



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

October 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 – SP4 Benjamin H. Jankowski
 - B. Consul General of India – Chicago Somnath Ghosh
 - C. Oaths of Office for Deputy Township Assessors
- 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 October 3, 2023
 - B. Ordinance Amending the Rules for Electronic Attendance at Hanover Township Board Meetings
 - C. Resolution to Approve Destruction of Verbatim Recordings of Closed Session Meetings
 - D. Consideration of State of Illinois Paid Leave for All Workers Act
- IX. Executive Session
- X. Other Business
- XI. Adjournment

**Our mission is to continuously improve the quality of life for Hanover Township residents.
Our vision is a better life through leadership, innovation, and diversity.**



HANOVER TOWNSHIP

VETERANS HONOR ROLL

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

NAME: Benjamin H. Jankowski

ADDRESS: 824 W. Apple Lane

CITY/ZIP CODE: Barlett IL 60103 email - katherine.jankowski

PHONE #: 479-426-7983 2@gmail.com

DATE OF BIRTH: 12-04-1945

BRANCH OF SERVICE: Army

HIGHEST RANK ATTAINED: SP4

YEARS OF SERVICE: FROM 1966 **TO** 1969

MEDALS AWARDED OR OTHER CITATIONS:

3 Purple Heart Cross of Gallantry
Defensive Service Medal Bronze Star
INJURIES: Vietnam Campaign Silver Star
Vietnam Service

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed. None - injuries

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 September 2023

SERVICE PROVIDED	SEPTEMBER 2023	SEPTEMBER 2022	FYTD 2024	FYTD 2023
<i>Passports</i>	264	255	2138	1912
Photo Fees	\$2,680	\$2,680	\$22,550	\$19,200
Fee deposits	\$9,365	\$9,475	\$79,340	\$71,910
<i>Fishing/Hunting licenses</i>	1	1	38	27
<i>Handicap Placards</i>	18	33	99	147
<i>Vehicle Sticker Renewals</i>	32	32	197	212
<i>Human Resources Requests</i>	114	127	749	802
<i>New Employee Orientations</i>	0	3	23	25
<i>Technology work orders</i>	56	51	371	286
<i>Resident Contacts</i>	1,588	1,945	11,762	12,637
<i>Percent of Budget Expended (100% of year)</i>	11.4%	3.7%	41.6%	30.8%

Department Highlights

- Human Resources Manager Callahan, Nutrition Manager Perri, and Nutrition Coordinator Harvey participated in first round interviews for the Nutrition Assistant position.
- Human Resources Manager Callahan, Transportation Manager Kazeos, and Dispatcher Espinosa participated in first round interviews for the Bus Driver position.
- Prevention Services Manager Dickinson, After-School Program Coordinator Enciso, and Human Resources Manager Callahan participated in first round interviews for the Youth Program Assistant position.
- Youth and Family Services Director Houdek, Manager Dickinson, and Manager Callahan participated in first round interviews for the Substance Abuse Prevention Specialist position.
- Aging Services Director Conway, Transportation Manager Kazeos, and Human Resources Manager Callahan participated in the PACE Audit.
- Deputy Township Administrator Vana and Hanover Landing Services Coordinator Metsig participated in planning meetings throughout the month with staff from UpHoldings and Ecker Center for Behavioral Health to coordinate the first several tenant move-ins at Hanover Landing. At the end of the month, 10 new residents had moved in. UpHoldings anticipates full occupancy of 39 units by the end of October.
- Township Administrator Barr and Deputy Township Administrator Vana met with Brad Sullivan of Arachas Group to review and submit the Township's annual liability insurance renewal application. The new policy year will begin December 1.
- Township Administrator Barr, Deputy Township Administrator Vana, Assistant to the Administrator Matich, and Human Resources Manager Callahan participated in the annual Fall Food Truck Festival.
- Lead Accountant James Howard and Deputy Township Administrator Vana conducted a staff training on September 26 to review internal cash handling and deposit procedures for 21 staff members.
- Township Administrator Barr, Deputy Township Administrator Vana, and Assistant to the Administrator Matich assisted in hosting the annual Metropolitan Township Association, Township Officials of DuPage County, and Township Officials of Cook County Symposium on September 28.
- Deputy Township Administrator Vana and Hanover Landing Services Coordinator Metsig participated in site visits to three of Up Holdings' permanent supportive housing facilities including Myers Place in Mount Prospect, Phil Haven in Wheeling, and Spruce Village in Arlington Heights.

Hanover Township Mission Statement:

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

DEPARTMENT OF AGING SERVICES



Report for September 2023

SERVICE PROVIDED	SEPTEMBER 2023	SEPTEMBER 2022	FYTD 2024	FYTD 2023
<i>Programming Division</i>				
Planned programs	214	217	1,478	1,433
Participants	1,618	1,278	10,070	8,573
Participants (unduplicated)	558	572	1,212	1,063
Wait listed (unduplicated)	38	29	163	98
New volunteers	5	3	15	23
Total volunteers (unduplicated)	141	122	183	171
Volunteer hours reported	1,643	1,622	11,102	8,642
<i>Nutrition Division</i>				
Meals Served	2,094	1,686	12,306	9,524
Meals delivered by volunteers	3,134	3,006	17,719	18,216
Clients Served (unduplicated)	729	N/A	1,367	N/A
<i>Social Services Division</i>				
Clients served (unduplicated)	122	274	621	783
Clients served (duplicated)	230	386	1,295	1,758
Energy Assistance	5	260	101	348
Prescription drugs & health insurance assistance	90	81	586	586
Social Service programs	10	10	61	65
Social Service program participants	113	80	688	632
Lending Closet transactions	141	122	839	740
Home Services direct care hours	86.5	N/A	334	N/A
<i>Transportation Division</i>				
One way rides given	1,240	906	6,812	5,716
Clients served (unduplicated)	189	115	390	206
New riders	40	15	390	206
Unmet requests for rides	41	27	193	137

Department Highlights

- Social Services began accepting applications for the Adopt-A-Senior program on September 1. The Adopt-A-Senior program provides care packages to low-income older adults who reside in the Township.
- On September 12, Social Services Manager Diana Gomez and Volunteer and Program Coordinator Devora Murillo attended the Illinois Senior Expo in Schaumburg. Staff shared and discussed programs and services and advertised volunteer opportunities at the Senior Center.
- On September 15, the department partnered with The Oaks to conduct a free technology class on-site with eight participants. Technology classes are steadily increasing in popularity.
- The department submitted three applications to the Mental Health Board for annual funding consideration on September 15.
- Director Megan Conway spoke at the Village of Streamwood Principals Breakfast on September 18.
- To celebrate National Senior Center Month, staff distributed ice cream treats throughout the day on September 25.
- PACE conducted the annual on-site audit of the transportation program operations on September 25.
- Social Services began scheduling appointments for the Medicare Open Enrollment Period on September 25. The Medicare Open Enrollment Period is from October 15 to December 7.

Aging Services Mission Statement:

Enriching Lives, Fostering Friendships, Promoting Independence

OFFICE OF THE ASSESSOR



Report for September 2023

SERVICE PROVIDED	SEPTEMBER 2023	SEPTEMBER 2022	FYTD 2024	FYTD 2023
<i>Administration</i>				
Office visits	186	387	2,191	1,380
Building permits processed	416	944	1,472	2,681
Change of Name	3	0	48	6
Property tax appeals	79	216	275	590
Certificates of Error	77	49	469	205
Property location updates	0	0	0	0
Sales Recording	0	0	435	258
New owner mailing	0	0	208	719
<i>Exemptions</i>				
Homeowner exemptions	0	45	246	106
Senior homeowner exemptions	0	67	200	147
Senior Freeze exemptions	0	40	884	137
Disabled Veteran exemptions	0	1	121	32
Disabled person exemptions	0	20	59	57
Miscellaneous exemptions	0	5	11	12

Department Highlights

- The total number of email addresses on the Assessor's Office contact list is now 3,636.
- The Cook County Assessor began processing all Tax Year 2022 Exemptions as Certificates of Error on September 1, 77 taxpayers were assisted in filing Certificates of Error
- Interim Chief Deputy Assessor Silverstein and Assessing Specialist Cedillo manned the Assessor's Office and Mental Health Board shared booth at the Township's Annual Food Truck Festival.
- Interim Chief Deputy Assessor Silverstein attended the Cook County Township Assessor's Meeting on September 15. The Cook County Assessor's Office advised taxpayers will have additional time to file for 2018 Certificates of Error with a new deadline of November 2024. The Equalization factor for Tax Year 2022 was finalized at 2.9237. Tax Year 2023 will see new exemptions for Surviving Spouses of First Responders who were killed in the line of duty as well as World War II Veterans.
- Hanover Township opened for Board of Review Appeals on September 18 and 79 taxpayers filed appeals in September. Hanover Township will remain open for appeals through October 17.
- The Assessor's Office co-sponsored a Property Tax Appeal Seminar with Commissioner Cardenas, the Cook County Board of Review, Senator Villa, and Commissioner Morrison on September 21.
- On September 28, Interim Chief Deputy Assessor Silverstein met with Commissioner Morrison's Office, the Cook County Forest Preserve District, and Director Kuttentberg to begin planning a joint community event.
- Assessor Moinuddin and Interim Chief Deputy Assessor Silverstein attended the Metropolitan Township Association Symposium and Assessing Specialist Cedillo volunteered at the event.
- Assessing Specialist Cedillo completed the Basics of Mass Appraisal class as the last step towards earning the Certified Illinois Assessing Officer (CIAO) designation.

