co	Inv# 585007 Dividers/Binders	80.59
Total 1104528 · Office Supplies					257.79
1104533 · Printing					
Check	01/10/2023	149922	COTG	Inv# 4117271 LL Copy Charges 11/25-12/24	124.10
Check	01/10/2023	149922	COTG	Inv# 4135318 Overage Copy Charges	54.32
Check	01/13/2023	150075	Braden Interact Business (DD6308730301-1)	Inv# 828051 Copy Charges	34.64
Total 1104533 · Printing					213.06
1104542 · Senior Home Care Pilot Program					
Check	12/20/2022	149791	Lloyd, Renee A.	Home Care Visit Mileage Reimbursement - Dec	74.06
Total 1104542 · Senior Home Care Pilot Program					74.06
1104591 · Health Insurance					
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	3,898.59
Total 1104591 · Health Insurance					3,898.59
1104592 · Dental, Vision & Life Insurance					
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	33.20
Total 1104592 · Dental, Vision & Life Insurance					33.20
Total 1104ADM · Administration					8,466.83
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	01/03/2023	149894	Get Fresh Produce, Inc	Congregate Food	592.43
Check	01/03/2023	149895	Gordon Food Service	Congregate Food	1,005.80
Check	01/10/2023	149926	Get Fresh Produce, Inc	Congregate Food	1,361.96
Check	01/10/2023	149929	Gordon Food Service	Congregate Food	2,087.81
Total 1105551 · Congregate Food					5,048.00
1105553 · Congregate Supplies					
Check	01/03/2023	149894	Get Fresh Produce, Inc	Congregate Supplies	85.46
Check	01/10/2023	149926	Get Fresh Produce, Inc	Congregate Supplies	273.36
Check	01/10/2023	149929	Gordon Food Service	Congregate Supplies	338.18
Check	01/10/2023	149962	West Pier Laundry Streamwood	Inv# 3374 Laundry Service Dish Towels	17.20
Total 1105553 · Congregate Supplies					714.20
1105558 · Home Delivered Meals Food					
Check	01/03/2023	149894	Get Fresh Produce, Inc	HDM Food	592.43
Check	01/03/2023	149895	Gordon Food Service	HDM Food	1,005.79
Check	01/10/2023	149926	Get Fresh Produce, Inc	HDM Food	1,361.93
Check	01/10/2023	149929	Gordon Food Service	HDM Food	2,087.81

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Check	01/10/2023	149953	Pur Foods LLC dba Mom's Meals	Inv# MM12312022-HT Special Dietary Meals Dec	3,369.32
Total 1105558 · Home Delivered Meals Food					8,417.28
1105560 · Home Delivered Meals Supplies					
Check	01/03/2023	149894	Get Fresh Produce, Inc	HDM Supplies	85.44
Check	01/10/2023	149926	Get Fresh Produce, Inc	HDM Supplies	273.33
Check	01/10/2023	149929	Gordon Food Service	HDM Supplies	338.17
Check	01/10/2023	149962	West Pier Laundry Streamwood	Inv# 3374 Laundry Service Dish Towels	17.20
Total 1105560 · Home Delivered Meals Supplies					714.14
1105792 · Dental, Vision & Life Insurance					
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	5.30
Total 1105792 · Dental, Vision & Life Insurance					5.30
Total 1104NUT · Nutrition					14,898.92
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	01/03/2023	149890	Accurate Office Supply Co	Inv# 583826 Programming Supplies	32.44
Check	01/03/2023	149895	Gordon Food Service	Programming Refreshments/Snacks	56.35
Check	01/10/2023	149927	Giuseppa Crisopulli	In the Kitchen Program Supplies 12/21	76.12
Check	01/10/2023	149927	Giuseppa Crisopulli	In the Kitchen Program Supplies 12/28	45.10
Check	01/10/2023	149938	Laura Trujillo	Inv# 4 Yoga Instruction Nov 2022	175.00
Check	01/13/2023	150063	Dundee Township park District	Everret Dean Show / Lunch (18)	630.00
Check	01/13/2023	150064	Edzion Dayao	Valentines Day Entertainer	200.00
Check	01/13/2023	150065	Tiffany McIver	Senior Presentation - History from Italy	250.00
Check	01/13/2023	150068	Giuseppa Crisopulli	In the Kitchen Program Supplies	49.92
Total 1104515 · Programming					1,514.93
1104520 · Volunteer Services					
Check	01/10/2023	149908	Alan Lenoci	Home Delivered Meals Mileage Reimbursement 11/7-12/19	93.94
Check	01/10/2023	149914	Brian Doyle	Home Delivered Meals Mileage Reimbursement Aug-Dec	113.75
Check	01/10/2023	149917	Charles Valerio	Home Delivered Meals Mileage Reimbursement Dec	31.25
Check	01/10/2023	149923	Dorothy Archer	Home Delivered Meals Mileage Reimbursement Dec	62.06
Check	01/10/2023	149924	Edward Baus	Home Delivered Meals Mileage Reimbursement Dec	33.00
Check	01/10/2023	149934	James Mattson	Home Delivered Meals Mileage Reimbursement Nov	64.38
Check	01/10/2023	149934	James Mattson	Home Delivered Meals Mileage Reimbursement Dec	77.50
Check	01/10/2023	149935	Lara, Jennifer	Home Delivered Meals Mileage Reimbursement Dec	10.56
Check	01/10/2023	149936	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement Dec	45.00
Check	01/10/2023	149937	Larry Piemonte	Home Delivered Meals Mileage Reimbursement Nov	21.94
Check	01/10/2023	149939	Lawrence Boquist	Home Delivered Meals Mileage Reimbursement Nov-Dec	77.81
Check	01/10/2023	149940	Linda Knobloch	Home Delivered Meals Mileage Reimbursement Oct-Dec	139.31
Check	01/10/2023	149941	Lynn Marinelli	Home Delivered Meals Mileage Reimbursement Nov-Dec	83.13
Check	01/10/2023	149942	Mary Wojtczak	Home Delivered Meals Mileage Reimbursement Nov-Dec	62.75
Check	01/10/2023	149950	Phil Roth	Home Delivered Meals Mileage Reimbursement Nov-Dec	64.38
Check	01/10/2023	149954	Randy Teesdale	Home Delivered Meals Mileage Reimbursement Oct-Dec	148.13

