



- 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 Director Megan Conway, 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 Administrator Kristin Vana, Administrator James Barr, and Attorney Mike Airdo. Also present were Township resident Michael O'Toole, Mr. Macabe Thorpe from Lauterbach and Amen LLP, Messrs. Jesse Rodriguez and Brendan Cooke, and members of the Emergency Service unit. A Bartlett Police officer stood as sergeant at arms at the back of the room.
Supervisor McGuire asked for a moment of silence in honor of deceased Chicago Fire Department Lt. Kevin Ward who died in service to Chicago residents last week.
- 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. Presentation:
 - A. The Board welcomed Commander Michael O'Toole of Hanover Park to the Hanover Township Veterans Honor Roll. Mr. O'Toole served in the U.S. Naval Reserve from 1986 to 2007. He received the Navy and Marine Corps Commendation medals, the Army Commendation medal and the Navy and Marine Corps Achievement medals (2), Navy Battle "E" (2); Global War on Terrorism Expeditionary medal, and the Navy and Marine Corps Overseas Service ribbon.
 - B. Clerk Dolan Baumer administered the oath of office to Messrs. Jesse Rodriguez and Brendan Cooke as they start with the Emergency Services unit. Welcome Officers.
- V. Reports:
 - A. Supervisor's Report: Supervisor McGuire and Administrator Barr met with leadership of Centro de Informacion attempting to make stronger inroads to Hanover Township. Mr. Craig Haugh met with Emergency Services to continue to work on improvements outlined earlier in the year during the department review.
 - B. Clerk's Report: Clerk Dolan Baumer reported that during the recent Township Officials of Cook County Board meeting the Board started work on the 2024 Annual Conference. The Township Officials of Illinois board is working on the Annual 2023 Conference in November. The TOCC Clerks Association meeting would be held in early October. The TOI Clerks Division meeting would be held on September 23.
 - C. Assessor's Report: Assessor Moinuddin reported that the Assessor's Office would be open for appeals September 16 through October 16. A Property Tax Workshop would be held on September 21 at the Senior Center at 6:00 p.m.
 - D. Trustee Liaison Committee Reports: No reports were offered at this time.
 - E. Department Reports: Written reports were submitted for the Board's review; highlights this period included Director Kuttentberg reporting that the Decennial Report was submitted as directed by the Board to the County Clerk, Commissioner Morrison, and the various communities and organizations we serve. Reminder of the October 5 ribbon cutting for Hanover

Landing. Assistant Administrator Vana reported that the Hanover Landing coordinator has started outreach and there is now a waiting list being compiled; she is also working on programming for the site. The Township mandatory Sexual Harassment training would start on October 10. Cyber liability insurance coverage has been secured at a rate \$6000 than initially proposed. DCEO is reviewing the state grant application. Director Teachout reported on awards granted during a recent regular meeting of the Hanover Township Mental Health Board. The Board recently enjoyed a tour of the Maryville facilities. They are offering programs at Poplar Creek Library. Funding applications are due this week. Director Conway reported that the regional travel overnight programs are filling to capacity for the fall. Pop-up events have been successful. Recruitment efforts for Nutrition Services are ongoing. Director Houdek reported that Open Gym at U-46 schools and the Izaak Walton Youth Center have over 200 registered students. Fall tutoring starts on September 26. Parent map classes start on October 18 and from for six weeks. Family Therapy intern, Patricia Wallen is a two-year intern from Centro. Tessa Gonzalez resigned effective September 29. Director Imperato that a veteran that the department assisted was awarded a 70% disability rating, and received back pay in excess of \$130,000. The veteran filed additional documents and expressed his gratitude for our help. Ms Orozo and she would e attending the VSO Accreditation training required for CEU hours. Airdo Werwas will be presenting during on the of the sessions. Case Manager Kelly Corona has started the VSO accreditation process. Through the Hanover Township Foundation, Human Services was recently approved as a Sharing Connections referring agent, and will be able to submit applications for residents in need of household furnishing. Thank you to the Streamwood Woman's Club for their generous \$700 donation. Holiday Program registration opens this Friday; LIHEAP priority period starts on October 2. From Community Health, Director Smith reported that the 16th annual Just for the Health of It health fair was a success. She offered thanks to all of the participating departments for being part of the event, and for the set up and traffic control. Walmart is partnering with the Township offering updated Covid shots next week. Employee flu shots would be available in September through October. The department would be offering epilepsy seminars and a blood drive next month. Director Crews reported that Palatine and Arlington Heights Police Departments are both considering starting their own Emergency Services unit and will be visiting to see how Hanover Township's unit runs. He would be meeting with the Roselle Fire Department to refresh the relationship. Director Hanson gave the good news that construction has continued in force on the new Emergency Services station. The new expected completion date is November 24. The final grading and seeding will be completed this month at 1169 Robinhood Drive. Finally, seasonal positions are open for the winter. Administrator Barr reported that he participated in the kick-off meeting of the Chicago Metro Agency on Transportation group; this is a year long study. The Metropolitan Township Association annual symposium would be held on September 28 at the Senior Center, featuring state senators as keynote speakers. The Bartlett Octoberfest would be held on September 29 and the Township has offered to pour beer between 4-7 p.m. Attorney Airdo reported that if the Board approves, a portion of the money due for the Emergency Services unit, approximately \$189,408.20 to cover liquidated damages. Lenny Hoffman is the remaining claimant. The Board concurred with holding back funds to cover liquidated damages. At the Supervisor's urging, Mr. Airdo would double check that the amount is sufficient to cover damages.