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 September 2023

SERVICE PROVIDED	SEPTEMBER 2023	SEPTEMBER 2022	FYTD 2024	FYTD 2023
<i>Website Visits (total)</i>	8,791	7,223	45,448	44,693
<i>Website Visits (unique)</i>	5,973	4,974	38,035	32,732
<i>Facebook Followers (new and total FYTD)</i>	80	37	5,710	5,189
<i>Facebook Reach</i>	37,349	24,690	156,865	120,821
<i>X (Twitter) Followers (new and total FYTD)</i>	2	2	1,417	1,388
<i>X (Twitter) Impressions (new and total FYTD)</i>	3,024	5,211	31,104	35,637
<i>YouTube Views</i>	280	3,792	1,575	18,576
<i>Media Releases</i>	6	5	31	24

Department Highlights

- Director Kuttenberg participated in the biweekly Hanover Landing virtual meeting with UPholdings, Housing Opportunities Development Corporation, and other Township staff on September 5.
- Director Kuttenberg chaired the September 6 Fall Food Truck Festival Planning meeting.
- Director Kuttenberg captured photos and videos at the annual Just for the Health of It Health Expo on September 7 at the Senior Center.
- Director Kuttenberg participated in a virtual meeting on September 7 to discuss the Rohrssen Road bridge replacement project with Cook County personnel and other Township staff.
- Director Kuttenberg, Supervisor McGuire, and other Township staff joined personnel from Centro de Informacion in a meeting with Representative Crespo to discuss Hispanic outreach programs.
- The Township hosted the 6th Annual Fall Food Truck Festival on September 14 on the Tiknis Campus. 13 food trucks and vendors attended. Chicago area cover band GooRoos was well received.
- Director Kuttenberg joined Township Administrator Barr and Supervisor McGuire in attending the Hoffman Estates Chamber of Commerce's annual legislative luncheon on September 15.
- Director Kuttenberg met with Hoffman Estates Historian Pat Barch to discuss the Lion Bridge.
- Director Kuttenberg and Director Hanson met with members of the Chapel Creek Homeowners Association on September 19 to discuss their concerns about the potential impact of the purchase of adjacent property.
- Director Kuttenberg attended the September 21 meeting of the Bartlett Area Chamber of Commerce's Board of Directors.
- Director Kuttenberg chaired the Fall Food Truck Festival's Working Group on September 21 to discuss feedback from the event. A summary was submitted to the Township Administrator.
- Director Kuttenberg participated in a virtual meeting with staff from Commissioner Morrison's office and the Cook County Forest Preserve District on September 25 to discuss the Lion Bridge.
- Director Kuttenberg joined Interim Chief Deputy Assessor Silverstein in a virtual meeting with Cook County Forest Preserve District Staff on September 28 to discuss a potential community event.
- Director Kuttenberg joined UPholdings, Ecker Center and the Housing Opportunity Development Corporation (HODC) staff for a meeting to discuss the ribbon cutting ceremony for Hanover Landing.
- Director Kuttenberg coordinated and attended the September 28 Metropolitan Township Association Symposium at the Senior Center.
- Director Kuttenberg joined other Township staff in working the beverage tent at the Bartlett Oktoberfest on September 29.

Hanover Township Mission Statement:

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

OFFICE OF COMMUNITY HEALTH



Report for September 2023

SERVICE PROVIDED	SEPTEMBER 2023	SEPTEMBER 2022	FYTD 2024	FYTD 2023
<i>Appointments</i>				
ProTimes	7	6	41	34
TB skin test	5	4	29	18
Cholesterol	63	48	81	100
Pharmaceutical Assistance Programs	0	1	0	2
Miscellaneous labs	17	8	48	56
Wellness Screening (BP, diabetes, anemia)	36	50	204	336
Other*	83	93	414	521
<i>Clinic Clients</i>				
Senior Center/ home visits	127	130	598	733
Astor Avenue	12	35	73	131
Offsite clinics	4	12	70	130
Total clients (unduplicated)	54	57	313	429
<i>Public Education & Health Promotion</i>				
Media coverage	1	3	4	9
Informational seminars/Program	4	5	28	30
Program Participants*	352	347	1,070	975
<i>Primary Care Provider Support</i>	1	2	7	9

* Statistics includes individuals who were vaccinated at the COVID vaccine clinic

Department Highlights

- Director Smith and Community Health Nurse Kramer provided 22 home visits for residents in the month of September.
- Director Smith and Community Health Nurse Kramer provided employee wellness screenings and flu shots for 10 employees in the month of September.
- Director Smith, Community Health Nurse Kramer, Community Health Assistant Tyrrell, and Community Health Receptionist Ryczewicz attended the Hanover Township Fall Food Truck Festival on September 14 and provided participants with department information and resources.
- Community Health Nurse Kramer facilitated a weekly “Be Active” outdoor fitness program for residents.
- The Office of Community Health hosted its 16th Annual Just for the Health of It health and wellness expo on September 7. Residents who attended received free health screenings as well as health related information and resources. Community Health Nurse Kramer provided 50 cholesterol screenings for participants.
- The Office of Community Health began offering a weekly laboratory clinic at The Oaks in Bartlett. Director Smith and Community Health Nurse Kramer provided laboratory services for 12 residents in the month of September.
- The Office of Community Health hosted the Epilepsy Foundation on September 26. The Epilepsy Foundation provided a free training on seizure awareness and first aid for 13 participants.
- The Office of Community Health hosted a blood drive, in partnership with the American Red Cross, on September 28, resulting in the collection of 34 lifesaving units of blood.

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 September 2023

SERVICE PROVIDED	SEPTEMBER 2023	SEPTEMBER 2022	FYTD 2024	FYTD 2023
<i>Hours</i>				
Volunteer Detail Hours	563	391	2,838	4,200
Volunteer Work Hours	679	168	2,235	717
Volunteer Training Hours	74	105	533	1,071
<i>Total Volunteer Hours</i>	1,316	664	5,606	5,989
<i>Details</i>				
Emergency Call Outs	17	19	95	86
Safety Patrols	0	2	7	8
Township Sponsored Events	1	6	15	14
Other Community Events	8	0	8	8
Miscellaneous	0	0	0	0
<i>Total Details</i>	26	23	125	104

Department Highlights

- HTES Officers participated in the Just for the Health of It health expo on September 7.
- Director Crews met with police officials from Palatine and Arlington Heights Police Departments on September 13 to discuss the HTES program and offer recommendations as both communities consider starting similar agencies.
- Director Crews attended a Firefighter Cancer Support Network class in Batavia on September 22.
- HTES Officers responded to a hazardous materials incident in Carpentersville and provided lighting and drone operations on September 6.
- HTES Officers responded to a structure fire in Carpentersville and provided decontamination and cylinder refilling on September 11.
- HTES Officers responded to a structure fire in Roselle on September 11.
- HTES Officers responded to a vehicle accident in Streamwood and provided traffic management on September 12.
- HTES Officers responded to a vehicle accident on September 17 in Elgin and provided traffic management and drone flights to search for a person who fled the scene.
- HTES Officers responded to a vehicle accident in Schaumburg on September 18 to provide traffic management.
- HTES Officers responded to a structure fire in Elgin on September 20 and provided decontamination and cylinder fill.
- HTES Officers responded to Bartlett on September 22 to provide drone flights in search of an alleged mountain lion sighting.
- HTES Officers responded to a structure fire in Elgin on September 26 and provided cylinder fill.
- HTES Officers responded to a structure fire in Hanover Park on September 27.
- HTES Officers responded to a vehicle accident in Barrington Hills, providing traffic management on September 27.
- HTES Officers responded to a vehicle accident in Streamwood and provided traffic management on September 28.

Hanover Township Mission Statement:

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

DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for September 2023

SERVICE PROVIDED	SEPTEMBER 2023	SEPTEMBER 2022	FYTD 2024	FYTD 2023
<i>Administration</i>				
Vehicle service calls	3	2	14	13
Work orders	426	387	2,359	2,348
Event set-ups/tear downs	159	135	838	844
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,909	5,043	29,165	30,738
Town Hall	10,020	7,860	58,800	51,060
Senior Center	38,672	44,918	241,637	252,765
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	1.04	0.00	326.95	348.09
Town Hall	10.44	10.48	905.71	1,085.63
Senior Center	1,090.54	1,550.95	8,488.35	9,074.81
<i>Road Maintenance</i>				
Salt Usage (Tons)	0	0	0	0

Department Highlights

- Facilities and Road Maintenance staff completed the September brush pickup, collecting approximately 24 tons of mulch. All material was either distributed to residents or used within the Township reserves.
- Facilities and Road Maintenance staff completed both setup and take down of the annual Just for the Health of It Health Expo and Fall Food Truck Festival.
- 1169 Robin Hood Drive final grading and hydroseeding was completed. Cook County Building and Zoning completed inspection and closed out the demolition permit, completing the restoration of the project site.
- Seal coating of asphalt walking paths in the Walters-Lenoci and Izaak Walton Reserves was completed as well as crack-filling on Township roads, including Magnolia Court, Robin Hood Drive, Will Scarlett Drive, and Green Feather Lane in the Sherwood Oaks subdivision.
- Director Hanson and Deputy Township Administrator Vana met virtually with Hitchcock Design to review the scope of work and requested a quote for design and instructional services relating to the Tiknis Campus and Runzel Reserve Beautification annual goals for both Facilities and Road Maintenance and Administrative Services. Hitchcock Design Group's ideas and suggestions were then brought to the September Campus Beautification workgroup meeting for review. Director Hanson also requested an additional quote for services from Thomas Engineering.
- Director Hanson and Township Administrator Barr continue attending weekly construction meetings for the Tiknis Campus Expansion and Emergency Services Station. Representatives from Vertex Consulting, Old Republic, Thomas Engineering Group, and FGM Architects were also in attendance.