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Check	01/10/2023	149961	Wayne Rutenburg	Home Deliveres Meals Mileage Reimbursement Dec	74.38
Check	01/13/2023	150067	Maureen Howard	Home Delivered meals Mileage Reimbursement Dec	24.19
Check	01/13/2023	150069	Pat Zickler	Home Delivered Meals Mileage Reimbursement 11/14-1/10	136.92
Check	01/13/2023	150070	Lori Knaub	Home Delivered Meals Mileage Reimbursement Sept-Dec	97.06
Total 1104520 · Volunteer Services					1,461.44
1104891 · Health Insurance					
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	3,051.51
Total 1104891 · Health Insurance					3,051.51
1104892 · Dental, Vision & Life Insurance					
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	15.90
Total 1104892 · Dental, Vision & Life Insurance					15.90
Total 1104PRO · Enrichment Programs					6,043.78
1104SOC · Social Services					
1104519 · Senior Assistance					
Check	01/13/2023	150060	Spring Lakes Estates	Rent Assistance	185.00
Total 1104519 · Senior Assistance					185.00
1104991 · Health Insurance					
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	1,245.15
Total 1104991 · Health Insurance					1,245.15
1104992 · Dental, Vision & Life Insurance					
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 1104992 · Dental, Vision & Life Insurance					10.60
Total 1104SOC · Social Services					1,440.75
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	01/03/2023	149899	Kammes Auto & Truck Repair, Inc.	Inv# 139642 Oil Cooler Lines/Belt/Oil Change	744.87
Check	01/03/2023	149899	Kammes Auto & Truck Repair, Inc.	Inv# 139719 Headlight/Oil Change/State inspection	344.33
Check	01/10/2023	149957	Ultimate Spray-N-Wash Inc	Inv# 39005 Vehicle Washes	350.00
Check	01/10/2023	149958	Valvoline	Inv# 49218 Oil Change	63.72
Check	01/10/2023	149958	Valvoline	Inv# 49687 Wiper Replacements	50.98
Check	01/13/2023	150077	Forrest Auto Body	RO# 5971 Body Damage Repair	1,756.80
Check	01/13/2023	150084	Valvoline	Inv# 50076 Oil Change/Air Filter	121.52
Total 1104518 · Vehicle Maintenance					3,432.22
1104547 · Dispatch Software					
Check	01/13/2023	150085	Unified Dispatch	Inv# 3205707 Quarterly Call System Support/Maintenance	1,650.00