VI. Bill Paying: Mr. Barr presented the bills for payment from August 16, 2023 through September 11, 2023 as follows:

a.	Town	\$100,467.72
b.	Senior Services	43,623.58
c.	General Assistance	14,769.10
d.	Road Maintenance	21,829.32
e.	Senior Citizens Services Comm.	257.38

Minutes of a Meeting of the Hanover Township Board

Tuesday, September 12, 2023

Page 3

f.	Mental Health Board	36,424.02
g.	Capital	<u>399,727.88</u>
	Total	<u>\$617,099.00</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from August 15, 2023 through September 11, 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: No unfinished business was brought forward.

VIII. New Business:

- A. Board Meeting Minutes of August 15, 2023: Clerk Dolan Baumer presented the Board meeting minutes of August 15, 2023 for review and approval. Trustee Noyola moved to approve the Board meeting minutes of August 15, 2023 as presented; motion seconded by Trustee Essick. Roll call: Ayes: Trustees Beattie, Martinez, Noyola, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- B. Executive Session Minutes of August 15, 2023: Clerk Dolan Baumer presented the Executive Session minutes of August 15, 2023 for review and approval. Trustee Essick moved to approve the Executive Session minutes of August 15, 2023 as presented; motion seconded by Trustee Martinez. Roll call: Ayes: Supervisor McGuire and Trustees Beattie, Martinez, Noyola, and Essick. Nays: None. Motion carried.
- C. Approval of the FY2023 Audit: Trustee Martinez moved that the Board approve the fiscal year 2023 audited financial statement; Trustee Noyola seconded the motion. As explained by Mr. Thorpe, Lauterbach & Amen made six recommendations, four are new criteria of which "management acknowledges (the comments) and, if applicable, will work to implement it when required by GASB." One comment is regarding the outstanding check write-off policy and the Township will work to correct it in the coming year. Finally, the last comment was regarding the Senior Citizens Services fund over budget, for which Township management has identified the cause of the fund over budget and has increased FY24 budget for the expenditures and is researching changes in service delivery methods and vendors. Roll call: Ayes: Supervisor McGuire, and Trustees Beattie, Martinez, Noyola, and Essick. Nays: None. Motion carried.
- D. Resolution Establishing the Hanover Township Social Media Policy: Trustee Beattie moved that the Board approve resolution #091223 a resolution establishing the Hanover Township social media policy; Trustee Essick seconded the motion. In brief, the purpose of this social media policy is to establish guidelines and enforceable rules for the use of social media by Township officers and employees when engaged in Township business. The Township has an overriding interest and expectation in deciding what is "spoken" on behalf of the Township on its social media sites. The Township's website and social media platforms are intended as limited-public forums and shall be implemented to be primarily informative and only expository on issues of Township policy established by its Board of Trustees. Roll call: Ayes: Supervisor McGuire, and Trustees Beattie, Martinez, Noyola, and Essick. Nays: None. Motion carried.
- E. Resolution to Approve the Hanover Township Employee Social Media Policy: Trustee Noyola moved that the Board approve resolution #0912231 a resolution approving of the Hanover Township employee social media policy; Trustee Beattie seconded the motion. In brief, the policy updates and clarifies rules and procedures related to employees' (and auxiliary workers and Township volunteers) personal use of social media. Roll call: Ayes: Supervisor McGuire, and Trustees Beattie, Martinez, Noyola, and Essick. Nays: None. Motion carried.
- F. Resolution declaring September Senior Center Month: Trustee Essick moved that the Board

declare September 2023 Senior Center Month in Hanover Township; Trustee Martinez seconded the motion. Roll call: Ayes: Supervisor McGuire, and Trustees Beattie, Martinez, Noyola, and Essick. Nays: None. Motion carried.

- G. Resolution proclaiming September 15 to October 15 Hispanic Heritage Month in Hanover Township: Trustee Beattie moved that the Board proclaim September 15 to October 15 Hispanic Heritage Month in Hanover Township; Trustee Noyola seconded the motion. Supervisor McGuire suggested that Trustee Beattie withdraw the motion, which she promptly did. Trustee Martinez then moved that the Township proclaim September 15 to October 15 as Hispanic Heritage month in Hanover Township. The motion was seconded by Trustee Noyola. Roll call: Ayes: Supervisor McGuire, and Trustees Beattie, Martinez, Noyola, and Essick. Nays: None. Motion carried.
- H. Resolution proclaiming September 18 to 24 as Rail Safety Week: Trustee Martinez moved that the Board proclaim September 18 to 24 as Rail Safety Week in Hanover Township; motion seconded by Trustee Essick Roll call: Ayes: Supervisor McGuire, and Trustees Beattie, Martinez, Noyola, and Essick. Nays: None. Motion carried.
- I. Consideration of Property located at 1169 Robinhood Drive, Elgin: Administrator Barr reported that an interested buyer has come forward to look at the 1169 Robinhood Drive property. Attorney Airdo said that we need to look at the legality of such a sale of this property. The Board concurred that this item be tabled pending more information.
- J. Consideration of Township Committee Members Recognition: The Board concurred that Administrator Barr is capable of fielding and managing ideas for Township committee member annual thank you events/parties/gifts/etc.
- K. Consideration of Coffee with the Township Board Workshops: The Board concurred to not start up coffee with the Township Board workshops at this time.
- IX. Executive Session: No motion to go into Executive Session was made.
- X. Other Business: No other business was discussed.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:15 p.m. was made by Trustee Essick 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

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