DEPARTMENT OF HUMAN SERVICES



Report for September 2023

SERVICE PROVIDED	SEPTEMBER 2023	SEPTEMBER 2022	FYTD 2024	FYTD 2023
<i>General Assistance</i>				
General Assistance clients	10	8	53	49
General Assistance appointments	16	8	98	79
Emergency Assistance appointments	21	28	114	128
Emergency Assistance approved	2	6	10	30
Crisis intake clients	337	268	1,493	1,389
<i>Veterans' Services</i>				
Office Visits	10	7	78	23
<i>Social Services</i>				
CEDA Applications (LIHEAP, LIWAP, PIPP)	0	68**	191	190**
Financial assistance applications*	10	5	32	34
<i>Food Pantry</i>				
Served (Households)	1,085	1,035	7,109	6,162
Unduplicated	231	444	1,854	2,232
New applications	30	18	213	153
Food Donations	49	69	281	588
<i>Community Center Walk-Ins</i>	141	209	862	1,035

* 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

- The Veterans Group took a trip to the Marcus Theatre in Elgin to see Oppenheimer. 16 Veterans attended.
- Veteran Service Officers Imperato and Orozco continue seeing Veterans. In September, there were 10 Veteran appointments. A Veteran seen at the Astor Avenue Community Center received a 100% rating as well as back pay in excess of \$135,000.
- Veteran Service Officers Imperato and Orozco attended the Veteran Services Officer (VSO) Training in East Peoria required to maintain accreditation through the National Association of County Veteran Service Officers.
- Human Services hosted the annual offsite training for auxiliary staff with more than 30 volunteers attending. PADS of Elgin presented on available programs for individuals and families facing homelessness.
- Annual holiday program registrations are open and currently there are 285 families registered for a total of 760 children. This is a large increase from the number of families registered at this time last year.
- Thanksgiving Meal box registration will open October 16 at the Astor Avenue Community Center. Distribution will begin November 15 to registered families.
- LIHEAP (Low Income Home Energy Assistance Program) priority period 1 opened on October 1. Appointments are scheduled through mid-November. One auxiliary staff member trained to process applications will be returning this year and one new auxiliary staff is currently training.
- CEDA WIC, the supplemental nutrition program for women, infants, and children (WIC), visited the Astor Avenue Community Center to provide services and will be returning in November.

Human Services Mission Statement
Empowering Residents to Achieve Self-Sustainability

OFFICE OF THE MENTAL HEALTH BOARD



Report for September 2023

SERVICE PROVIDED	AUGUST 2023	AUGUST 2022	FYTD 2024	FYTD 2023
<i>Grant Funding</i>				
New clients	201	109	1,899	1,373
Ongoing clients	1,421	785	5,363	3,159
Closed cases	55	39	245	166
Prevention programming presentations	0	3	44	85
Number in audience	0	94	353	447
<i>TIDE</i>				
Participants	29	28	29	28
Rides	211	196	1,114	886

Department Highlights

- The Mental Health Board met on September 26 and awarded the following:
 - \$25,000 in capital funds to Summit School to replace aging windows.
 - \$12,500 in capital funds to Gigi's Playhouse to support renovating their kitchen for a culinary instruction program.
 - \$2,780 in staff development funds to Easterseals of DuPage & Fox Valley to support sending two physical therapists to a week-long training on working with children with disabilities.
- Manager Teachout represented the Mental Health Board at Township events throughout the month including Just for the Health of It and the Food Truck Festival.
- Manager Teachout collected 51 Fiscal Year 2025 funding applications and reviewed them for disbursement among the Mental Health Board.
- Manager Teachout attended and presented at the Annual Streamwood Principal Breakfast.
- Manager Teachout attended Marklund's Annual Leadership Circle Reception on behalf of the Mental Health Board.
- Manager Teachout worked closely with Hanover Landing Property Management to ensure the Mental Health Board tenants had the necessary paperwork completed for leasing.
- Manager Teachout met with a representative from Relationship Solutions, a firm that provides parental coaching and divorce mediation for Township families.
- Manager Teachout volunteered at the Metropolitan Township Association's Annual Township Symposium.
- Manager Teachout represented the Mental Health Board at the Centro De Informacion's Annual Gala along with two Mental Health Board members.
- Manager Teachout continued participation in the Association for Community Mental Health Authorities of Illinois Executive Board, the Regional Advisory Committee of the Community Emergency Services and Support Act (CESSA) work group, and the Elgin Human Services Council.

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 September 2023

SERVICE PROVIDED	SEPTEMBER 2023	SEPTEMBER 2022	FYTD 2024	FYTD 2023
<i>Outreach & Prevention</i>				
Open Gym participants	477	6*	2,967	768*
Open Gym participants (unduplicated)	183	2	488	98
Alternative to Suspension referrals	0	0	159	151
Alternative to Suspension participants	0	27	624	593
Alternative to Suspension participants (unduplicated)	0	27	159	151
<i>Clinical</i>				
Therapy clients	254	370	1,522	2,484
Therapy clients (unduplicated)	88	117	410	756
New clients (unduplicated)	4	3	33	30
Clinical hours	213	280	1,466	1,826
Group session participants	0	0	205	294
<i>Tutoring Participants</i>				
Total	34	39	164	158
Unduplicated	34	39	95	100

*Includes Summer Camp participants.

Department Highlights

- Director Houdek attended Streamwood Women's Club meeting on September 5 and accepted a generous donation for youth programming.
- Director Houdek participated in the Alignment Collaborative for Education Operating Board meeting on September 5.
- Director Houdek participated in the Centro de Informacion tour and meeting on September 8.
- Assistant Director of Clinical Service Pamphile and Manager Dickinson met with Streamwood High School Social Workers on September 11 to discuss programming and school groups.
- Assistant Director of Clinical Services Dr. Pamphile, Manager Dickinson, and Prevention and Volunteer Coordinator Trujillo met with Bartlett High on September 13 to discuss the provision of school groups this coming school year.
- Director Houdek attended the Principals Breakfast on September 18.
- Substance Abuse Prevention Specialist Konzal and Prevention and Volunteer Coordinator Trujillo attended Operation Snowball's Annual Snowball Showcase on September 22.
- Manager Dickinson met with the Cub Scout League at the Izaak Walton Youth Center on September 25 to discuss youth programming.
- Assistant Director of Clinical Services Dr. Pamphile met with Principal Arroyo of Parkwood Elementary School on September 27 to discuss continued partnership and collaboration in services.
- Manager Dickinson and After School Program Coordinator Enciso met with Huff Elementary School staff on September 28 to discuss programming and partnership opportunities.
- Director Houdek attended the Metropolitan Township Association's Annual Township Symposium on September 28.

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 10/3/2023 - 10/16/23

	<u>Total</u>
Total Town Fund	90,990.08
Total Senior Services Fund	36,754.64
Total General Assistance Fund	4,853.22
Total Road Maintenance Fund	38,791.80
Total Committee for Senior Citizens Services	290.61
Total Mental Health Board Fund	2,824.36
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	300.00
Total Capital Fund	14,350.38
 Total All Funds	 <u><u>189,155.09</u></u>