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Total 1104547 · Dispatch Software					1,650.00
1104549 · Employee Screenings					
Check	01/10/2023	149951	Physicians Immediate Care	Inv# 4295942 Pre-Employment Physical/Drug Screen	423.00
Check	01/13/2023	150079	Midwest Truckers Association Inc	Inv# 22739 Drug Testing Fee	98.00
Check	01/13/2023	150080	Physicians Immediate Care	Pre-Employment Physical/Drug Screen	329.00
Check	01/13/2023	150086	Verify (XHANOV)	Inv# 1506244 Background Checks	44.00
Total 1104549 · Employee Screenings					894.00
1104550 · Telephone					
Check	01/10/2023	149959	Verizon Wireless	Inv# 9923269064 Monthly Charges 12/19-1/18	444.17
Total 1104550 · Telephone					444.17
1104552 · Fuel					
Check	01/13/2023	150058	Village of Hanover Park (Fuel)	Inv# 2022-986 Nov 2022 Fuel	3,036.43
Total 1104552 · Fuel					3,036.43
1104691 · Health Insurance					
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	3,487.00
Total 1104691 · Health Insurance					3,487.00
1104692 · Dental, Vision & Life Insurance					
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	21.91
Total 1104692 · Dental, Vision & Life Insurance					21.91
Total 1104TRN · Transportation					12,965.73
Total 1104 · Aging Services - Expenditures					43,816.01
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	01/03/2023	149902	Staples	Inv# 3524017053 Ink	193.89
Check	01/03/2023	149902	Staples	Inv# 3524805874 Paper, Staples	50.16
Check	01/10/2023	149955	Staples	Inv# 3526214949 Breakroom Supplies	5.29
Total 2024202 · Office Supplies					249.34
2024204 · Equipment					
Check	01/13/2023	150059	ProxiT Technology Solutions	Computer / Hardware Replacement	492.19
Total 2024204 · Equipment					492.19
2024212 · Dues & Publications					
Check	01/13/2023	150061	Illinois Township Assoc of GA Caseworkers	2022/2023 Membership	150.00

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Total 2024212 · Dues & Publications					150.00
2024511 · Phone and Internet					
Check	01/03/2023	149893	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 10/25-11/24	238.52
Check	01/03/2023	149893	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 12/25-1/24	250.75
Total 2024511 · Phone and Internet					489.27
2024591 · Health Insurance					
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	1,245.15
Total 2024591 · Health Insurance					1,245.15
2024592 · Dental, Vision & Life Insurance					
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
Total 2024592 · Dental, Vision & Life Insurance					10.60
Total 2024ADM · Administration					2,636.55
2024HOM · Home Relief					
2024102 · Rent					
Check	01/03/2023	6225	3A's Property	January 2023 Rent	975.00
Check	01/03/2023	6230	Daniel & Elizabeth Bos	January 2023 Rent	975.00
Check	01/03/2023	6231	Loancare	January 2023 Rent	975.00
Check	01/03/2023	6232	Larry Bennett	January 2023 Rent	500.00
Check	01/03/2023	6233	Michelle Breen	January 2023 Rent	650.00
Check	01/03/2023	6234	Nature Homes of the Meadows HOA	January 2023 Rent	275.00
Check	01/03/2023	6237	Providence Bank & Trust	January 2023 Rent	213.86
Check	01/03/2023	6238	Spring Lakes Estates	January 2023 Rent	685.00
Check	01/03/2023	6239	Spring Lakes Estates	January 2023 Rent	740.00
Check	01/03/2023	6240	State Farm Del Vassey	Home Insurance Assistance	106.33
Total 2024102 · Rent					6,095.19
2024103 · Utilities					
Check	01/03/2023	6227	Com Ed GA Home Relief	Utilities Assistance	67.14
Check	01/03/2023	6228	Com Ed GA Home Relief	Utilities Assistance	101.61
Check	01/03/2023	6229	Com Ed GA Home Relief	Utilities Assistance	53.87
Check	01/03/2023	6235	NICOR GA Home Relief	Utilities Assistance	72.86
Check	01/03/2023	6236	NICOR GA Home Relief	Utilities Assistance	73.39
Total 2024103 · Utilities					368.87
2024105 · Personal Essentials					
Check	01/11/2023	6242	Walmart	Personal Essentials (5)	700.00
Total 2024105 · Personal Essentials					700.00
2024106 · Travel Expenses					
Check	01/03/2023	6240	State Farm Del Vassey	Auto Insurance Assistance	81.26

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Check	01/03/2023	6241	State Farm Salah, Neal	Auto Insurance Assistance	24.98
Check	01/11/2023	6243	BP Gas Station	Fuel Assistance Cards (3)	150.00
Total 2024106 · Travel Expenses					256.24
2024119 · Emergency Assistance					
Check	12/28/2022	6224	Squire Village	Emergency Assistance	1,563.67
Check	01/03/2023	6226	Blackhawk Apartments	Emergency Assistance	2,089.10
Total 2024119 · Emergency Assistance					3,652.77
Total 2024HOM · Home Relief					11,073.07
202PAN · Pantry					
1014161 · Utilities					
Check	12/20/2022	149785	Nicor 65	Acct# 65-08-57-1000 5 (Meter 1) Monthly Charges 11/14-12/13	194.60
Check	12/20/2022	149786	Nicor 75	Acct# 75-08-57-1000 4 (Meter 2) Monthly Charges 11/14-12/13	249.13
Check	01/13/2023	150082	Village of Hanover Park	Acct 3940-001 Water/Sewer 12/22	52.76
Total 1014161 · Utilities					496.49
1014191 · Health Insurance					
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	1,200.44
Total 1014191 · Health Insurance					1,200.44
1014192 · Dental, Vision & Life Insurance					
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
Total 1014192 · Dental, Vision & Life Insurance					13.95
Total 202PAN · Pantry					1,710.88
Total 2024 · Human Services - Expenditures					15,420.50
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034709 · Uniforms & Safety Equipment					
Check	12/20/2022	149784	Motorola Solutions Inc	Inv# 6997620221101 Monthly Communication Fee Dec	88.00
Total 3034709 · Uniforms & Safety Equipment					88.00
3034710 · Community Affairs					
Check	01/10/2023	149913	Battery Solutions	Inv# A858063 Battery Recycling	517.13
Total 3034710 · Community Affairs					517.13
3034711 · Utilities					
Check	01/03/2023	149900	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 11/15-12/14	637.71
Check	01/10/2023	149920	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges/Supply Services 12/1-1/4	140.23