Supervisor

Town Clerk
Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

October 3 - 16, 2023

Type	Date	Num	Name	Memo	Amount
3033 · Road Maintenance - Revenue					
3033100 · Replacement Tax					
Check	10/10/2023	153918	Village of Bartlett (Repl Taxes)	Replacement Tax Allocation	4,704.91
Check	10/10/2023	153966	Village of Streamwood (Repl Tax)	Replacement Tax Allocation	5,261.90
Check	10/10/2023	153919	Village of Hanover Park (Repl Tax)	Replacement Tax Allocation	3,479.54
Check	10/10/2023	153920	Village of Hoffman Estates (Repl Taxes)	Replacement Tax Allocation	674.94
Check	10/10/2023	153967	City of Elgin (Repl Taxes)	Replacement Tax Allocation	11,742.62
Total 3033100 · Replacement Tax					25,863.91
Total 3033 · Road Maintenance - Revenue					25,863.91
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	10/10/2023	153921	Access 1 Source	Inv# 99336 Time and Attendance Software (2 clocks)	293.75
Check	10/10/2023	153970	ProxiT Technology Solutions	Inv# 23852 Managed Services Fee Oct 2023	10,919.87
Check	10/13/2023	154007	ProxiT Technology Solutions	Inv# 28326 Hardware Replacements	7,394.67
Total 1014430 · Computer Equipment & Software					18,608.29
Total 101CAP · Capital Expenditures					18,608.29
101CHN · Community Health					
1014453 · Printing					
Check	10/10/2023	153928	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 890409 Copy Charges Sept	4.94
Check	10/10/2023	153937	COTG	Inv# IN4728900 Copy Charges 8/25-9/24	54.45
Total 1014453 · Printing					59.39
1014454 · Travel & Training					
Check	10/10/2023	153947	Kramer, James	Mileage Reimbursement Sept	59.16
Check	10/10/2023	153963	Tyrrell, Sarah J	Mileage Reimbursement 8/15-10/3	39.30
Total 1014454 · Travel & Training					98.46
1014457 · Furniture and Computer Equip					
Check	10/10/2023	153950	Leaf (379-002)	Inv# 15317561 Copier Lease Lower Level	59.49
Total 1014457 · Furniture and Computer Equip					59.49
1014491 · Health Insurance					
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	1,143.28
Total 1014491 · Health Insurance					1,143.28
Total 101CHN · Community Health					1,360.62
101CVA · Community Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	10/13/2023	154005	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	36.01
			Total 1014617 · Equipment & Furniture		36.01
			1014631 · Community Festivals		
Check	10/13/2023	154003	Signs by Tomorrow	Inv #30437 Signs (2)	117.94
			Total 1014631 · Community Festivals		117.94
			1014691 · Health Insurance		
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	571.64
			Total 1014691 · Health Insurance		571.64
			Total 101CMA · Community Relations		725.59
			Total 101CVA · Community Affairs		725.59
			101ES · ES - Expenditures		
			1014802 · Equipment		
Check	10/10/2023	153941	Fullife Safety Center	Inv# 68973 Safety Vests	339.30
Check	10/13/2023	153998	American Trade Mark Co.	Inv# 5667 Custom Steel Command Dry Erase Board	634.13
Check	10/13/2023	154007	ProxIT Technology Solutions	Inv# 28326 Hardware Replacements	233.00
			Total 1014802 · Equipment		1,206.43
			1014803 · Uniforms		
Check	10/03/2023	153822	Ray O'herron Co., Inc.	Inv# 2296385 Uniform Pants/Shirts	259.13
Check	10/03/2023	153822	Ray O'herron Co., Inc.	Inv# 2294608 Uniform Shirt	59.14
Check	10/03/2023	153822	Ray O'herron Co., Inc.	Inv# 2296988 Uniform Pants	110.68
Check	10/03/2023	153822	Ray O'herron Co., Inc.	Inv# 2296904 Uniform Shirts	71.50
Check	10/03/2023	153822	Ray O'herron Co., Inc.	Inv# 2297756 Uniform Shirts	70.64
Check	10/10/2023	153961	Ray O'herron Co., Inc.	Inv# 2298612 Uniform Pants	103.49
Check	10/13/2023	154001	Ray O'herron Co., Inc.	Inv# 2296405 Uniform Pants/Shirts/Shoes	355.48
Check	10/13/2023	154001	Ray O'herron Co., Inc.	Inv# 2299181 Uniform Pants	62.95
			Total 1014803 · Uniforms		1,093.01
			1014813 · Vehicle Fuel & Maintenance		
Check	10/10/2023	153971	Village of Hanover Park (Fuel)	Inv# 2023-18018 August 2023 Fuel	1,071.57
Check	10/13/2023	154006	KO Fleet Maintenance, Inc	Inv# 37328 Truck 9131 Transmission Service	6,554.15
			Total 1014813 · Vehicle Fuel & Maintenance		7,625.72
			1014814 · Communications		
Check	10/10/2023	153929	Chicago Communications	Inv# 346839 Vehicle Antenna	228.00
Check	10/13/2023	154000	Motorola Solutions Inc	Inv# 7872820230901 Monthly Communication Fee Sept	678.00
Check	10/13/2023	154005	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	86.04
			Total 1014814 · Communications		992.04
			1014891 · Health Insurance		

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Type	Date	Num	Name	Memo	Amount
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	983.23
Total 1014891 · Health Insurance					983.23
Total 101ES · ES - Expenditures					11,900.43
101LEA · Legal & Auditing					
1014501 · Auditing					
Check	10/13/2023	153997	Lauterbach & Amen, LLP	Inv 82564 - FY23 Audit Services	2,000.00
Total 1014501 · Auditing					2,000.00
1014502 · Legal Services					
Check	10/13/2023	154009	Airdo Werwas LLC	Inv #190-0002-38921 Legal Fees	234.45
Check	10/13/2023	154009	Airdo Werwas LLC	Inv #190-0001-38620 Legal Fees	8,223.70
Check	10/13/2023	154009	Airdo Werwas LLC	Inv #190-0017-38625 Legal Fees	180.00
Check	10/13/2023	154009	Airdo Werwas LLC	Inv #190-0019-38627 Legal Fees	126.00
Check	10/13/2023	154009	Airdo Werwas LLC	Inv #190-0009-38624 Legal Fees	1,143.30
Check	10/13/2023	154009	Airdo Werwas LLC	Inv #190-0007-38623 Legal Fees	586.50
Check	10/13/2023	154009	Airdo Werwas LLC	Inv #190-0005-38622 Legal Fees	1,417.50
Check	10/13/2023	154009	Airdo Werwas LLC	Inv #190-0018-38626 Legal Fees	5,441.70
Total 1014502 · Legal Services					17,353.15
Total 101LEA · Legal & Auditing					19,353.15
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	10/10/2023	153925	Bade Supply	Inv# 76650 Toilet Seat Covers	121.42
Check	10/11/2023	153984	Bade Supply	Inv# 76649 Towels, roll towels, toilet paper, liners	375.76
Total 1014205 · Janitorial Supplies					497.18
1014211 · Building Maintenance - Senior					
Check	10/11/2023	153994	Home Depot, The 7816	Senior center sink leak	32.44
Total 1014211 · Building Maintenance - Senior					32.44
1014214 · Equipment Maintenance - Senior					
Check	10/10/2023	153946	Kool Technologies, Inc.	Inv# 11414 Walk-In Cooler Repair	535.96
Check	10/10/2023	153969	Midwest Mechanical	Inv# 128567 Preventive Maint Contract Apr-Jun	876.00
Check	10/10/2023	153969	Midwest Mechanical	Inv# 130582 RTU#3 Repairs	876.00
Check	10/10/2023	153969	Midwest Mechanical	Inv# 132298 Preventive Maint Contract Sept-Dec	1,518.00
Check	10/10/2023	153969	Midwest Mechanical	Inv# 112144954 Chiller Repairs	279.15
Check	10/11/2023	153993	Midwest Mechanical	Inv #112145861 Leak Repairs	290.15
Total 1014214 · Equipment Maintenance - Senior					4,375.26
1014216 · Equipment Rental					
Check	10/13/2023	154007	ProxIT Technology Solutions	Inv# 28326 Hardware Replacements	233.00

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Type	Date	Num	Name	Memo	Amount
			Total 1014216 · Equipment Rental		233.00
			1014219 · Vehicle Fuel - Town		
Check	10/10/2023	153971	Village of Hanover Park (Fuel)	Inv# 2023-18018 August 2023 Fuel	976.70
			Total 1014219 · Vehicle Fuel - Town		976.70
			1014221 · Cell Phone/Communications		
Check	10/13/2023	154000	Motorola Solutions Inc	Inv# 7872820230901 Monthly Communication Fee Sept	88.00
Check	10/13/2023	154005	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	252.07
			Total 1014221 · Cell Phone/Communications		340.07
			1014222 · Trash Removal - Town		
Check	10/11/2023	153989	Groot, Inc (68246)	Inv# 11310772T107 Trash/Recycling Collection - October	488.33
			Total 1014222 · Trash Removal - Town		488.33
			1014223 · Trash Removal - Senior		
Check	10/11/2023	153988	Groot, Inc (61390)	Inv #11310650T107 Trash/Recycling Collection - October	665.07
			Total 1014223 · Trash Removal - Senior		665.07
			1014225 · Grounds/Reserve Maintenance		
Check	10/10/2023	153968	Black Pearl Sealcoating Inc	Inv# 23-0194 Asphalt Sealing Izaak Walton Reserve	2,530.00
Check	10/10/2023	153968	Black Pearl Sealcoating Inc	Inv# 23-0195 Asphalt Sealing Walters-Lenoci Reserve Walking Path	2,310.00
Check	10/11/2023	153985	Beverly Materials, L.L.C.	Inv# 297006 Gravel for pothole	15.38
Check	10/11/2023	153990	Kirkland Sawmill	Replacement deck boards	306.60
			Total 1014225 · Grounds/Reserve Maintenance		5,161.98
			1014230 · Trash Removal - Izaak		
Check	10/11/2023	153987	Groot, Inc (54379)	Inv #11311327T107 Trash/Recycling Collection - October	249.73
			Total 1014230 · Trash Removal - Izaak		249.73
			1014291 · Health Insurance		
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	1,979.93
			Total 1014291 · Health Insurance		1,979.93
			Total 101MAIN · Facilities Maintenance		14,999.69
			101THE · Town Hall Expense		
			1014402 · Telephone - Town		
Check	10/10/2023	153926	Barr, James C	Quarterly Phone Reimbursement July - Sept	150.00
			Total 1014402 · Telephone - Town		150.00
			1014403 · Utilities - Town		
Check	10/11/2023	153980	Village of Bartlett	Acct 51470 Water/Sewer Bill# 769339 9/15	143.47

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Type	Date	Num	Name	Memo	Amount
Total 1014403 · Utilities - Town					143.47
1014416 · Equipment Rental - Town					
Check	10/13/2023	154002	Pitney Bowes Global Financial Services	Inv# 3106323936 Postage Machine Lease 7/4-10/3	486.99
Check	10/13/2023	154005	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	206.35
Total 1014416 · Equipment Rental - Town					693.34
Total 101THE · Town Hall Expense					986.81
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	10/13/2023	154004	Staples	Inv# 3548156117 Copy Paper/Pens/Coffee Cups	108.64
Total 1014404 · Office Supplies					108.64
1014406 · Printing					
Check	10/13/2023	153999	Kwik Print	Inv# 74418 Business Cards (2 Sets)	94.20
Total 1014406 · Printing					94.20
1014412 · Travel Expenses					
Check	10/13/2023	153996	Matich, Hailey	Mileage Reimbursement September	42.31
Total 1014412 · Travel Expenses					42.31
1014414 · Memberships, Subs & Publication					
Check	10/10/2023	153927	Rotary Club of Bartlett #3109	Inv# 21 Membership Q3 2023 J Barr	195.00
Total 1014414 · Memberships, Subs & Publication					195.00
1014429 · Miscellaneous					
Check	10/03/2023	153821	Kwik Print	Inv# 74345 Staff Business Cards	47.10
Check	10/10/2023	153957	Pier Laundry	Inv# 3491 Board Meeting Tablecloths	16.40
Total 1014429 · Miscellaneous					63.50
1014520 · Consulting					
Check	10/11/2023	153972	Izaak Walton League - Elgin Chapter	Agreement of Service	1,000.00
Total 1014520 · Consulting					1,000.00
1014530 · Financial Administration					
Check	10/03/2023	153815	Governmental Accounting, Inc	Inv# 59614 October 2023 Financial Services	5,400.00
Check	10/10/2023	153942	Government Finance Officers Association	Inv# 16955 Certificate of Achievement Review Fee FY23	760.00
Total 1014530 · Financial Administration					6,160.00
1014591 · Health Insurance					
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	2,852.87
Total 1014591 · Health Insurance					2,852.87

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Type	Date	Num	Name	Memo	Amount
Total 101TOE · Town Office Expense					10,516.52
104ASR · Assessor's Division					
1044407 · Printing					
Check	10/10/2023	153948	Kwik Print	Inv# 74369 Business Cards	47.10
Check	10/13/2023	153999	Kwik Print	Inv# 74431 Letterhead/Envelopes	562.40
Total 1044407 · Printing					609.50
1044411 · Equipment					
Check	10/13/2023	154007	ProxIT Technology Solutions	Inv# 28326 Hardware Replacements	290.00
Total 1044411 · Equipment					290.00
1044491 · Health Insurance					
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	2,869.64
Total 1044491 · Health Insurance					2,869.64
Total 104ASR · Assessor's Division					3,769.14
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094618 · Psychiatric Backup					
Check	10/03/2023	153816	Alexian Brothers Behavioral Health Hospit	Psychiatric Backup Sept 2023	480.00
Total 1094618 · Psychiatric Backup					480.00
1094621 · Recruitment and Pre Employment					
Check	10/10/2023	153965	Verify (XHANOV)	Inv# 1558325 Background Checks	72.00
Total 1094621 · Recruitment and Pre Employment					72.00
1094623 · Travel					
Check	10/10/2023	153944	Herrera, Marina	Mileage Reimbursement Sept	39.30
Total 1094623 · Travel					39.30
1094626 · Equipment & Furniture					
Check	10/13/2023	154007	ProxIT Technology Solutions	Inv# 28326 Hardware Replacements	963.33
Total 1094626 · Equipment & Furniture					963.33
1094691 · Health Insurance					
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	3,181.71
Total 1094691 · Health Insurance					3,181.71
Total 109ADM · Administration & Clinical					4,736.34
109OUT · Outreach & Prevention					
1094644 · Travel					
Check	10/03/2023	153820	Konzal, Tessa	Mileage Reimbursement August	20.31

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Type	Date	Num	Name	Memo	Amount
Check	10/03/2023	153820	Konzal, Tessa	Mileage Reimbursement Sept	93.67
			Total 1094644 · Travel		113.98
			1094651 · Cellphones		
Check	10/13/2023	154005	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	196.60
			Total 1094651 · Cellphones		196.60
			1094658 · Youth Center Utilities		
Check	10/10/2023	153930	City of Elgin	Acct# 413720-6423 Water Monthly Charges 8/10-9/7	82.08
			Total 1094658 · Youth Center Utilities		82.08
			1094791 · Health Insurance		
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	3,640.84
			Total 1094791 · Health Insurance		3,640.84
			Total 109OUT · Outreach & Prevention		4,033.50
			Total 109YFS · Youth & Family Services		8,769.84
			Total 1014 · Town Fund - Expenditures		90,990.08
			1104 · Aging Services - Expenditures		
			1104ADM · Administration		
			1104524 · Utilities		
Check	10/10/2023	153931	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 8/30-9/29	4,514.16
Check	10/10/2023	153954	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges 8/24-9/24	733.16
			Total 1104524 · Utilities		5,247.32
			1104525 · Telephone & High Speed Internet		
Check	10/13/2023	154005	Verizon Wireless (00002)	Acct 742025529-002 Monthly Charges	84.55
			Total 1104525 · Telephone & High Speed Internet		84.55
			1104527 · Equipment		
Check	10/10/2023	153950	Leaf (379-002)	Inv# 15317561 LL Copier Lease	59.50
Check	10/13/2023	154007	ProxiT Technology Solutions	Inv# 28326 Hardware Replacements	813.00
			Total 1104527 · Equipment		872.50
			1104528 · Office Supplies		
Check	10/10/2023	153922	Accurate Office Supply Co	Inv# 602050 Paper, Tape, Rubber Bands	277.08
			Total 1104528 · Office Supplies		277.08
			1104533 · Printing		
Check	10/10/2023	153928	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 890409 Copy Charges LL Sept	11.58
Check	10/10/2023	153937	COTG	Inv# IN4728900 Color Copy Charges 8/25-9/24	347.32
Check	10/10/2023	153937	COTG	Inv# IN4739102 Copy Charges Reception & Library 8/25-9/24	141.34

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Type	Date	Num	Name	Memo	Amount
Check	10/10/2023	153948	Kwik Print	Inv# 74315 Letterhead Printing	177.60
Total 1104533 · Printing					677.84
1104591 · Health Insurance					
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	4,095.80
Total 1104591 · Health Insurance					4,095.80
Total 1104ADM · Administration					11,255.09
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	10/03/2023	153818	Get Fresh Produce, Inc	Congregate Food	562.91
Total 1105551 · Congregate Food					562.91
1105553 · Congregate Supplies					
Check	10/03/2023	153818	Get Fresh Produce, Inc	Congregate Supplies	119.20
Check	10/10/2023	153957	Pier Laundry	Inv# 2493 Cafe Supplies	2.85
Check	10/10/2023	153957	Pier Laundry	Inv# 3492 Cafe Supplies	5.00
Check	10/10/2023	153957	Pier Laundry	Inv# 2502 Cafe Supplies	20.23
Check	10/10/2023	153957	Pier Laundry	Inv# 2505 Cafe Supplies	46.38
Total 1105553 · Congregate Supplies					193.66
1105555 · Travel					
Check	10/10/2023	153949	Lana Harvey	Home Delivered Meals Mileage Reimbursement 10/2/23	5.24
Total 1105555 · Travel					5.24
1105558 · Home Delivered Meals Food					
Check	10/03/2023	153818	Get Fresh Produce, Inc	HDM Food	562.93
Check	10/10/2023	153960	Pur Foods LLC dba Mom's Meals	Inv# MM093020233-HT Special Dietary Meals	2,768.08
Total 1105558 · Home Delivered Meals Food					3,331.01
1105560 · Home Delivered Meals Supplies					
Check	10/03/2023	153818	Get Fresh Produce, Inc	HDM Supplies	119.20
Check	10/10/2023	153957	Pier Laundry	Inv# 2493 HDM Supplies	2.85
Check	10/10/2023	153957	Pier Laundry	Inv# 3492 HDM Supplies	5.00
Check	10/10/2023	153957	Pier Laundry	Inv# 2502 HDM Supplies	20.22
Check	10/10/2023	153957	Pier Laundry	Inv# 2505 HDM Supplies	46.37
Total 1105560 · Home Delivered Meals Supplies					193.64
Total 1104NUT · Nutrition					4,286.46
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	10/10/2023	153922	Accurate Office Supply Co	Inv# 602050 Water, Tea	45.78

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Type	Date	Num	Name	Memo	Amount
Check	10/11/2023	153973	Yvonne Preston	Exercise Class Nov/Dec	125.00
Total 1104515 · Programming					170.78
1104520 · Volunteer Services					
Check	10/10/2023	153923	Alan Lenoci	Home Delivered Meals Mileage Reimbursement Aug-Sept	130.41
Check	10/10/2023	153938	Dorothy Archer	Home Delivered Meals Mileage Reimbursement Sept	55.48
Check	10/10/2023	153939	Dorothy Ferrer	Home Delivered meals Mileage Reimbursement July-Sept 2023	130.02
Check	10/10/2023	153940	Edward Baus	Home Delivered Meals Mileage Reimbursement Sept	54.69
Check	10/10/2023	153945	James Lemonides	Home Delivered Meals Mileage Reimbursement Sept	43.43
Check	10/10/2023	153952	Mark Butthman	Home Delivered Meals Mileage Reimbursement July-Aug	111.35
Check	10/10/2023	153959	Priscilla Dixon	Home Delivered Meals Mileage Reimbursement Spet	49.39
Check	10/10/2023	153962	Randy Teesdale	Home Delivered Meals Mileage Reimbursement June-Sept	171.61
Check	10/10/2023	153964	Verify (XHTSSE)	Inv# 1558336 Background Checks Sept	72.00
Check	10/10/2023	153964	Verify (XHTSSE)	Inv# 1552480 Background Checks Aug	198.00
Total 1104520 · Volunteer Services					1,016.38
1104545 · Program Staff Travel					
Check	10/10/2023	153951	Kay, Linda	Mileage and Expense Reimbursement Aug 2023	48.12
Total 1104545 · Program Staff Travel					48.12
1104891 · Health Insurance					
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	4,051.51
Total 1104891 · Health Insurance					4,051.51
Total 1104PRO · Enrichment Programs					5,286.79
1104SOC · Social Services					
1104991 · Health Insurance					
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	2,245.15
Total 1104991 · Health Insurance					2,245.15
Total 1104SOC · Social Services					2,245.15
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	10/03/2023	153819	Kammes Auto & Truck Repair, Inc.	Inv# 142348 Vehicle Maintenance 146 Oil, Tire, Belt	1,806.35
Total 1104518 · Vehicle Maintenance					1,806.35
1104547 · Dispatch Software					
Check	10/11/2023	153979	Unified Dispatch	Inv# 3206059 Quarterly Call System Support/Maintenance	1,650.00
Total 1104547 · Dispatch Software					1,650.00
1104549 · Employee Screenings					
Check	10/10/2023	153953	Midwest Truckers Association Inc	Inv# 27857 AGING T14031 Random Drug Testing Annual Fee	882.00