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
			Total 3034711 · Utilities		777.94
			3034713 · Recruitment		
Check	01/10/2023	149951	Physicians Immediate Care	Inv# 4295942 Pre-Employment Physical/Drug Screen	202.00
			Total 3034713 · Recruitment		202.00
			3034791 · Health Insurance		
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	1,143.28
			Total 3034791 · Health Insurance		1,143.28
			3034792 · Dental, Vision & Life Insurance		
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	10.60
			Total 3034792 · Dental, Vision & Life Insurance		10.60
			Total 3034ADM · Administration		2,738.95
			3034BLD · Buildings		
			3034612 · Building & Perm Improvements		
Check	01/13/2023	150052	Climate Tech HVAC	Road Garage Heaters (2)	5,629.00
			Total 3034612 · Building & Perm Improvements		5,629.00
			Total 3034BLD · Buildings		5,629.00
			3034ROD · Road Maintenance		
			3034600 · Controlled Substance Testing		
Check	01/13/2023	150079	Midwest Truckers Association Inc	Inv# 22738 Drug Testing Fee	98.00
Check	01/13/2023	150080	Physicians Immediate Care	Pre-Employment Physical/Drug Screen	202.00
			Total 3034600 · Controlled Substance Testing		300.00
			3034603 · Fuel		
Check	01/13/2023	150058	Village of Hanover Park (Fuel)	Inv# 2022-986 Nov 2022 Fuel	822.24
			Total 3034603 · Fuel		822.24
			3034606 · Engineering		
Check	01/13/2023	150057	Commercial Funding Inc.	Inv # 3 Road Resurfacing Project - Dec	13,533.66
			Total 3034606 · Engineering		13,533.66
			3034607 · Contract Work		
Check	01/13/2023	150051	J.A. Johnson Paving Co	Road Resurfacing - Final Payment	78,678.76
			Total 3034607 · Contract Work		78,678.76
			3034610 · Street Lighting		
Check	01/10/2023	149921	Com Ed 076	Acct# 7742763076 Monthly Charges 12/1-1/4	132.90
Check	01/10/2023	149963	Wood Dale Electrical Const., Inc.	Inv# 532 Street Light Repairs Bridlewood	270.00

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Check	01/13/2023	150076	Com Ed 051	Acct# 5619024051 Monthly Charges 11/26-12/28	30.65
			Total 3034610 · Street Lighting		433.55
			Total 3034ROD · Road Maintenance		93,768.21
			303EQM · Equipment		
			3034609 · Maintenance Vehicles & Equip		
Check	01/10/2023	149915	Bunge's Tire & Auto	Repair Order# 0128085 Replacement Steel Wheel Truck# 501	594.22
			Total 3034609 · Maintenance Vehicles & Equip		594.22
			Total 303EQM · Equipment		594.22
			Total 3034 · Road Maintenance - Expenditures		102,730.38
			4045 · Comm/SR Citizens Svcs - Expense		
			4045135 · Bingo Expense		
Check	01/13/2023	150066	Illinois Department of Revenue	Bingo Taxes Oct-Dec	176.00
			Total 4045135 · Bingo Expense		176.00
			Total 4045 · Comm/SR Citizens Svcs - Expense		176.00
			5054 · Mental Health - Expenditures		
			5054ADM · Administration		
			5054002 · Legal		
Check	01/10/2023	149906	Airdo Werwas LLC	Inv# 237-0001-37125 MAA Legal Fees	164.00
			Total 5054002 · Legal		164.00
			5054014 · Equip / Database		
Check	01/13/2023	150059	ProxiT Technology Solutions	Computer / Hardware Replacement	246.10
			Total 5054014 · Equip / Database		246.10
			5054591 · Health Insurance		
Check	01/13/2023	150053	United Healthcare	Monthly Medical Premiums	1,726.36
			Total 5054591 · Health Insurance		1,726.36
			5054592 · Dental, Vision & Life Insurance		
Check	01/13/2023	150081	Vision Service Plan	Acct# 30070457 Monthly Premium	13.95
			Total 5054592 · Dental, Vision & Life Insurance		13.95
			Total 5054ADM · Administration		2,150.41
			5054COM · HT Community Resource Center		
			5054210 · Utilities		
Check	12/20/2022	149787	Nicor 84 (MHB)	Acct# 84-67-77-1000 0 Monthly Charges 11/11-12/12	581.68