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Type	Date	Num	Name	Memo	Amount
			Total 1104549 · Employee Screenings		882.00
			1104552 · Fuel		
Check	10/10/2023	153971	Village of Hanover Park (Fuel)	Inv# 2023-18018 August 2023 Fuel	4,855.80
			Total 1104552 · Fuel		4,855.80
			1104691 · Health Insurance		
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	4,487.00
			Total 1104691 · Health Insurance		4,487.00
			Total 1104TRN · Transportation		13,681.15
			Total 1104 · Aging Services - Expenditures		36,754.64
			2024 · Human Services - Expenditures		
			2024ADM · Administration		
			2024204 · Equipment		
Check	10/13/2023	154007	ProxIT Technology Solutions	Inv# 28326 Hardware Replacements	233.00
			Total 2024204 · Equipment		233.00
			2024591 · Health Insurance		
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	1,245.15
			Total 2024591 · Health Insurance		1,245.15
			Total 2024ADM · Administration		1,478.15
			2024HOM · Home Relief		
			2024103 · Utilities		
Check	10/12/2023	6402	Com Ed GA Home Relief	Utilities Assistance	2.89
			Total 2024103 · Utilities		2.89
			2024105 · Personal Essentials		
Check	10/12/2023	6404	Walmart	Personal Essentials October 2023	150.00
			Total 2024105 · Personal Essentials		150.00
			2024106 · Travel Expenses		
Check	10/12/2023	6405	BP Gas Station	Fuel Assistance	50.00
			Total 2024106 · Travel Expenses		50.00
			2024119 · Emergency Assistance		
Check	10/12/2023	6403	Village of Streamwood	Utilities Assistance	123.14
			Total 2024119 · Emergency Assistance		123.14
			Total 2024HOM · Home Relief		326.03

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Type	Date	Num	Name	Memo	Amount
202PAN · Pantry					
1014161 · Utilities					
Check	10/10/2023	153955	Nicor 65	Acct# 65-08-57-1000 5 (Meter 1) Monthly Charges 8/15-9/13	49.05
Check	10/11/2023	153977	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges 8/31-10/2	703.89
Total 1014161 · Utilities					752.94
1014166 · Trash Removal					
Check	10/10/2023	153943	Groot, Inc (69323)	Inv# 11310773T107 Trash Collection Town Oct	1,095.66
Total 1014166 · Trash Removal					1,095.66
1014191 · Health Insurance					
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	1,200.44
Total 1014191 · Health Insurance					1,200.44
Total 202PAN · Pantry					3,049.04
Total 2024 · Human Services - Expenditures					4,853.22
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034704 · Telephone					
Check	10/03/2023	153817	AT&T 152	Inv# 847717527308 Monthly Line 9/22-10/21	110.23
Total 3034704 · Telephone					110.23
3034711 · Utilities					
Check	10/10/2023	153932	Com Ed 039	Acct# 7826007039 Monthly Charges 8/30-9/29	145.20
Check	10/10/2023	153933	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges/Supply Services 8/30-9/29	201.94
Check	10/11/2023	153976	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges 9/6-10/5	38.91
Total 3034711 · Utilities					386.05
3034791 · Health Insurance					
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	1,143.28
Total 3034791 · Health Insurance					1,143.28
Total 3034ADM · Administration					1,639.56
3034BLD · Buildings					
3034613 · Building Maintenance					
Check	10/11/2023	153995	Sherwin-Williams	Inv #5777-1 PVC primer, replacement trim boards	50.00
Total 3034613 · Building Maintenance					50.00
Total 3034BLD · Buildings					50.00
3034ROD · Road Maintenance					
3034600 · Controlled Substance Testing					

Hanover Township Board Audit Report

October 3 - 16, 2023

Type	Date	Num	Name	Memo	Amount
Check	10/10/2023	153953	Midwest Truckers Association Inc	Inv# 27852 FARM T14009 Random Drug Testing Annual Fee	784.00
Total 3034600 · Controlled Substance Testing					784.00
3034602 · Operating Supplies & Materials					
Check	10/11/2023	153982	Allied Asphalt Paving Company	Inv# 246491 Asphalt Spoils Disposal	35.00
Check	10/11/2023	153994	Home Depot, The 7816	Mouse traps and bait	17.54
Check	10/11/2023	153994	Home Depot, The 7816	Cold patch for road pot hole reapiers	119.70
Check	10/13/2023	154000	Motorola Solutions Inc	Inv# 7872820230901 Monthly Communication Fee Sept	88.00
Total 3034602 · Operating Supplies & Materials					260.24
3034603 · Fuel					
Check	10/10/2023	153971	Village of Hanover Park (Fuel)	Inv# 2023-18018 August 2023 Fuel	1,266.48
Total 3034603 · Fuel					1,266.48
3034607 · Contract Work					
Check	10/10/2023	153968	Black Pearl Sealcoating Inc	Inv# 23-0196 Crack Fill - Magnolia Subdivision	1,475.00
Check	10/10/2023	153968	Black Pearl Sealcoating Inc	Inv# 23-0197 Crack Fill - Sherwood Oaks	2,365.00
Total 3034607 · Contract Work					3,840.00
3034610 · Street Lighting					
Check	10/10/2023	153934	Com Ed 051	Acct# 5619024051 Monthly Charges 8/25-9/26	41.98
Check	10/11/2023	153986	Com Ed 116/152	Acct# 0045120152 Street Lights	197.37
Total 3034610 · Street Lighting					239.35
Total 3034ROD · Road Maintenance					6,390.07
303EQM · Equipment					
3034608 · Equipment Purchase					
Check	10/13/2023	154007	ProxIT Technology Solutions	Inv# 28326 Hardware Replacements	233.00
Total 3034608 · Equipment Purchase					233.00
3034609 · Maintenance Vehicles & Equip					
Check	10/10/2023	153924	Alta Equipment Company	Inv# SP4/37049 Riding Mower Repairs	1,525.97
Check	10/10/2023	153924	Alta Equipment Company	Inv# SP4/37052 Hedge Trimmer Blade Repairs	145.41
Check	10/10/2023	153924	Alta Equipment Company	Inv# SP4/37054 String Trimmer Repairs	91.64
Check	10/10/2023	153958	Preventative Maintenance Systems, Inc	Inv# 30834 Preventative Maintenance Truck# 502	2,528.04
Check	10/11/2023	153983	Alta Equipment Company	Inv# SP4/75953 Replacement Hedge Trimmer Head	274.95
Check	10/11/2023	153983	Alta Equipment Company	Inv# SP4/75141 Replacement Shroud	49.25
Total 3034609 · Maintenance Vehicles & Equip					4,615.26
Total 303EQM · Equipment					4,848.26
Total 3034 · Road Maintenance - Expenditures					12,927.89
4045 · Comm/SR Citizens Svcs - Expense					

Hanover Township Board Audit Report

October 3 - 16, 2023

Type	Date	Num	Name	Memo	Amount
4045105 · Soda/Snack Vending					
Check	10/10/2023	153936	Conway, Megan A	Vending Machine Supplies Reimbursement	290.61
Total 4045105 · Soda/Snack Vending					290.61
Total 4045 · Comm/SR Citizens Svcs - Expense					290.61
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054002 · Legal					
Check	10/13/2023	154009	Airdo Werwas LLC	Inv #237-0001-38628 Legal Fees	399.00
Total 5054002 · Legal					399.00
5054014 · Equip / Database					
Check	10/13/2023	154007	ProxIT Technology Solutions	Inv# 28326 Hardware Replacements	699.00
Total 5054014 · Equip / Database					699.00
5054591 · Health Insurance					
Check	10/13/2023	154008	United Healthcare	Monthly Medical Premiums	1,726.36
Total 5054591 · Health Insurance					1,726.36
Total 5054ADM · Administration					2,824.36
Total 5054 · Mental Health - Expenditures					2,824.36
7004 · Vehicle Replcmnt - Expenditures					
7004540 · Bus Purchase					
Check	10/10/2023	153956	Pace	Inv# 625908 Bus Lease	100.00
Check	10/10/2023	153956	Pace	Inv# 625957 Bus Lease	100.00
Check	10/10/2023	153956	Pace	Inv# 625965 Bus Lease	100.00
Total 7004540 · Bus Purchase					300.00
Total 7004 · Vehicle Replcmnt - Expenditures					300.00
8084 · Capital Projects - Expenditures					
8084414 · Emergency Services Station					
Check	10/10/2023	153935	Commercial Funding Inc.	Inv# 14 Sept 2023 Progress Payment for Phase 1/EMA Station Project ES House Renovations	2,174.73
Check	10/11/2023	153994	Home Depot, The 7816		1,984.67
Total 8084414 · Emergency Services Station					4,159.40
8084425 · Building & Perm Improvements					
Check	10/10/2023	153969	Midwest Mechanical	Inv# 112144550 Replacement Variable Frequency RTU#1	3,306.98
Check	10/11/2023	153981	ABM Commercial Flooring Inc	Inv# 23-12344 Town Hall Flooring	3,044.00
Check	10/11/2023	153992	McGinty Bros Inc	Inv #250771 Hydroseeding pool demo & restoration	3,840.00
Total 8084425 · Building & Perm Improvements					10,190.98