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Check	01/10/2023	149919	Comcast (823 MHB)	Acct 8771 10 084 0485823 Monthly Cable/Internet 1/2-2/1	273.61
Total 5054210 · Utilities					855.29
5054250 · Building Maintenance					
Check	01/10/2023	149909	Anderson Pest Solutions	Inv# 29610707 Pest Control	50.00
Total 5054250 · Building Maintenance					50.00
Total 5054COM · HT Community Resource Center					905.29
5054SVC · Service Contracts					
5054102 · CAC Family Support					
Check	01/10/2023	149918	Childrens Advocacy Ctr of Nwst Co County	Family Support Services Oct	3,484.48
Check	01/10/2023	149918	Childrens Advocacy Ctr of Nwst Co County	Remaining Balance Family Support Services Nov	92.82
Total 5054102 · CAC Family Support					3,577.30
5054123 · Easter Seals					
Check	01/13/2023	150055	Easter Seals DuPage & Fox Valley Region	Medical Rehabilitative Support	5,482.75
Total 5054123 · Easter Seals					5,482.75
5054138 · Contract Support Services					
Check	01/13/2023	150056	DreamCo Design	Reporting Website Development Link - 2nd Installment	12,000.00
Total 5054138 · Contract Support Services					12,000.00
5054204 · Easter Seals Family Support					
Check	01/13/2023	150055	Easter Seals DuPage & Fox Valley Region	Family Support Services	500.00
Total 5054204 · Easter Seals Family Support					500.00
Total 5054SVC · Service Contracts					21,560.05
Total 5054 · Mental Health - Expenditures					24,615.75
7004 · Vehicle Replcmnt - Expenditures					
7004540 · Bus Purchase					
Check	01/10/2023	149949	Pace	Inv# 614709 Bus Lease	100.00
Check	01/10/2023	149949	Pace	Inv# 614717 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	12/20/2022	149793	Empire Construction	Nov 2022 Progress Payment #4 EMA Station and Campus Expansion	579,134.70
Check	01/13/2023	150057	Commercial Funding Inc.	Inv# 6 EMA Station Project - Phase 1	9,200.04

Hanover Township Board Audit Report

December 20, 2022 through January 16, 2023

Type	Date	Num	Name	Memo	Amount
Total 8084414 · Emergency Services Station					588,334.74
8084425 · Building & Perm Improvements					
Check	12/20/2022	149794	Pro Masonary Works Inc	Inv# 1842 Down Payment - Astor Ave Trash Enclosure Expansion	10,020.00
Check	01/13/2023	150050	Pro Masonary Works Inc	Inv# 1858 Astor Ave Trash Enclosure Expansion	10,020.00
Total 8084425 · Building & Perm Improvements					20,040.00
Total 8084 · Capital Projects - Expenditures					608,374.74
TOTAL					859,568.25



- 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 Beattie, Essick, Martinez, and Noyola, and Supervisor McGuire.

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 Match, and Attorney Mike Airdo. Also present were management intern Mohammed Yahya and Village of Streamwood Trustee Mike Baumer.
- 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. Reports
 - A. Supervisor's Report: Supervisor McGuire thanked Township staff for support during the Christmas gift distribution, special thanks to the Facilities and Road Maintenance staff for jumping in to help when volunteers were not yet available, and to students from Streamwood High School. He noted that the Emergency Services unit supported St. Charles Fire Department during a fire. Congratulations to Kristen Smith celebrating ten years with Hanover Township.
 - B. Clerk's Report: Clerk Dolan Baumer offered no reported that the Village of Streamwood recently let a press release citing Hanover Township Emergency Services' help with a fire.
 - C. Assessor's Report: Assessor Moinuddin reported that the Board of Review is open for appeals through January 10. A property tax seminar would be held at the Senior Center on January 4.
 - D. Department Reports: Reports were submitted with the Board packet for review by the Board; highlights included Director Kutenberg reported that installation of utilities is being done at Hanover Landing. He also noted that articles are due for the next issue of Hanover Happenings. Assistant Administrator Vana reported that the Annual Employee luncheon would be held on January 11 at Moretti's. She also noted that the appointed committee members of the Decennial Committee were to be given an orientation/review of the Township in preparation for the first meeting of the committee. Manager Teachout reported that the Mental Health Board approved it FY24 budget and would start its distributions during the January 24 meeting. Director Conway reported that 160 seniors were adopted for Christmas, which eclipses 120 last year. Thank you to the sponsors. A bus driver position has been filled and a Home care Coordinator position candidate references are being checked for employment. Aging Services was awarded a \$40,000 grant from AgeOptions for evidence based social services. Director Houdek reported that the recent Cookies and Cocoa with Santa was successful with over 229 participants. All in school programming has begun. Manager Dickinson's father in law passed away. Director Imperato reported that 1,253 children received toys during the gift distribution. Meal boxes would be distributed this week. She thanked Trustee Beattie for helping get student volunteers from Streamwood High School. She also thanked everyone who pitched in to assist with the distribution. Director Smith reported that the department is in receipt of 180 home tests for COVID that will be distributed to employees, first. Emergency Services Director Crews reported that the decontamination process will be added to class curriculum at the fire academy. The department received thanks from Streamwood and Hoffman Estates for fire support. Snowfall of three to eight inches is predicted and the unit stands ready for service. Director Hanson reported that phase one of the Emergency Services station, the framing, is ongoing. Six of the nine manhole covers have passed inspection, with three needing attention before being approved. The