Hanover Township Board Audit Report

October 3 - 16, 2023

Type	Date	Num	Name	Memo	Amount
Total 8084 · Capital Projects - Expenditures					14,350.38
TOTAL					189,155.09



- I. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 7:00 p.m.
Clerk Dolan Baumer called the roll; present were Trustee Beattie, Essick, Noyola, and Martinez, and Supervisor McGuire.
Others present were Assessor Khaja Moinuddin, Facilities and Road Maintenance Director Caleb Hanson, Aging Services Programming Manager Lisa Perrone, Human Services Director Mary Jo Imperato, Community Health Director Kristen Smith, Community Affairs Director Tom Kuttentberg, Emergency Services Director Mike Crews, Youth and Family Services Director Tina Houdek, Mental Health Board Manager Amanda Teachout, Assistant to the Administrator Hailey Matich, Deputy Administrator Kristin Vana, Administrator James Barr, Intern Muhammad Yahya, Disability Services Coordinator Melisa Metsig, and Attorney Mike Airdo. Also present was Village of Streamwood Trustee Mike Baumer.
- II. Pledge of Allegiance: Supervisor McGuire invited everyone to stand and join him in the Pledge of Allegiance to the Flag.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board; there were no responses. Supervisor McGuire closed the Town Hall.
- IV. Reports:
 - A. Supervisor's Report: Supervisor McGuire offered no report at this time.
 - B. Clerk's Report: Clerk Dolan Baumer reported that the Township Officials of Cook County Clerks Association meeting would be held in this Thursday, October 5.
 - C. Assessor's Report: Assessor Moinuddin offered no report.
 - D. Trustee Liaison Committee Reports: No reports were offered at this time.
 - E. Department Reports: Written reports were submitted for the Board's review during the September 12 meeting; highlights this period included Director Kuttentberg reminded the Board of the various events this month, including the Hanover Landing grand opening on October 5, the shred event on October 7, the Circuit Court Clerk on October 14, and the flu shot clinic on October 21 sponsored by Senator Castro. Seven applicants for Emergency Services have been generated by the recent Instagram campaign. Deputy Administrator Vana reported that Coordinator Metsig is working with 15 residents from Hanover Landing and that the Hanover Township budget has once again received the GFOA Distinguished Budget Award. Passport services has surpassed the budget expectation thus far this year. Manager Teachout reported that the Mental Health Board met on September 26. FY25 applications have been submitted for consideration. She thanked Clerk Dolan Baumer, Trustee Martinez, and MHB Member Rahim for attending the Centro de Informacion gala this past Saturday. Programming Manager Perrone reported on behalf of Director Conway, noting that the CEDA LIHEAP program has started; this year, no water bills would be paid on this program this year. The annual open enrollment for Medicare opens on October 15. The Adopt-a-Senior program is now open for sign up; gift boxes would be distributed on December 23. The Halloween party would be held October 24. The department welcomed a new bus driver to start this month. Director Houdek reported that the Streamwood Park District indoor soccer league starts December 18. Interviews are ongoing for open positions. The Parent Map session starts this week. The department has begun group sessions in U-46 schools this week. Youth and Family Services staff would be presenting for ATCOY during the November T.O.I. Education Conference. The new leaders in education would be recognized this month. Hanover Haunts would be held at the Izaak Walton Youth Center on Friday, October 27 at 4:30 p.m. Director Imperato reported that representatives of the Village of Bartlett Social Services department visited to learn about Township services. 224 families have registered for holiday programs thus far this year. Director Smith reported that

Nurse Kramer presented a glow germ session at local elementary schools. Flu shots are available through October for staff, and for \$10 thereafter for all family and residents. Blood work and body fat analyses, and COVID boosters clinic would be held on October 18 with Walmart. The partnership with the Oaks in Bartlett will double the department services. Director Crews reported that the department is offering fire fighter cancer research courses that will focus on decontamination procedures and benefits. The department members have been asked to speak at various high schools. The department is working with Roselle and Kane emergency departments to strengthen relationships. Director Hanson reported that the demolition of 1169 Robinhood Drive property has been signed off on and closed by the County. The Emergency Services station work is scheduled to be completed by the first or second week of November. The Village of Bartlett will have a meeting regarding the renovations with the existing house on the new property. U-46 would be holding a discussion with the residents of Chapel Creek on a proposed new school in the neighborhood. Discussion ensued with the Board regarding the ownership of Tamlin Way; it was brought to the forefront by a business that would like to create a parking lot on the Way. The Township has no record of ownership of the roadway. Additionally, the Lions Bridge was brought into question. The Township has no record of ownership of this bridge either, as was researched when the heritage marker was presented. Attorney Airdo reported that there is no evidence of ownership with either Tamlin or the Lions Bridge. The Board concurred that no action would be taken on the Tamlin Way question at this time. Staff would meet with the County Forest Preserve staff to discuss the Bridge. Administrator Barr reported that discussions are now in force with Emmanuel Lutheran regarding the cemetery now that that property has been separated by the County. Congratulations to Ms Vana who has been promoted to Deputy Administrator and to Ms Matich who has been promoted to Assistant to the Administrator; the Board applauded them and offered congratulations.

- VI. Bill Paying: Mr. Barr presented the bills for payment from September 12, 2023 through October 2, 2023 as follows:

a.	Town	\$84,777.64
b.	Senior Services	45,713.79
c.	General Assistance	15,206.44
d.	Road Maintenance	8,162.53
e.	Mental Health Board	196,306.03
f.	Capital	<u>36,111.75</u>
	Total	<u>\$386,278.18</u>

A motion was made by Trustee Martinez and seconded by Trustee Noyola to approve payment of the bills as presented from September 12, 2023 through October 2, 2023. 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: Consideration of Property located at 1169 Robinhood Drive, Elgin: Attorney Airdo noted that while there is no restriction on the use or rights to transfer the 1169 Robinhood Drive property, if it goes to sale, it would follow the same process as used before with the Burgundy Parkway property. At this point, the Supervisor asked staff to produce copies of the three letters that were sent to the residents. The meeting continued at this point to about 7:50 p.m. (see note below other business).

- VIII. New Business:

- A. Board Meeting Minutes of September 12, 2023: Clerk Dolan Baumer presented the Board meeting minutes of September 12, 2023 for review and approval. Trustee Essick moved to approve the Board meeting minutes of September 12, 2023 as presented; motion seconded by Trustee Beattie. Roll call: Ayes: Trustees Beattie, Martinez, Noyola, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- B. Resolution regarding the Consideration of Closed Session Minutes: Trustee Martinez moved that

the Board approve resolution #100223 a resolution regarding the consideration of closed session minutes; motion seconded by Trustee Noyola. Roll call: Ayes: Supervisor McGuire and Trustees Beattie, Martinez, Noyola, and Essick. Nays: None. Motion carried.

- C. Resolution declaring October 7, 2023 Ageism Awareness Day: Trustee Noyola moved that the Board approve resolution declaring October 7, 2023 Ageism Awareness Day; Trustee Beattie seconded the motion. Roll call: Ayes: Supervisor McGuire, and Trustees Beattie, Martinez, Noyola, and Essick. Nays: None. Motion carried.
 - D. Appointments to the Committee on Youth: Trustee Beattie moved that the Board concur with the Supervisor's appointment of Mahatha Ratakonda and Eesha Alaparathi as Committee on Youth members; Trustee Essick seconded the motion. Roll call: Ayes: Supervisor McGuire, and Trustees Beattie, Martinez, Noyola, and Essick. Nays: None. Motion carried.
 - E. Consideration of Aging Social Services Division Software Purchase: The Senior Citizens Services Committee has agreed to supplement the purchase at 50%, and the balance has been budgeted for FY24 in the Aging Services budget. Beyond FY24, Aging Services will budget the full cost in the annual budget. Trustee Essick moved that Aging Services purchase software for Social Services as presented and recommended by staff, engaging Mon Ami for the case management operating system for \$15,000 per year for a three year term; motion seconded by Trustee Beattie. Roll call: Ayes: Supervisor McGuire, and Trustees Beattie, Martinez, Noyola, and Essick. Nays: None. Motion carried.
- IX. Executive Session: No motion to go into Executive Session was made.
- X. Other Business: Supervisor McGuire announced the appointments to the Community Education Support Task Force and include: Trustee Beattie, Mr. Jordan Wildermuth (HT COY member), Ms Kristen Cruthers (HT MHB member) Mr. Bill Wright (ACE Chair), Ms Paige Moran (SHS Principal), Dr. Elizabeth Ma (Ontarioville Elementary Principal), Mr. Joe Markowski (SFD Deputy Chief), Mr. Jeff Janda (SPD Executive Director), Ms Lauren Manu (Poplar Creek Library Librarian), Ms Josie Gama (area resident).
- The Supervisor declared a break at about 7:50 p.m. to give the Board an opportunity to read the three letters regarding 1169 Robinhood Drive. After reconvening the Board at 8:00 p.m., roll call was taken and present were Trustees Beattie, Martinez, Noyola, and Essick, and Supervisor McGuire. After reviewing the three letters that were sent to the residents surrounding the Robinhood property, the Board recognized that there was a promise in the letters to keep the property as open space. The Board concurred that the 1169 Robinhood Drive property would be kept as open space.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:10 p.m. was made by Trustee Beattie and seconded by Trustee Martinez, followed by a roll call vote. Ayes: Trustees Beattie, Martinez, Noyola, and Essick, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer
Clerk