department is watching the snow forecast, as well, and is ready to assist as needed. He thanked FARM staff for their dedication to the Township and its residents. Congratulations to staff member Jesse Rico on receiving an Associate's Degree from Elgin Community College. Administrator Barr reported that discussions between legal and the Immanuel United Church of Christ regarding the cemetery transfer to Hanover Township. Fraud attempts have been perpetrated against the Township bank accounts have been thwarted. ACH transactions are being targeted, as well. The Township is in a positive pay system that stops this type of fraud. Downers Grove Township will be in tomorrow for a tour of our facilities.

- VII. Bill Paying: Mr. Barr presented the bills for payment from December 6, 2022 through December 19, 2022 as follows:

a.	Town	\$151,082.53
b.	Senior Services	33,600.95
c.	General Assistance	8,494.06
d.	Road Maintenance	30,122.73
e.	Committee for Senior Citizens	1,248.51
f.	Mental Health Board	49,361.15
g.	Vehicle	200.00
f.	Capital	<u>26,332.79</u>
	Total:	<u>\$300,442.72</u>

Trustee Martinez moved and Trustee Beattie seconded the motion to approve payment the bills for the period December 6, 2022 through December 19, 2022 as amended. Roll call: Ayes: Trustees Beattie, 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. Meeting Minutes of December 6, 2022: Clerk Dolan Baumer presented the meeting minutes of December 6, 2022 for review and approval. A motion was made by Trustee Noyola to approve the meeting minutes of December 6, 2022 as presented, with a second by Trustee Essick. Roll call: Ayes: Trustees Beattie, Essick, and Noyola, and Supervisor McGuire. Abstain: Trustee Martinez. Nays: None. Motion carried.
- B. Resolution to Approve the Award of the Contract for the Sale of the Real Property Located at 1535 Burgundy Parkway, Streamwood: Trustee Essick moved that the Board approve resolution 122022 a resolution to approve the award of the contract for the sale of the real property located at 1535 Burgundy Parkway, Streamwood. Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- C. Resolution to Approve the Amendment and Restatement of the Township of Hanover 457 Plan: Trustee Beattie moved that the Board approve a resolution #1220224 approving of an amendment and restatement of the Township of Hanover 457 Plan. Trustee Noyola seconded the motion. Mr. Barr noted that a new company would be handling this ancillary employee investment vehicle, Lincoln Financial. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- D. Resolution to Approve the Amendment of the Township of Hanover 457 Plan: Trustee Martinez moved that the Board approve resolution #1220225 approving an amendment of the Township of Hanover 457 Plan, making it Federally compliant. Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.

- E. Resolution to Approve Change Order No. 2 to the Emergency Services Station Project: Trustee Noyola moved that the Board approve resolution #1220221 for change order number 2 to the Emergency Services Station project; motion seconded by Trustee Essick. Director Hansen explained that this amendment moves the substantial completion date to February 2, 2023 and additionally requires the contract to add additional gravel for snow removal. Administrator Barr reported that we should have occupancy on February 2 with a May 15 full completion date. Mr. Airdo reported that \$500 per day will be assessed for every day the concrete is not poured. Mr. McGuire noted that this enforcement of the contract is why we run things by legal – for the Township’s protection. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- F. Resolution to Approve Change Order No. 3 to the Emergency Services Station Project: Trustee Beattie moved that the Board approve resolution #1220222 for change order number 3 to the Emergency Services Station project; motion seconded by Trustee Noyola. This amendment, reported Mr. Hansen, adds \$17,000 to lay conduit for Comcast cable. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- G. Resolution to Approve an Employee Referral Program: Trustee Beattie moved that the Board approve resolution 120223 for an employee referral program; motion seconded by Trustee Essick. This program, noted Mr. Barr, pays the referring employee \$2,000 upon 6 months employment of a referral employee. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- H. Hanover Township Tax Levy Ordinance for the Fiscal Year beginning April 1, 2022 and ending March 31, 2023: Trustee Martinez moved that the Township Board approve ordinance #122022 the Hanover Township Tax Levy Ordinance for the Fiscal Year beginning April 1, 2022 and ending March 31, 2023 as follows:

General Corporate Tax	\$4,447,732.00
(Four million four hundred forty-seven thousand seven hundred thirty-two dollars and no cents.)	
Senior Citizens Services Tax	\$1,270,475.00
(One million two hundred seventy thousand four hundred seventy-five dollars and no cents.)	
General Assistance (Public Assistance) Tax	\$459,002.00
(Four hundred fifty-nine thousand and two dollars and no cents.)	
Social Security Tax	\$174,504.00
(One hundred seventy-four thousand five hundred and four dollars and no cents.)	
Retirement (IMRF) Tax	\$214,937.00
(Two hundred fourteen thousand nine hundred thirty-seven dollars and no cents.)	
Community Mental Health Tax	\$1,425,827.00
(One million four hundred twenty-five thousand eight hundred twenty-seven dollars and no cents.)	