ORDINANCE NO. _____

**AN ORDINANCE
AMENDING THE RULES FOR ELECTRONIC ATTENDANCE
AT HANOVER TOWNSHIP BOARD MEETINGS**

WHEREAS, pursuant to the Illinois Open Meetings Act (the “Act”), 5 ILCS 120/1 *et seq.*, a public body must adopt rules which conform to the requirements and restrictions of Section 7 thereof in order to permit the attendance of members at meetings by means other than physical presence; and

WHEREAS, on April 22, 2014, the Supervisor and Board of Trustees of Hanover Township (collectively, the “Township Board”) adopted Ordinance No. 042214_Electronic, “An Ordinance Adopting Rules for Electronic Attendance at Hanover Township Board Meetings,” to permit the attendance of Board members at meetings other than by physical presence; and

WHEREAS, the Township Board has reviewed the Rules for Electronic Attendance at Hanover Township Board Meetings thereby adopted and deems it necessary and appropriate to the efficient and orderly conduct of its meetings to amend the same, *inter alia*, to conform with changes in applicable statutes, technology, and preferred practices, as more fully set forth herein; 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 foregoing recitals and all exhibits referenced therein are hereby incorporated into the body of this Ordinance as though fully set forth herein.

SECTION TWO: ADOPTION. The amended Rules for Electronic Attendance at Hanover Township Board Meetings, a copy of which is attached hereto and hereby incorporated into the body of this Ordinance as though fully set forth herein, is hereby adopted and approved.

SECTION TWO: 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 THREE: 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 FOUR: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: October 17, 2023

APPROVED: October 17, 2023

ATTEST:

Brian P. McGuire, Township Supervisor

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 _____, enacted on October 17, 2023, and approved on October 17, 2023, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

HANOVER TOWNSHIP ELECTRONIC ATTENDANCE RULES AND PROCEDURES FOR BOARD MEETINGS

The following rules and procedures shall apply to all regular, special, reconvened, rescheduled and emergency meetings of the Hanover Township Supervisor and Board of Trustees (collectively, "Township Board").

1. A quorum of members of the Township Board must be physically present at the location of any open meeting and any lawfully closed meeting of the Township Board ("Township Board Meeting"). Other members who are not physically present at the open meeting may participate in the meeting and vote on all matters by means of a video or audio conference as herein provided. Such members of the Township Board may also participate in lawfully closed meetings of the Township Board, by means of video or audio conference, as herein provided.
2. If a quorum of the members of the Township Board is physically present at the place designated in the notice of the Township Board Meeting, a member of the Township Board may, with the approval of the members physically present, attend the meeting by other means if the member is prevented from physically attending because of: (a) personal illness or disability; (b) employment purposes or the business of the Township; (c) a family or other emergency; or (d) unexpected childcare obligations. "Other means" is by video or audio conference.
3. If a Township Board Member wishes to attend a Township Board Meeting by other means, he or she must notify the Township Administrator and/or the Township Clerk at least twenty four (24) hours before the Township Board Meeting, unless advance notice is impractical. When advance notice of a need to attend a Township Board Meeting by other means is impractical, notice is required to be given as soon as is practicable. Notice of attendance by other means may be given for multiple Township Board Meetings, and a separate notice shall not be required for each meeting in which other means of attendance will occur. Notice specifying a time period in which the township supervisor or board member will be attending meetings by other means, rather than specific meeting dates, shall be adequate notice hereunder.
4. Audio and video conferencing provided for herein at open meetings of the Township Board shall: (a) allow the member(s) attending the meeting by such other means to be heard by members of the public and such members of the Township Board who are physically present at the location of said meeting and by other member(s) of the Township Board attending the meeting by other means; and (b) allow the member(s) attending the meeting by other means to hear the comments, statements, discussion, and/or testimony of any person attending the meeting addressed to the Township Board at said meeting; and (c) to allow the member(s) attending the meeting by other means to hear the comments, statements, discussions, and/or votes of the Township Board members, if applicable, at said meeting.

5. Audio or video conferencing provided for herein at lawfully closed meetings of the Township Board shall allow the members participating by other means to be heard by such members of the Township Board and other persons attending the lawfully closed meeting who are physically present at the location of said meeting, and to allow the members attending by other means to hear the comments and discussion of such of the other members of the Township Board and other persons attending the lawfully closed meeting who are physically present at the location of said meeting.
6. The Township Clerk shall indicate in the Township Board Meeting minutes that such member was not physically present but was allowed to attend the meeting by other means. The member participating by other means shall be counted as present by means of video or audio conference for that meeting, and the minutes shall state specifically whether each member was physically present, present by video, or present by audio means. The member who is permitted to attend by other means shall be entitled to vote on all actions of the public body for which the member would be entitled to vote if he or she were physically present at the meeting, and all such votes shall be recorded in the meeting minutes.
7. Nothing in these rules shall limit the ability of the Township Board to meet electronically, as permitted by 5 ILCS 120/7(e) of the Illinois Open Meetings Act, when the necessary disaster declarations and determinations have been made related to public health concerns. In the event that a disaster declaration related to public health has been issued by the Governor or the Director of the Illinois Department of Public Health, the Township Supervisor must also determine that an in-person meeting is not practical. The Township Supervisor shall verify that all members of the Township Board can hear one another, hear all discussion, and hear any testimony. All other requirements of the Illinois Open Meetings Act respecting a remote meeting are incorporated.
8. In any meeting where there is remote attendance, the Township Supervisor should make an admonishment in a form substantially similar to the following:

Pursuant to the Hanover Township Electronic Attendance Rules and Procedures for Board Meetings, Trustee [Name] will be attending this [Date] Board Meeting by “other means.” This participation is by [Audio / Video] conference.

This Board should note:

- That a quorum of members of the Township Board is physically present;
- That Trustee [Name] is prevented from physically attending because of [*Personal Illness or Disability / Employment Purposes or the Business of the Township / a Family or Other Emergency*]; and
- That Trustee [Name] provided advance notice to the [*Township Supervisor / Township Clerk*] in accordance with the Hanover Township Electronic Attendance Rules and Procedures for Board Meetings.

Trustee [*Name*], are you able to hear me?

Generally, I would not invite interruptions. However, given the circumstances, I ask that Trustee [*Name*] attending remotely immediately interrupt me if at any time during the course of the meeting you are unable to hear the proceedings.

I ask that the Township Clerk make note of this information in the official Minutes of this Meeting.

RESOLUTION _____

**A RESOLUTION
TO APPROVE DESTRUCTION OF VERBATIM RECORDS OF
CLOSED SESSION MEETINGS**

WHEREAS, pursuant to the Open Meetings Act (the “Act”), 5 ILCS 120/1 *et seq.*, the Supervisor and Board of Trustees (collectively, the “Board”) of Hanover Township (the “Township”) must keep written minutes of all their meetings, whether open or closed; and

WHEREAS, the Act requires the Board to keep a verbatim record of all their closed meetings in the form of an audio or video recording, and the Township Clerk has kept such records as required by the Act; and

WHEREAS, the Act provides that the verbatim record of a closed meeting may be destroyed no less than eighteen (18) months after the completion of the meeting recorded, but only after: (1) the Board approves the destruction of a particular recording; and (2) the Board approves minutes of the closed meeting that meet the requirements of the Act; and

WHEREAS, no less than eighteen (18) months have passed after the completion of the closed session meetings identified in the schedule of closed session meetings attached hereto as Exhibit A; and

WHEREAS, the Board has approved minutes of the closed session meetings identified in the schedule of closed session meetings attached hereto as Exhibit A that meet the requirements of the Act; and

WHEREAS, the Board has determined that the verbatim records of the closed session meetings identified in the schedule of closed session meetings attached hereto as Exhibit A are authorized for destruction in accordance with the Act; and

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

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

SECTION TWO: APPROVAL. The destruction of the verbatim records of the closed session meetings identified in the schedule of closed session meetings attached hereto as Exhibit A is hereby approved, and the Township Clerk is authorized and directed to destroy the verbatim records of the closed session meetings identified in the schedule of closed session meetings attached hereto as Exhibit A within seven (7) days following the approval of this Resolution.

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: October 17, 2023

APPROVED: October 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 October 17, 2023, and approved on October 17, 2023, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

EXHIBIT A

**Schedule Of Closed Session Meetings
For Which Destruction of Verbatim Records Is Authorized**

2022
03/22/22
2021
10/04/21
09/21/21
02/16/21
01/05/21
2020
08/18/20
08/04/20
07/21/20
07/07/20
06/16/20