Estimated Total Taxes Levied \$7,992,477.00

(Seven million nine hundred ninety-two thousand four hundred seventy-seven dollars and no cents.)

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

- I. Hanover Township Road and Bridge Tax Levy Ordinance for the Fiscal Year beginning April 1, 2022 and ending March 31, 2023: Trustee Martinez moved that the Township Board approve ordinance #1220221 the Hanover Township Road and Bridge Tax Levy Ordinance for the Fiscal Year beginning April 1, 2022 and ending March 31, 2023 as follows:

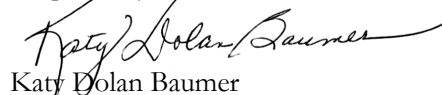
Hanover Township Road and Bridge Estimated Tax \$1,731,690.00

(One million, seven hundred thirty-one thousand, six hundred ninety dollars and no cents.)

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

- IX. Executive Session: No motion was made to go into Executive Session.
- X. Other Business: Mr. Barr reported that a tuition reimbursement policy would be presented at the next meeting for review and consideration by the Board. An awards reception would be held prior to the next meeting. Coffee with the Board would be held on Saturday, January 14.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:45 p.m. was made by Trustee Martinez and seconded by Trustee Essick followed by a roll call vote. Ayes: Trustees Beattie, Essick, Martinez, and Noyola, 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 NO. _____

**A RESOLUTION
TO APPROVE AN AMENDMENT TO THE TOWNSHIP EDUCATION AND
TRAINING OPPORTUNITIES FOR EMPLOYEES POLICY**

WHEREAS, the Supervisor and Board of Trustees (collectively, the “Board”) of Hanover Township (the “Township”) sets the personnel policy for the employees of Township; and

WHEREAS, the Board has adopted the “Hanover Township Personnel Policy,” as amended by Hanover Township Resolution Nos. 121512-2 and 021919-3, to codify the personnel policy for the employees of Hanover Township; and

WHEREAS, the Board deems it appropriate from time-to-time to conduct an analysis of the Hanover Township Personnel Policy and revise the Hanover Township Personnel Policy, *inter alia*, to comply with current employment laws, statutes, regulations, and ordinances; and

WHEREAS, the Board has reviewed the Hanover Township Personnel Policy and deems it necessary and appropriate to amend the Education and Training Opportunities for Employees Policy set forth therein as provided below; and

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

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

SECTION TWO: ADOPTION. The amendments to the Education and Training Opportunities for Employees Policy contained in the Hanover Township Personnel Policy, as provided herein, are hereby adopted and approved.

SECTION THREE: DIRECTION TO STAFF. The Township Administrator, or his designee, is hereby directed to delete the stricken text (indicated textually in the same manner

as the following example: "~~stricken text~~") from, and to add the underlined text (indicated textually in the same manner as the following example: "underlined text") to, the Hanover Township Personnel Policy, as follows.

A. With respect to Article XI, Section I, Sub-Section 4 of the Hanover Township Personnel Policy:

- a. Hanover Township believes that formal education has a positive impact on a-an employee's contribution to the Township, and the residents we serve. The Township supports professional and educational efforts by providing reimbursements for many of the expenses associated with continuing education courses. The Township Administrator may revise, suspend, revoke, terminate change or remove, prospectively or retroactively, any of the provisions or procedures outlined in this policy, in whole or in part, with or without notice at any time, at the Administrator's sole discretion. Any dispute concerning the meaning of any provision within this policy shall be interpreted by the Administrator.
- b. ~~All full-time employees, who have been with the Township for one year or more are eligible for professional development benefits under this policy. All full-time employees, who have been continuously employed with the Township for at least two years, measured from the educational or training opportunity start date, are eligible for continuing education benefits under this policy. Full-time employees are defined as those that work more than 30 regular hours per week. Employees must maintain eligibility by remaining on active payroll and in good standing through completion of the educational or training opportunity.~~
- c. The Township may ~~allow for reimburse~~ employees for costs related to, obtaining a degree, or ~~take~~ taking individual courses at an approved and accredited educational institution under this program, provided that the courses of study are related to the employee's current position or probable future assignment at the Township. The Township must approve the courses, or reimburse employees for professional development costs related to the preparatory and continuing education courses related to licensure. Past approval and participation in the Professional Development or Educational Assistance program does not guarantee approval in subsequent years and does not obligate the Township to pay for such education and training opportunities. Approved but unused reimbursements do not carry over to a subsequent term.
- d. Covered Expenses – Professional Development
 1. The Township may reimburse employees for professional development costs related to preparatory and continuing education courses related to licensure and other professional development opportunities. Requests must be approved by the immediate supervisor and the Department Head as well as be provided for in the budget, prior to registering for the classes or programs for which the employee will seek reimbursement.

2. With written permission from their Department Head, employees are allowed compensated time-off for professional development activities and/or licensing examinations. Any time taken in excess of the allowed time shall be paid as available vacation or personal time. Where no vacation or personal time is available, the time will be unpaid reported as vacation.
 3. Additional certification programs or professional development seminars may be reimbursed by the Township, but require written approval from the employees' ~~Department Manager, Department~~ Head, and the Township Administrator.
 4. All related expenses, which may include fees, parking, transportation, or meals, will be reimbursed to an employee or be processed via an invoice from the issuing agent.
- e. Covered Expenses – Continuing Education
1. Expenses eligible for up to \$24,000.00 per fiscal year include tuition, registration and required fees, such as building use and lab fees at an accredited institution of higher learning (college, university, or technical school) at both undergraduate and graduate levels. This policy will be administered on first come first serve basis contingent on available funds.
 2. Other miscellaneous expenses, such as parking, supplies, social dues, athletic fees, computer access charges, etc. are not reimbursable. Township reimbursements will be reduced by any other financial aid that does not have to be repaid (such as the GI Bill, scholarships, or grants). Reimbursement is limited to 100 percent of actual costs up to the maximum annual amount.
 3. If a required class is available only during regularly scheduled work hours, the employee may submit a written request to his or her immediate supervisor and the Department Head explaining the circumstances. Recommendation from the immediate supervisor is required. Prior approval of the Township Administrator is needed before registering for or attending such a class for which the employee intends to receive reimbursement. If approved, the employee can make up unpaid time away from work during the same workweek or, deducting from the employee's use available paid vacation or personal time-off, or reducing hours and bi-weekly pay for the duration of the course. Where no vacation or personal time is available, the time will be unpaid.
- f. Procedures and Approval
1. ~~An Request for Professional Development or Educational Assistance Educational Assistance Request form (Form 2.28)~~ with a cost estimate must be submitted to the employee's supervisor for approval every term. (Forms may be obtained from Human Resources.) The supervisor should assess the cost, course and /or degrees, taking into account the employee's current and future assignments and potential impact on the employee's work responsibilities. The request requires the approval of the

employee's Manager, Department Head, and the Township Administrator. In the event that the course for which reimbursement funds are requested is not directly related to the employee's present position and responsibilities, the application will be evaluated in terms of the benefits the course would provide by preparing the employee for another position within the Township for which he or she may be eligible.

2. The employee should initiate the approval process prior to enrolling in the course(s). The employee is responsible for all costs prior to requesting the reimbursement. A copy of the tuition Request for Professional Development or Educational Assistance form must be submitted to Human Resources. The employee will maintain the original until he or she has completed the course.

3. Once the course is successfully completed, the employee should resubmit the original Request for Professional Development or Educational Assistance form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached. Human Resources will coordinate the reimbursement with the finance department.

~~3.4.~~ Reimbursable expenses must be submitted for payment within 90 days from end of the semester or term. Reimbursement will be made provided the employee has satisfactorily completed the course with a grade (or numeric equivalent) of "C" or better or a "P" if taken Pass/Fail. Employees who withdraw from or otherwise fail to complete a course, or who fail to submit appropriate documentation of their grades within 90 days following the end of the term will forfeit reimbursement. The official grade record and itemized receipts documenting all of the expenses must be provided to the Township Administrator.

5. Employees receiving continuing education benefits under this policy agree to remain employed with the Township for at least one (1) year following the completion of the corresponding academic term or completion of course reimbursed. In the event there is a separation of employment prior to completing the one (1) year of service, the entire amount of the reimbursement paid during that year will become due and payable from the employee's final paycheck. The employee agrees to consent to the deduction of any amounts owed at the time of separation of employment. Where the final paycheck is insufficient to cover the cost of the tuition reimbursement repayment, the employee is responsible for remitting the remainder to the Township within 30 days of the separation date.

g. When requested by the Township Administrator or at the approval of the Township Administrator, employees may be eligible for reimbursement under this policy for an amount that exceeds \$4,000.00. Such reimbursements under this provision may require repayment agreements exceeding one (1) year if a separation of employment occurs within that timeframe. The employee will be made aware of potential tax implications when the amount reimbursed exceeds the IRS maximum for exclusion from income.

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

SECTION FIVE: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: January 17, 2023

APPROVED: January 17, 2023

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

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

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on January 17, 2023, and approved on January 17, 2023, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk