



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

March 5th, 2024

7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Trustees’ Committee Reports
 - E. Department Reports
- V. Bill Paying
- VI. Unfinished Business
- VII. New Business
 - A. Regular Meeting Minutes of February 20, 2024
 - B. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Provision of a Bilingual Therapist
 - C. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Provision of Psychiatric Back-Up Services
 - D. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Alternative Suspension Program
 - E. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Provision of Senior Citizen Mental Health Services
 - F. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Home Delivered Meals Program
 - G. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Senior In-Home Care Program

**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.**

- H. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Provision of Substance Abuse Prevention Services
- I. Resolution to Approve an Extension of the Hanover Township Strategic Action Plan through Fiscal Year 2025
- J. Resolution to Approve an Agreement with Northern Illinois University's Center for Governmental Studies for Strategic Planning Services
- K. Resolution to Approve a Building Lease Between Hanover Township and the Bartlett Volunteer Fire Association
- L. Resolution to Adopt a Policy Providing for Additional Services Under the Hanover Township General Assistance Program
- M. Approval of the 2024 Annual Town Meeting Agenda
- N. Appointments to the Senior Citizen Services Committee

VIII. Executive Session

IX. Other Business

X. Adjournment

Hanover Township

Board Audit Report

From 2/20/24 - 3/4/24

	Total
Total Town Fund	102,084.23
Total Senior Services Fund	31,655.33
Total General Assistance Fund	8,120.02
Total Road Maintenance Fund	3,651.62
Total Committee for Senior Citizens Services	-
Total Mental Health Board Fund	29,583.81
Total IMRF Fund	-
Total Social Security Fund	-
Total Vehicle Fund	1,190.00
Total Capital Fund	1,692.98
Total All Funds	177,977.99

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

February 20 through March 4, 2024

Type	Date	Num	Name	Memo	Amount
10A · Town Assets					
1001650 · Prepaid Expense					
Check	02/27/2024	155832	Vicki Boyle	Instruction for Meditation for Well-Being Apr FY25	40.00
Total 1001650 · Prepaid Expense					40.00
Total 10A · Town Assets					40.00
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014410 · Equipment Purchases					
Check	02/28/2024	155836	MityLite	Payment for 6 new IWYC tables	4,705.38
Total 1014410 · Equipment Purchases					4,705.38
Total 101CAP · Capital Expenditures					4,705.38
101CHN · Community Health					
1014452 · Office Supplies					
Check	02/28/2024	155839	A1 Trophies & Awards	Inv# 18702 Engraved plate	13.00
Check	02/28/2024	155840	Accurate Office Supply Co	Inv #610595 Dish sponge	5.36
Total 1014452 · Office Supplies					18.36
1014453 · Printing					
Check	02/27/2024	155820	Kwik Print	INV# 75260 Business Cards K. Smith	57.30
Total 1014453 · Printing					57.30
1014457 · Furniture and Computer Equip					
Check	02/21/2024	155805	Leaf (379-002)	Inv# 16063413 Copier Lease	70.80
Total 1014457 · Furniture and Computer Equip					70.80
1014461 · Miscellaneous					
Check	03/01/2024	155861	Bartlett Sports	Inv# 6648 Uniform - J. Kramer	35.00
Total 1014461 · Miscellaneous					35.00
Total 101CHN · Community Health					181.46
101CVA · Community Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	02/28/2024	155848	Verizon Wireless (00002)	Acct 742025529-002 Community Affairs Inv# 9957006818 1/19-2/18	36.01
Total 1014617 · Equipment & Furniture					36.01
Total 101CMA · Community Relations					36.01
Total 101CVA · Community Affairs					36.01

Hanover Township Board Audit Report

February 20 through March 4, 2024

Type	Date	Num	Name	Memo	Amount
101ES · ES - Expenditures					
1014802 · Equipment					
Check	02/27/2024	155810	Air One Equipment, Inc.	INV# 203281 Identification Tags	100.28
Check	02/27/2024	155814	Fox Valley Fire & Safety	INV# IN00664896 Fire Extinguisher Unit 9125	575.00
Total 1014802 · Equipment					675.28
1014809 · Pre-Volunteer Screening					
Check	02/27/2024	155810	Air One Equipment, Inc.	INV# 203431 Fit Test	45.00
Check	02/27/2024	155824	Midwest Service Corporation	Inv# 32151 Random Alcohol/Drug Tests	498.00
Total 1014809 · Pre-Volunteer Screening					543.00
1014811 · Station Utilities					
Check	02/27/2024	155818	Johnson Controls Security Solutions	Cust# 2332 Inv# 39824712 Alarm System ES Station	255.00
Check	03/01/2024	155864	Comcast (773 ES)	Acct# 877110083 0226773 ES Internet Charges 1/18-2/27	223.60
Total 1014811 · Station Utilities					478.60
1014813 · Vehicle Fuel & Maintenance					
Check	02/21/2024	155809	Village of Hanover Park (Fuel)	Inv# 2024-00018029 Feb 2024 Fuel	770.37
Total 1014813 · Vehicle Fuel & Maintenance					770.37
1014814 · Communications					
Check	02/27/2024	155829	Sunny Communications Inc	INV# Order # 134734 Radio Repair	39.00
Check	02/28/2024	155848	Verizon Wireless (00002)	Acct 742025529-002 Emergency Services Inv# 9957006818 1/19-2/18	86.09
Total 1014814 · Communications					125.09
Total 101ES · ES - Expenditures					2,592.34
101MAIN · Facilities Maintenance					
1014212 · Building Maintenance - Astor					
Check	02/27/2024	155822	Menards - Hanover Park	INV# 20957 Replacement Address Number & GFCI Outlet - Astor Ave	18.57
Total 1014212 · Building Maintenance - Astor					18.57
1014214 · Equipment Maintenance - Senior					
Check	02/27/2024	155818	Johnson Controls Security Solutions	Cust# 5960 Inv# 39824975 Security Monitoring Mar-May	274.13
Total 1014214 · Equipment Maintenance - Senior					274.13
1014215 · Equipment Maintenance - Astor					
Check	02/27/2024	155818	Johnson Controls Security Solutions	Cust# 6838 Inv# 39824706 Security Monitoring Mar-May - Astor Ave	274.13
Total 1014215 · Equipment Maintenance - Astor					274.13
1014219 · Vehicle Fuel - Town					
Check	02/21/2024	155809	Village of Hanover Park (Fuel)	Inv# 2024-00018029 Feb 2024 Fuel	741.36

Hanover Township Board Audit Report

February 20 through March 4, 2024

Type	Date	Num	Name	Memo	Amount
			Total 1014219 · Vehicle Fuel - Town		741.36
			1014221 · Cell Phone/Communications		
Check	02/28/2024	155848	Verizon Wireless (00002)	Acct 742025529-002 Facilities & Road Inv# 9957006818 1/19-2/18	252.07
			Total 1014221 · Cell Phone/Communications		252.07
			1014225 · Grounds/Reserve Maintenance		
Check	02/27/2024	155822	Menards - Hanover Park	INV# 20816 Fixtures, Pipes - ES Station Drainage	20.26
			Total 1014225 · Grounds/Reserve Maintenance		20.26
			1014235 · Equipment Maint ES Station		
Check	02/27/2024	155823	Menards - West Chicago	INV# 91907 Furnace Filters GMA Station	24.99
			Total 1014235 · Equipment Maint ES Station		24.99
			Total 101MAIN · Facilities Maintenance		1,605.51
			101THE · Town Hall Expense		
			1014402 · Telephone - Town		
Check	02/28/2024	155843	Comcast (185)	Inv# 193937387 Monthly Service Feb 2024	419.06
			Total 1014402 · Telephone - Town		419.06
			1014403 · Utilities - Town		
Check	02/28/2024	155842	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charge/Supply Services - 2 Months	2,324.24
			Total 1014403 · Utilities - Town		2,324.24
			1014405 · Internet Access - Town		
Check	02/27/2024	155812	Comcast (098)	INV# 193937378 Monthly Internet Services February 2024	968.00
Check	03/01/2024	155864	Comcast (773 ES)	Acct# 877110083 0226773 Fire Barn Internet Fee 2/18-3/17	76.32
			Total 1014405 · Internet Access - Town		1,044.32
			1014416 · Equipment Rental - Town		
Check	02/28/2024	155848	Verizon Wireless (00002)	Acct 742025529-002 Administrative Services Inv# 9957006818 1/19-2/18	60.56
Check	03/01/2024	155862	Canteen Rfrsh Svc 05635/002/00002 Admin	Inv# 265021 Town Hall Water Machine Rental	51.47
			Total 1014416 · Equipment Rental - Town		112.03
			Total 101THE · Town Hall Expense		3,899.65
			101TOE · Town Office Expense		
			1014401 · Postage		
Check	02/27/2024	155826	Purchase Power Easy Permit Postage	Admin Postage Fees	801.02
			Total 1014401 · Postage		801.02
			1014404 · Office Supplies		
Check	02/27/2024	155828	Staples	INV# 3540644116 Office Supplies	164.21

Hanover Township Board Audit Report

February 20 through March 4, 2024

Type	Date	Num	Name	Memo	Amount
Check	02/27/2024	155828	Staples	INV# 3554968605 Copy Paper, Printer Ink Cartridges (4)	317.97
Check	02/27/2024	155828	Staples	INV# 3554968607 Breakroom Coffee Supplies	37.50
Check	02/27/2024	155828	Staples	INV# 3552378389 Credit	-26.99
Check	02/27/2024	155828	Staples	INV# 3552378388 Credit	-22.65
Check	03/01/2024	155863	Canteen Rfrsh Svc 05635/001/00001 OCH	Inv# ORD266326 Admin Breakroom Coffee Supplies	138.34
Check	03/01/2024	155867	Staples	Inv# 3559404292 Breakroom Supplies	35.32
Check	03/01/2024	155867	Staples	Inv# 3559404293 Ink Cartridge - Clerk	166.41
Check	03/01/2024	155867	Staples	Inv# 3559404294 Ink Cartridges - Clerk(3)	489.50
Total 1014404 · Office Supplies					1,299.61
1014412 · Travel Expenses					
Check	03/01/2024	155859	Hailey Matich (v)	Mileage Reimbursement	108.60
Total 1014412 · Travel Expenses					108.60
1014414 · Memberships, Subs & Publication					
Check	03/01/2024	155870	Metropolitan Township Association	MTA Annual Dues	3,000.00
Check	03/01/2024	155871	Government Finance Officers Association	Member Renewal (3)	840.00
Total 1014414 · Memberships, Subs & Publication					3,840.00
1014530 · Financial Administration					
Check	03/01/2024	155876	Governmental Accounting, Inc	Inv# 59763 Monthly Contract Billing	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014534 · Passport Services					
Check	02/27/2024	155817	Government Forms & Supplies	INV# 0346191 Passport Services Embosser	131.55
Check	02/27/2024	155828	Staples	INV# 3554968607 Shipping Labels	54.58
Check	03/01/2024	155867	Staples	INV# 3559404292 Shipping Labels	54.58
Total 1014534 · Passport Services					240.71
1014591 · Health Insurance					
Check	03/01/2024	155875	Blue Cross Blue Shield	Major Medical Premium - Jan 24	36,605.63
Check	03/01/2024	155875	Blue Cross Blue Shield	Major Medical Premium - March 24	34,848.13
Total 1014591 · Health Insurance					71,453.76
1014592 · Dental, Vision & Life Insurance					
Check	03/01/2024	155872	Euclid Managers	Dental & Life Insurance - March 2024	3,848.54
Check	03/01/2024	155873	Vision Service Plan	Vision Insurance Premium - March 2024	346.75
Total 1014592 · Dental, Vision & Life Insurance					4,195.29
Total 101TOE · Town Office Expense					87,338.99
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094624 · Client Mgmt Software					

Hanover Township Board Audit Report

February 20 through March 4, 2024

Type	Date	Num	Name	Memo	Amount
Check	02/28/2024	155835	Kenneth Young Center	Dec 2023 & Jan 2024 CIS Maintenance	600.00
			Total 1094624 · Client Mgmt Software		600.00
			Total 109ADM · Administration & Clinical		600.00
			109OUT · Outreach & Prevention		
			1094651 · Cellphones		
Check	02/28/2024	155848	Verizon Wireless (00002)	Acct 742025529-002 Youth and Family Inv# 9957006818 1/19-2/18	196.76
			Total 1094651 · Cellphones		196.76
			1094658 · Youth Center Utilities		
Check	02/28/2024	155841	Com Ed 010	Acct# 6997418010 Monthly Charges 1/10-2/8	334.89
Check	02/28/2024	155847	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 1/25-2/23	553.24
			Total 1094658 · Youth Center Utilities		888.13
			Total 109OUT · Outreach & Prevention		1,084.89
			Total 109YFS · Youth & Family Services		1,684.89
			Total 1014 · Town Fund - Expenditures		102,044.23
			1104 · Aging Services - Expenditures		
			1104ADM · Administration		
			1104525 · Telephone & High Speed Internet		
Check	02/28/2024	155848	Verizon Wireless (00002)	Acct 742025529-002 Aging Services Inv# 9957006818 1/19-2/18	84.60
			Total 1104525 · Telephone & High Speed Internet		84.60
			1104527 · Equipment		
Check	02/21/2024	155805	Leaf (379-002)	Inv# 16063413 LL Copier Lease	70.80
Check	02/21/2024	155808	Wells Fargo Financial Leasing Inc	Inv# 5028593845 Main Copier Lease 2/2-3/1	289.85
			Total 1104527 · Equipment		360.65
			1104528 · Office Supplies		
Check	02/28/2024	155840	Accurate Office Supply Co	Inv #609951 Paper, pens, tape	96.95
Check	03/01/2024	155860	Accurate Office Supply Co	Inv# 610698 Copy Paper/Labels/Post Its	500.52
			Total 1104528 · Office Supplies		597.47
			1104529 · Postage		
Check	02/27/2024	155826	Purchase Power Easy Permit Postage	Aging Services Meter Refill	2,000.00
			Total 1104529 · Postage		2,000.00
			1104533 · Printing		
Check	02/28/2024	155844	COTG	Inv# 5047756 Front desk & library Copier Charges 1/25-2/24	40.91

Hanover Township Board Audit Report

February 20 through March 4, 2024

Type	Date	Num	Name	Memo	Amount
Total 1104533 · Printing					40.91
Total 1104ADM · Administration					3,083.63
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	02/21/2024	155806	Get Fresh Produce, Inc	Congregate Food	647.00
Check	02/21/2024	155807	Gordon Food Service	Congregate Food	795.66
Check	02/27/2024	155815	Get Fresh Produce, Inc	Congregate Food	848.94
Check	02/27/2024	155816	Gordon Food Service	Congregate Food	1,849.83
Check	02/28/2024	155845	Get Fresh Produce, Inc	Congregate Food	56.80
Check	03/01/2024	155865	Gordon Food Service	Congregate Food	2,164.01
Check	03/01/2024	155866	Get Fresh Produce, Inc	Congregate Food	969.96
Total 1105551 · Congregate Food					7,332.20
1105553 · Congregate Supplies					
Check	02/21/2024	155806	Get Fresh Produce, Inc	Congregate Supplies	32.95
Check	02/21/2024	155807	Gordon Food Service	Congregate Supplies	34.31
Check	02/27/2024	155815	Get Fresh Produce, Inc	Congregate Supplies	50.95
Check	02/27/2024	155816	Gordon Food Service	Congregate Supplies	296.89
Check	02/28/2024	155845	Get Fresh Produce, Inc	Congregate Supplies	0.00
Check	03/01/2024	155865	Gordon Food Service	Congregate Supplies	207.96
Check	03/01/2024	155866	Get Fresh Produce, Inc	Congregate Supplies	75.13
Total 1105553 · Congregate Supplies					698.19
1105558 · Home Delivered Meals Food					
Check	02/21/2024	155806	Get Fresh Produce, Inc	HDM Food	647.00
Check	02/21/2024	155807	Gordon Food Service	HDM Food	795.65
Check	02/27/2024	155815	Get Fresh Produce, Inc	HDM Food	848.97
Check	02/27/2024	155816	Gordon Food Service	HDM Food	1,849.84
Check	02/28/2024	155845	Get Fresh Produce, Inc	HDM Food	41.25
Check	03/01/2024	155865	Gordon Food Service	HDM Food	2,159.31
Check	03/01/2024	155866	Get Fresh Produce, Inc	HDM Food	969.99
Total 1105558 · Home Delivered Meals Food					7,312.01
1105560 · Home Delivered Meals Supplies					
Check	02/21/2024	155806	Get Fresh Produce, Inc	HDM Supplies	27.15
Check	02/21/2024	155807	Gordon Food Service	HDM Supplies	34.32
Check	02/27/2024	155815	Get Fresh Produce, Inc	HDM Supplies	39.35
Check	02/27/2024	155816	Gordon Food Service	HDM Supplies	296.89
Check	02/28/2024	155845	Get Fresh Produce, Inc	HDM Supplies	0.00
Check	03/01/2024	155865	Gordon Food Service	HDM Supplies	207.96
Check	03/01/2024	155866	Get Fresh Produce, Inc	HDM Supplies	45.07
Total 1105560 · Home Delivered Meals Supplies					650.74
Total 1104NUT · Nutrition					15,993.14

Hanover Township Board Audit Report

February 20 through March 4, 2024

Type	Date	Num	Name	Memo	Amount
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	02/21/2024	155807	Gordon Food Service	Coffee	106.71
Check	02/27/2024	155816	Gordon Food Service	Cups & Lids	298.14
Check	02/27/2024	155832	Vicki Boyle	Instruction for Meditation for Well-Being Mar FY24	30.00
Check	02/28/2024	155837	Joy Andreassen	Inv# 2024-4 Zumba Gold March-April	200.00
Check	02/28/2024	155838	Giuseppa Bartolomeo	Cooking Class Supplies 2/21	70.81
Check	03/01/2024	155853	Dundee Township Park District	Lunch and Dueling Pianos Performance (28)	60.00
Check	03/01/2024	155854	The Chicago Tour Company	Mystery Snack Attack of Chicago (31)	2,170.00
Check	03/01/2024	155860	Accurate Office Supply Co	Inv# 610698 Plastic Cups	54.98
Total 1104515 · Programming					2,990.64
1104520 · Volunteer Services					
Check	03/01/2024	155855	William Nagle	Home Delivered Meals Mileage Reimbursement Oct-Feb	225.09
Check	03/01/2024	155856	Lynn Marinelli	Home Delivered Meals Mileage Reimbursement Feb	51.59
Check	03/01/2024	155857	Edward Baus	Home Delivered Meals Mileage Reimbursement Feb	36.25
Check	03/01/2024	155858	Mary Wojtczak	Home Delivered Meals Mileage Reimbursement Jan-Feb	89.45
Total 1104520 · Volunteer Services					402.38
Total 1104PRO · Enrichment Programs					3,393.02
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	02/27/2024	155819	Kammes Auto & Truck Repair, Inc.	Inv# 143698 143 Rear/Front Brakes, Tires	3,341.08
Check	02/27/2024	155819	Kammes Auto & Truck Repair, Inc.	Inv# 143725 146 Oil, Heat Repair, Step Repair	1,571.05
Check	02/27/2024	155830	Valvoline	INV# 61260 Oil Change	76.48
Check	02/27/2024	155830	Valvoline	INV# 61281 Oil Change	95.18
Check	02/27/2024	155830	Valvoline	INV# 61269 Oil Change	76.48
Check	02/28/2024	155846	Kammes Auto & Truck Repair, Inc.	Inv #143797 145 oil	425.79
Check	03/01/2024	155868	Ultimate Spray-N-Wash Inc	Inv# 41682 Bus Washes (6)	390.00
Total 1104518 · Vehicle Maintenance					5,976.06
1104550 · Telephone					
Check	03/01/2024	155869	Verizon Wireless	Inv# 9957006817 Monthly Charges 2/19-3/18	446.18
Total 1104550 · Telephone					446.18
1104552 · Fuel					
Check	02/21/2024	155809	Village of Hanover Park (Fuel)	Inv# 2024-00018029 Feb 2024 Fuel	2,686.38
Total 1104552 · Fuel					2,686.38
1104692 · Dental, Vision & Life Insurance					
Check	02/27/2024	155811	Beth Evans (v)	FSA Reimbursement 2/22/24	76.92
Total 1104692 · Dental, Vision & Life Insurance					76.92

Hanover Township Board Audit Report

February 20 through March 4, 2024

Type	Date	Num	Name	Memo	Amount
Total 1104TRN · Transportation					9,185.54
Total 1104 · Aging Services - Expenditures					31,655.33
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	02/27/2024	155828	Staples	INV# 3550536442 Office Supplies	67.85
Check	02/27/2024	155828	Staples	INV# 3554968606 Copy paper/ink	224.54
Total 2024202 · Office Supplies					292.39
2024205 · Travel & Training					
Check	02/27/2024	155821	Mary Jo Imperato.	Travel Training Township Academy	22.78
Check	02/27/2024	155825	Kelly Corona (v)	Travel Training Township Academy	21.57
Total 2024205 · Travel & Training					44.35
2024507 · Professional Services					
Check	02/27/2024	155831	Verify (XHANGA)	Inv# 1563685 Background Checks (5)	90.00
Check	02/27/2024	155831	Verify (XHANGA)	Inv# 1576983 Background Chaecks (3)	54.00
Total 2024507 · Professional Services					144.00
2024511 · Phone and Internet					
Check	02/28/2024	155849	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 2/25-3/24	256.31
Total 2024511 · Phone and Internet					256.31
Total 2024ADM · Administration					737.05
2024HOM · Home Relief					
2024102 · Rent					
Check	02/27/2024	6489	Larry Bennett	March 2024 Rent	700.00
Check	02/27/2024	6490	Nature Homes of the Meadows HOA	March 2024 Rent	275.00
Check	02/27/2024	6492	Shellpoint	March 2024 Rent	525.39
Check	02/27/2024	6493	Shellpoint	March 2024 Rent	975.00
Check	02/27/2024	6494	Spring Lakes Estates	March 2024 Rent	765.00
Check	02/27/2024	6495	Spring Lakes Estates	March 2024 Rent	700.00
Check	02/27/2024	6497	State Farm Del Vassey	Shelter Assistance	108.87
Check	02/27/2024	6498	Valerie Woodcock	March 2024 Rent	210.00
Total 2024102 · Rent					4,259.26
2024103 · Utilities					
Check	02/27/2024	6488	Com Ed GA Home Relief	Utilities Assistance	74.98
Check	02/27/2024	6491	NICOR GA Home Relief	Utilities Assistance	50.02
Total 2024103 · Utilities					125.00
2024105 · Personal Essentials					

Hanover Township Board Audit Report

February 20 through March 4, 2024

Type	Date	Num	Name	Memo	Amount
Check	02/27/2024	6499	Walmart	Personal Essentials March 2024	600.00
Total 2024105 · Personal Essentials					600.00
2024106 · Travel Expenses					
Check	02/27/2024	6487	BP Gas Station	Fuel Assistance March 2024	50.00
Check	02/27/2024	6496	State Farm Salah, Neal	Transportation Assistance	32.96
Check	02/27/2024	6497	State Farm Del Vassey	Transportation Assistance	65.75
Total 2024106 · Travel Expenses					148.71
2024119 · Emergency Assistance					
Check	02/27/2024	6500	Wells Fargo Home Mortgage	Shelter Assistance	2,250.00
Total 2024119 · Emergency Assistance					2,250.00
Total 2024HOM · Home Relief					7,382.97
Total 2024 · Human Services - Expenditures					8,120.02
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034711 · Utilities					
Check	02/20/2024	155711	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 1/16-2/13	635.66
Check	02/20/2024	155712	Nicor 91	Monthly Charges 1/16-2/14	541.07
Total 3034711 · Utilities					1,176.73
Total 3034ADM · Administration					1,176.73
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	02/27/2024	155822	Menards - Hanover Park	INV# 20816 Replacement Mailbox Stake/Snow Plow Damage - Benner Dr	15.78
Check	02/27/2024	155823	Menards - West Chicago	INV# 91812 Mailbox Address Letter/Snow Plow Damage - Benner Dr	0.98
Total 3034602 · Operating Supplies & Materials					16.76
3034603 · Fuel					
Check	02/21/2024	155809	Village of Hanover Park (Fuel)	Inv# 2024-00018029 Feb 2024 Fuel	2,458.13
Total 3034603 · Fuel					2,458.13
Total 3034ROD · Road Maintenance					2,474.89
Total 3034 · Road Maintenance - Expenditures					3,651.62
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054012 · Office Supplies					
Check	02/28/2024	155850	Staples	Inv #3558885289 Tickets with stubs	52.56

Hanover Township Board Audit Report

February 20 through March 4, 2024

Type	Date	Num	Name	Memo	Amount
			Total 5054012 · Office Supplies		52.56
			Total 5054ADM · Administration		52.56
			5054SVC · Service Contracts		
			5054177 · Staff Development Grant Fund		
Check	03/01/2024	155852	Clearbrook	Advanced Acceptance and Commitment Therapy Training	3,000.00
			Total 5054177 · Staff Development Grant Fund		3,000.00
			5054179 · Challenge Grant Fund		
Check	02/28/2024	155834	Northwest CASA	Challenge Funding - programming and outreach services	25,000.00
			Total 5054179 · Challenge Grant Fund		25,000.00
			5054204 · Easter Seals Family Support		
Check	03/01/2024	155851	Easter Seals DuPage & Fox Valley Region	Family Support Services	1,531.25
			Total 5054204 · Easter Seals Family Support		1,531.25
			Total 5054SVC · Service Contracts		29,531.25
			Total 5054 · Mental Health - Expenditures		29,583.81
			7004 · Vehicle Replcmnt - Expenditures		
			7004408 · Vehicle Purchase		
Check	02/27/2024	155810	Air One Equipment, Inc.	INV# 203047 Adapter For Fill Valve New Vehicle	1,190.00
			Total 7004408 · Vehicle Purchase		1,190.00
			Total 7004 · Vehicle Replcmnt - Expenditures		1,190.00
			8084 · Capital Projects - Expenditures		
			8084414 · Emergency Services Station		
Check	02/27/2024	155813	Cummins NPower, LLC	INV# F2-41729 Repairs EMA Backup Generator	1,345.08
			Total 8084414 · Emergency Services Station		1,345.08
			8084425 · Building & Perm Improvements		
Check	02/27/2024	155827	Reinke Interior Supply	INV# 30013243 Ceiling Tiles For Town Hall Offices Renovation	347.90
			Total 8084425 · Building & Perm Improvements		347.90
			Total 8084 · Capital Projects - Expenditures		1,692.98
TOTAL					177,977.99

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A FUNDING AGREEMENT
FOR BILINGUAL THERAPIST SERVICES IN THE 2025 FISCAL YEAR
WITH HANOVER TOWNSHIP MENTAL HEALTH BOARD.**

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

SECTION ONE: APPROVAL. The Funding Agreement (the “Agreement”) with Hanover Township Mental Health Board, for bilingual therapist services funding to be rendered for the 2025 Fiscal Year, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 5, 2024

APPROVED: March 5, 2024

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 No. _____, enacted on March 5, 2024, and approved on March 5, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

**Contract for Services:
FY 2025**

This Contract made this 1st day of April, 2024 by and between Hanover Township ("Hanover Township" or the "Township") and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the "Mental Health Board"), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

RECITALS

- A. The Mental Health Board has by recommendation of appropriation of its Board Members, adopted on January 23, 2024, recommended the allocation of a sum not to exceed \$27,500 to be paid to the Hanover Township in consideration of the provision of the Bilingual Therapist.
- B. Hanover Township has adopted its FY 2025 Budget and Appropriation Ordinance appropriating said \$27,500 expenditure as provided above.
- C. Hanover Township, in consideration thereof, is willing and able to provide such services, program and facilities.

It is hereby agreed by and between Hanover Township and the Mental Health Board as follows:

- 1. Hanover Township shall provide services to Hanover Township residents.
- 2. The Hanover Township Mental Health Board shall disburse to Hanover Township the allocation subject to the following:
 - A. Allocations shall be made to Hanover Township upon electronic receipt of the previous quarter's completed monthly service reports. The reimbursement rate will be as set forth on Schedule A, attached hereto and incorporated herein.
 - B. Hanover Township shall report electronically to the Mental Health Board on its services rendered to Hanover Township residents through electronic submission of monthly service reports for funded program.
- 3. Hanover Township hereby represents to the Mental Health Board the following:
 - A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Hanover Township program, or activity, whether or not funded in whole or in part by

funding through the Mental Health Board, on the ground of race, color, national origin, gender, age, religion or disability unrelated to ability.

- B. Hanover Township is and shall remain in reasonable compliance with the federal requirements for physical facilities for the disabled. None of the Mental Health Board funds provided to Hanover Township hereunder shall be used, directly, or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body.
 - C. Hanover Township shall determine the manner and method of delivering its services to the ultimate recipient, without direct supervision and control by the Mental Health Board.
- 4. Hanover Township shall also agree to provide information to the Mental Health Board Chief Administrative Officer (the "Administrative Officer") or his designee that is reasonably necessary to verify residency of clients served with funds provided by the Mental Health Board and to further verify that said services have in fact been provided to said clients, subject to the limitations set forth in the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*) (the "Confidentiality Act") and other applicable law. Such information will uphold client confidentiality and will be arranged at a mutually agreeable time between the Administrative Officer and the Hanover Township staff.
 - 5. Hanover Township agrees to issue publication of the financial support from the Mental Health Board in all literature and media of Hanover Township to the extent such literature and/or media pertains to services funded hereunder.
 - 6. This Contract is subject to the continuing condition that the Hanover Township Board appropriates sufficient funds necessary to proceed with the service anticipated by this Agreement. If the Mental Health Board at any times finds itself lacking in such funds, or in reasonable anticipation of lack of same, the Mental Health Board may mail notice to Hanover Township to such effect, with an effective date of cancellation pursuant to such notice, rendering this Contract null and void in all respects.
 - 7. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of applicable federal, state, or local statute, ordinance, rule, regulation, or law, Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:

- A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township.
 - B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, employees or contractors to the Mental Health Board.
8. Each party to this Agreement shall protect, indemnify and hold and save harmless the other party, its officers, officials, employees and volunteers against and from any and all claims, costs, causes, actions and expenses, including, but not limited to legal fees, incurred by reason of a breach of any obligations under, or default of, any provision of this Agreement, including, but not limited to, unlawful disclosure of any Confidential Information (as defined below).
9. Any release and/or disclosure of any record, confidential communication and/or other information and/or documentation hereunder in violation of the Confidentiality Act and/or other applicable federal, state and/or local law and/or regulation ("Confidential Information") shall be a material breach of this Agreement.
10. Hanover Township shall procure and maintain at all times covering the above insurance for comprehensive liability insurance with bodily injury liability limits (including all noted in above paragraph), not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate insuring Hanover Township, the Mental Health Board and their respective officers, officials, and employees. Such certificates shall state, specifically, that 30 days advance notice shall be given to Hanover Township in the event of cancellation of said policies. A certificate or certificates of insurance or copies of the policies shall be furnished to the Mental Health Board within 30 days of signing this Contract.
11. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:
- | | |
|--|---|
| Hanover Township Mental Health Board
250 South Route 59
Bartlett, Illinois 60103
Attention: Chairperson | Hanover Township
250 South Route 59
Bartlett, Illinois 60103
Attention: Supervisor |
|--|---|
12. Hanover Township shall not assign or transfer any interest or rights in this Contract or subcontract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board.
13. No modification or amendment of the provisions hereof, shall be effective unless in writing and signed by an authorized representative of each party hereto. The

parties hereto expressly reserve the right to modify this Contract from time to time if in writing and by mutual agreement.

14. Each party to this Agreement acknowledges and agrees that it will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, or any other governmental unit or regulatory body or court (Collectively, the "Laws") in performing their respective obligations, duties and/or acts required hereunder.
15.
 - A. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township and/or Mental Health Board and/or any of their respective officials, officers, employees, volunteers, and/or agents as to any claim, cause, and/or cause of action of any kind or nature whatsoever.
 - B. Notwithstanding any provision herein to the contrary, the insurance company, self-insurance pool provider, self-insured party, or similar entity of the party providing the indemnification shall be allowed to raise, on behalf of the other party, any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, *et seq.*).
16. **Miscellaneous**
 - A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement subject to the provisions of paragraph 12 above.
 - B. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.
 - C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstances, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Contract the day and year first above written.

HANOVER TOWNSHIP MENTAL
HEALTH BOARD

By Kathy Biesiadecki
Chairperson

Attest:

Mary Ann Harvey
Secretary

HANOVER TOWNSHIP

By: _____
Township Supervisor

Attest:

Township Clerk

SCHEDULE A

Reimbursement Rates

**Hanover Township Youth and Family Services
Program: Bilingual Therapist
FY 25 Funding Total: \$27,500**

Quarterly Fund Disbursements	Amount
04/01/2024 – 06/30/2024	\$6,875
07/01/2024 – 09/30/2024	\$6,875
10/01/2024 – 12/31/2024	\$6,875
01/01/2025 – 03/31/2025	\$6,875

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A FUNDING AGREEMENT
FOR PSYCHIATRIC BACK-UP SERVICES IN THE 2025 FISCAL YEAR
WITH HANOVER TOWNSHIP MENTAL HEALTH BOARD.**

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

SECTION ONE: APPROVAL. The Funding Agreement (the “Agreement”) with Hanover Township Mental Health Board, psychiatric back-up services funding to be rendered for the 2025 Fiscal Year, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 5, 2024

APPROVED: March 5, 2024

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 No. _____, enacted on March 5, 2024, and approved on March 5, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

**Contract for Services
FY 2025**

This Contract made this 1st day of April, 2024 by and between Hanover Township ("Hanover Township" or the "Township") and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the "Mental Health Board"), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

RECITALS

- A. The Mental Health Board has by recommendation of appropriation of its Board Members, adopted on January 23, 2024, recommended the allocation of a sum not to exceed \$7,000 to be paid to the Hanover Township in consideration of the provision of psychiatric back-up services.
- B. Hanover Township has adopted its FY 25 Budget and Appropriation Ordinance appropriating said \$7,000 expenditure as provided above.
- C. Hanover Township, in consideration thereof, is willing and able to provide such services, program and facilities.

It is hereby agreed by and between Hanover Township and the Mental Health Board as follows:

- 1. Hanover Township shall provide services to Hanover Township residents.
- 2. The Hanover Township Mental Health Board shall disburse to Hanover Township the allocation subject to the following:
 - A. Allocations shall be made to Hanover Township upon electronic receipt of the Purchase of Services (Attachment A-1). The reimbursement rate will be as set forth on Schedule A, attached hereto and incorporated herein.
 - B. Hanover Township shall report electronically to the Mental Health Board On its services rendered to Hanover Township residents on a form substantially similar to the Purchase of Services Form (Attachment A-1).
- 3. Hanover Township hereby represents to the Mental Health Board the following:
 - A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Hanover Township program, or activity, whether or not funded in whole or in part by funding through the Mental Health Board, on the ground of race, color, national origin, gender, age, religion or disability unrelated to ability.

- B. Hanover Township is and shall remain in reasonable compliance with the federal requirements for physical facilities for the disabled. None of the Mental Health Board funds provided to Hanover Township hereunder shall be used, directly, or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body.
 - C. Hanover Township shall determine the manner and method of delivering its services to the ultimate recipient, without direct supervision and control by the Mental Health Board.
- 4. Hanover Township shall also agree to provide information to the Mental Health Board Chief Administrative Officer (the "Administrative Officer") or his designee that is reasonably necessary to verify residency of clients served with funds provided by the Mental Health Board and to further verify that said services have in fact been provided to said clients, subject to the limitations set forth in the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*) (the "Confidentiality Act") and other applicable law. Such information will uphold client confidentiality and will be arranged at a mutually agreeable time between the Administrative Officer and the Hanover Township staff.
- 5. Hanover Township agrees to issue publication of the financial support from the Mental Health Board in all literature and media of Hanover Township to the extent such literature and/or media pertains to services funded hereunder.
- 6. This Contract is subject to the continuing condition that the Hanover Township Board appropriates sufficient funds necessary to proceed with the service anticipated by this Agreement. If the Mental Health Board at any times finds itself lacking in such funds, or in reasonable anticipation of lack of same, the Mental Health Board may mail notice to Hanover Township to such effect, with an effective date of cancellation pursuant to such notice, rendering this Contract null and void in all respects.
- 7. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of applicable federal, state, or local statute, ordinance, rule, regulation, or law, Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:
 - A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township.

- B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, employees or contractors to the Mental Health Board.
8. Each party to this Agreement shall protect, indemnify and hold and save harmless the other party, its officers, officials, employees and volunteers against and from any and all claims, costs, causes, actions and expenses, including, but not limited to legal fees, incurred by reason of a breach of any obligations under, or default of, any provision of this Agreement, including, but not limited to, unlawful disclosure of any Confidential Information (as defined below).
9. Any release and/or disclosure of any record, confidential communication and/or other information and/or documentation hereunder in violation of the Confidentiality Act and/or other applicable federal, state and/or local law and/or regulation ("Confidential Information") shall be a material breach of this Agreement.
10. Hanover Township shall procure and maintain at all times covering the above insurance for comprehensive liability insurance with bodily injury liability limits (including all noted in above paragraph), not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate insuring Hanover Township, the Mental Health Board and their respective officers, officials, and employees. Such certificates shall state, specifically, that 30 days advance notice shall be given to Hanover Township in the event of cancellation of said policies. A certificate or certificates of insurance or copies of the policies shall be furnished to the Mental Health Board within 30 days of signing this Contract.
11. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:
- | | |
|--|---|
| Hanover Township Mental Health Board
250 South Route 59
Bartlett, Illinois 60103
Attention: Chairperson | Hanover Township
250 South Route 59
Bartlett, Illinois 60103
Attention: Supervisor |
|--|---|
12. Hanover Township shall not assign or transfer any interest or rights in this Contract or subcontract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board.
13. No modification or amendment of the provisions hereof, shall be effective unless in writing and signed by an authorized representative of each party hereto. The parties hereto expressly reserve the right to modify this Contract from time to time if in writing and by mutual agreement.

14. Each party to this Agreement acknowledges and agrees that it will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, or any other governmental unit or regulatory body or court (Collectively, the "Laws") in performing their respective obligations, duties and/or acts required hereunder.
15. A. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township and/or Mental Health Board and/or any of their respective officials, officers, employees, volunteers, and/or agents as to any claim, cause, and/or cause of action of any kind or nature whatsoever.
- B. Notwithstanding any provision herein to the contrary, the insurance company, self-insurance pool provider, self-insured party, or similar entity of the party providing the indemnification shall be allowed to raise, on behalf of the other party, any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, *et seq.*).
16. **Miscellaneous**
- A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement subject to the provisions of paragraph 12 above.
- B. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.
- C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.
- D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the Circuit Court of Cook County, Illinois.
- E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstances, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Contract the day and year first above written.

HANOVER TOWNSHIP MENTAL
HEALTH BOARD

By

Kathy Blesadocki
Chairperson

Attest:

Mary Lou Harvey
Secretary

HANOVER TOWNSHIP

By:

Township Supervisor

Attest:

Township Clerk

SCHEDULE A

Psychiatric Service

Cost

Unit of Service

\$100.00

In the event a Referred Patient misses an appointment with Independent Contractor and fails to cancel said appointment at least 24 hours before the scheduled appointment, the Independent Contractor may bill said Referred Patient an amount not to exceed \$55.00. However, in no event shall the Township be liable for paying any fees and/or charges attributable to any missed appointments.

Attachment A-1

Purchase of Service Report

Agency:	Hanover Township Youth and Family Services		
Address:	250	S.	Route 59 Bartlett, IL 60103
Program:	505-4136 Psychiatric Services		
Period:	Oct 2024	Status:	Approved
Client:	284		
New Client?:	No		
City of Residence:	Streamwood		
Street Name:	xxxx		
Ethnicity:	Hispanic		
Gender:	Female		
Age:	13-17 years		
Service Unit:	Follow Up w Family		
Service Unit Rate:	\$100.00		
Number of Service Units:	1.00	Amount:	\$100.00

Purchase of Service Reports must be submitted in order to receive payment for services provided. Please use a client number associated with each client.

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A FUNDING AGREEMENT
FOR PREVENTION SPECIALIST SERVICES IN THE 2025 FISCAL YEAR
WITH HANOVER TOWNSHIP MENTAL HEALTH BOARD.**

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

SECTION ONE: APPROVAL. The Funding Agreement (the “Agreement”) with Hanover Township Mental Health Board, for prevention specialist services funding to be rendered for the 2025 Fiscal Year, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 5, 2024

APPROVED: March 5, 2024

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 No. _____, enacted on March 5, 2024, and approved on March 5, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

**Contract for Services
FY 2025**

This Contract made this 1st day of April, 2024 by and between Hanover Township ("Hanover Township" or the "Township") and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the "Mental Health Board"), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

RECITALS

- A. The Mental Health Board has by recommendation of appropriation of its Board Members, adopted on January 23, 2024, recommended the allocation of a sum not to exceed \$25,000 to be paid to the Hanover Township in consideration of the provision of Alternative to Suspension Program.
- B. Hanover Township has adopted its FY 2025 Budget and Appropriation Ordinance appropriating said \$25,000 expenditure as provided above.
- C. Hanover Township, in consideration thereof, is willing and able to provide such services, program and facilities.

It is hereby agreed by and between Hanover Township and the Mental Health Board as follows:

- 1. Hanover Township shall provide services to Hanover Township residents.
- 2. The Hanover Township Mental Health Board shall disburse to Hanover Township the allocation subject to the following:
 - A. Allocations shall be made to Hanover Township upon electronic receipt of the previous quarter's completed monthly service reports. The reimbursement rate will be as set forth on Schedule A, attached hereto and incorporated herein.
 - B. Hanover Township shall report electronically to the Mental Health Board on its services rendered to Hanover Township residents through electronic submission of monthly service reports for funded program.
- 3. Hanover Township hereby represents to the Mental Health Board the following:
 - A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Hanover Township program, or activity, whether or not funded in whole or in part by

funding through the Mental Health Board, on the ground of race, color, national origin, gender, age, religion or disability unrelated to ability.

- B. Hanover Township is and shall remain in reasonable compliance with the federal requirements for physical facilities for the disabled. None of the Mental Health Board funds provided to Hanover Township hereunder shall be used, directly, or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body.
 - C. Hanover Township shall determine the manner and method of delivering its services to the ultimate recipient, without direct supervision and control by the Mental Health Board.
- 4. Hanover Township shall also agree to provide information to the Mental Health Board Chief Administrative Officer (the "Administrative Officer") or his designee that is reasonably necessary to verify residency of clients served with funds provided by the Mental Health Board and to further verify that said services have in fact been provided to said clients, subject to the limitations set forth in the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*) (the "Confidentiality Act") and other applicable law. Such information will uphold client confidentiality and will be arranged at a mutually agreeable time between the Administrative Officer and the Hanover Township staff.
 - 5. Hanover Township agrees to issue publication of the financial support from the Mental Health Board in all literature and media of Hanover Township to the extent such literature and/or media pertains to services funded hereunder.
 - 6. This Contract is subject to the continuing condition that the Hanover Township Board appropriates sufficient funds necessary to proceed with the service anticipated by this Agreement. If the Mental Health Board at any times finds itself lacking in such funds, or in reasonable anticipation of lack of same, the Mental Health Board may mail notice to Hanover Township to such effect, with an effective date of cancellation pursuant to such notice, rendering this Contract null and void in all respects.
 - 7. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of applicable federal, state, or local statute, ordinance, rule, regulation, or law, Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:

- A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township.
 - B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, employees or contractors to the Mental Health Board.
8. Each party to this Agreement shall protect, indemnify and hold and save harmless the other party, its officers, officials, employees and volunteers against and from any and all claims, costs, causes, actions and expenses, including, but not limited to legal fees, incurred by reason of a breach of any obligations under, or default of, any provision of this Agreement, including, but not limited to, unlawful disclosure of any Confidential Information (as defined below).
9. Any release and/or disclosure of any record, confidential communication and/or other information and/or documentation hereunder in violation of the Confidentiality Act and/or other applicable federal, state and/or local law and/or regulation ("Confidential Information") shall be a material breach of this Agreement.
10. Hanover Township shall procure and maintain at all times covering the above insurance for comprehensive liability insurance with bodily injury liability limits (including all noted in above paragraph), not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate insuring Hanover Township, the Mental Health Board and their respective officers, officials, and employees. Such certificates shall state, specifically, that 30 days advance notice shall be given to Hanover Township in the event of cancellation of said policies. A certificate or certificates of insurance or copies of the policies shall be furnished to the Mental Health Board within 30 days of signing this Contract.
11. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:
- | | |
|--------------------------------------|--------------------------|
| Hanover Township Mental Health Board | Hanover Township |
| 250 South Route 59 | 250 South Route 59 |
| Bartlett, Illinois 60103 | Bartlett, Illinois 60103 |
| Attention: Chairperson | Attention: Tina Houdek |
12. Hanover Township shall not assign or transfer any interest or rights in this Contract or subcontract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board.
13. No modification or amendment of the provisions hereof, shall be effective unless in writing and signed by an authorized representative of each party hereto. The

parties hereto expressly reserve the right to modify this Contract from time to time if in writing and by mutual agreement.

14. Each party to this Agreement acknowledges and agrees that it will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, or any other governmental unit or regulatory body or court (Collectively, the "Laws") in performing their respective obligations, duties and/or acts required hereunder.
15.
 - A. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township and/or Mental Health Board and/or any of their respective officials, officers, employees, volunteers, and/or agents as to any claim, cause, and/or cause of action of any kind or nature whatsoever.
 - B. Notwithstanding any provision herein to the contrary, the insurance company, self-insurance pool provider, self-insured party, or similar entity of the party providing the indemnification shall be allowed to raise, on behalf of the other party, any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, *et seq.*).
16. **Miscellaneous**
 - A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement subject to the provisions of paragraph 12 above.
 - B. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.
 - C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstances, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Contract the day and year first above written.

HANOVER TOWNSHIP MENTAL
HEALTH BOARD

By Kathy Beiswadecki
Chairperson

Attest:

Mary Ann Garrison
Secretary

HANOVER TOWNSHIP

By: _____
Township Supervisor

Attest:

Township Clerk

SCHEDULE A

Reimbursement Rates

**Hanover Township Youth and Family Services
Program: Prevention Specialist
FY 25 Funding Total: \$25,000**

Quarterly Fund Disbursements	Amount
04/01/2024 – 06/30/2024	\$6,250
07/01/2024 – 09/30/2024	\$6,250
10/01/2024 – 12/31/2024	\$6,250
01/01/2024 – 03/31/2025	\$6,250

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A FUNDING AGREEMENT
FOR SENIOR MENTAL HEALTH SERVICES IN THE 2025 FISCAL YEAR
WITH HANOVER TOWNSHIP MENTAL HEALTH BOARD.**

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

SECTION ONE: APPROVAL. The Funding Agreement (the “Agreement”) with Hanover Township Mental Health Board, senior mental health services funding to be rendered for the 2025 Fiscal Year, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 5, 2024

APPROVED: March 5, 2024

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 No. _____, enacted on March 5, 2024, and approved on March 5, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

Contract for Services

Fiscal Year – April 1, 2024 through March 31, 2025

This Contract made this 1st day of April, 2024 by and between Hanover Township ("Hanover Township" or the "Township") and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the "Mental Health Board"), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

RECITALS

- A. The Mental Health Board is a non-home rule entity governed by the provisions of the Community Mental Health Act (405 ILCS 20/0.1 *et seq.*) and other applicable statutes and laws.
- B. The Mental Health is authorized to provide funding to Hanover Township, and the Parties are authorized to enter this Agreement pursuant to Section 3e of the Community Mental Health Act (405 ILCS 20/3e).
- C. The Hanover Township Board of Trustees (the "Township Board") levies, budgets and appropriates funds on behalf of the Mental Health Board in such amounts as deemed necessary by the Township Board and subject to the applicable provisions of the Township Code (60 ILCS 1/1-1, *et seq.*) (the "Township Code"), the Illinois Municipal Budget Law (50 ILCS 330/1 *et seq.*) ("Municipal Budget Law"), PTEL, and other applicable statutes, regulations and laws.
- D. The Mental Health Board has approved the award of funds to Hanover Township based upon the representations and warranties made by Hanover Township herein and in its Proposal for Services set forth in Exhibit A, attached hereto and incorporated herein (the "Required Services") and subject to the terms, conditions, and contingencies set forth herein, including but not limited to the budget and appropriation requirements set forth herein.

NOW THEREFORE, in consideration of the terms and conditions herein and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties hereby agree as follows:

1. The Recitals and Exhibit thereto are hereby incorporated by reference into the body of this Agreement and made a part hereof as though fully set forth herein.
2. The Mental Health Board has approved of the allocation of funds to Hanover Township in an amount not to exceed \$57,000 for the Required Services to be allocated

as set forth on Exhibit B, attached hereto and incorporated herein, subject to the terms, conditions, limitations and contingencies set forth herein.

3. Hanover Township in consideration thereof covenants and agrees to provide the Required Services to Hanover Township residents as provided herein.

4. Disbursements by the Mental Health Board to Hanover Township shall be expressly contingent upon the following:

(i) The Mental Health Board's electronic receipt of the monthly service reports from Hanover Township. The reimbursement rates shall be as set forth in Exhibit C, attached hereto and incorporated herein.

(ii) Strict compliance with the terms and conditions herein by Hanover Township.

(iii) The Township Board levying and appropriating sufficient funds on behalf of the Mental Health Board to provide the funds provided for herein and the Township Board's approval of any and all payments to Hanover Township.

5. Hanover Township represents and warrants to the Mental Health Board and Hanover Township the following:

A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of Hanover Township's program, or activity, whether or not funded in whole or in part by funding through the Mental Health Board, on the ground of race, color, national origin, age, sex, sexual orientation, religion, disability, unfavorable discharge from the military and/or any other unlawful basis.

B. Hanover Township is and shall remain in strict compliance with the federal, state, and local requirements for physical facilities and services for the disabled, including but not limited to the Americans with Disabilities Act, as amended, and the Rehabilitation Act.

C. Hanover Township currently has and shall maintain exempt status under Section 501 (a) of the Internal Revenue Code as an organization described in Section 501(c)(3) of the Internal Revenue Code; and Hanover Township shall within 10 days report to the Mental Health Board its loss or receipt of notice of loss of said exempt status.

6. Hanover Township shall provide at its own expense any audits or other accounting reports or information required by any statute, rule or regulation applicable to (1) the Mental Health Board's agreement to provide Hanover Township with funding hereunder, (2) Hanover Township's operations, (3) the Required Services, and/or (4) if required by the Mental Health Board or Hanover Township.

7. Hanover Township shall also agree to a random audit of Hanover Township's services, operations and programs by personnel from the Mental Health Board and/or Hanover Township to verify residency of clients served with funds provided by the Mental Health Board and to verify that the Required Services have been provided by Hanover Township and Hanover Township's compliance with the terms and conditions of this Contract.

- A. Hanover Township shall obtain written consents to disclosure of records and communications from recipients of the Required Services (or the recipient's parent or guardian as the case may be) in accordance with Section 5 of the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/5) (the "Confidentiality Act") authorizing the disclosure of such communications and records to the Mental Health Board and Hanover Township in order for the Mental Health Board and Hanover Township to verify that the Required Services have been provided and as necessary to perform any auditing provided for hereunder. Notwithstanding the forgoing, in no event shall Hanover Township deny Required Services to any person as a result of said person declining to provide said consent, nor shall Hanover Township make any services contingent upon any person consenting to such disclosure.

8. Hanover Township shall issue publications of the financial support from the Mental Health Board in all appropriate communication, literature and media of Hanover Township to the extent such communications, literature and/or media pertain to the Required Services and/or services otherwise funded by the Mental Health Board hereunder.

9. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of any federal, state and/or local statute, ordinance, rule, regulation or law, then Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:

- A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township;
- B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, officers, directors, employees, volunteers or subcontractors to the Mental Health Board; and/or
- C. Failure to provide the Required Services hereunder.

10. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:

If to the Mental Health Board:
Hanover Township Mental Health Board
250 South Route 59
Bartlett, Illinois, 60103
Attention: James Barr,
Administrative Officer
Amanda Teachout,
Mental Health Board Manager

If to Hanover Township:
Hanover Township
240 South IL Route 59
Bartlett, IL 60103
Attention: Megan Conway
Director

11. Hanover Township shall not assign or transfer any interest or rights under this Contract or sub-contract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board. Any such assignments on transfers shall be null and void.

12. Compliance with Laws, Rules and Regulations.

- A. Hanover Township shall at all times observe and comply with all laws, ordinances, rules or regulations of the Federal, State, and local governments, as amended from time to time, which may in any matter affect the performance of this Agreement, the Required Services and/or any other services, activities and/or operations of Hanover Township. Provided, however, that the Mental Health Board may, from time to time, impose stricter regulations or requirements than required by Federal, State, and/or local laws, rules and regulations, and that Hanover Township hereby agrees to comply with said Mental Health Board regulations or requirements.
- B. Hanover Township understands and agrees that the Required Services are designed to address the needs of residents of Hanover Township suffering from mental illness and/or substance use disorders (as those terms are defined in the Community Mental Health Act) and Hanover Township's performance and progress will be measured to that end.

13. Conflict of Interest.

- A. Hanover Township understands and agrees that no director, officer, agent, volunteer, employee of Hanover Township may:
 - 1. Have any interest, whether directly or indirectly, in any contract (including those for the procurement of supplies, equipment, construction or services), the performance of any work pertaining to this Agreement, the transfer of any interest in any property and/or other assets.

2. Represent, either as agent or otherwise, any person, association, trust or corporation, with respect to any application or for any contract or work pertaining to the Agreement and/or Required Services.
3. Take, accept or solicit, either directly or indirectly, any money or other thing of value as a gift or bribe or means of influencing his or her vote or actions.

B. Any contract made and procured in violation of this Section is void and no funds under this Agreement may be used to pay any cost under such a contract. The purpose of this Section is to avoid even the appearance of a conflict of interest.

C. Hanover Township agrees and understands that it shall incorporate, or cause to be incorporated, the provisions contained in this Section in all contracts or subcontracts entered into pursuant to this Agreement.

D. In the event of failure or refusal of Hanover Township to comply, the Mental Health Board may terminate or suspend in whole or in part any contractual agreements with Hanover Township and may take any of the actions set forth herein.

E. For the purpose of this Section these conflicts of interest provisions apply to those persons who:

1. Exercise or have exercised any functions or responsibilities with respect to activities, services and/or programs funded hereunder.
2. Are in a position to participate in a decision making process or gain inside information with regard to such activities, services and/or programs.
3. May obtain personal or financial interest or benefit from any such activity, service and/or program;
4. Have any interest in any contract or agreement with respect thereto or the proceeds thereunder.

F. For the purpose of this Agreement, a person will be deemed to include the individual, members of his or her immediate family, his or her partners and any organization which employs or is about to employ any one of these, and shall mean those persons set out in 24 CFR Section 570 611 (c).

14. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the Parties. Hanover Township shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Mental

Health Board shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers Compensation Insurance, as Hanover Township is an independent contractor.

15. Records Maintenance

Hanover Township shall maintain during the term of this Contract and for a period of five (5) years thereafter complete and adequate financial records, accounts and other records to support all program expenditures. These records and accounts shall include, but are not limited to, the following: a general ledger that supports the costs charged to the Required Services and receipt of funds hereunder; records documenting procurement of goods and services; contracts for goods and services, lease and rental agreements; invoices; billing statements; cancelled checks; timecards signed by employees and supervisors; personnel authorization of records; payroll registers; payroll tax records; bank statements; bank reconciliation reports; subcontractor agreements; schedules containing comparisons of budgeted amounts and actual expenditures.

16. Return of Funds.

Hanover Township agrees that, upon the expiration of this Agreement, it shall transfer to the Mental Health Board any and all funds received thereunder that have not been expended to provide the Required Services, if any.

17. Hanover Township agrees that all cost overruns to provide the Required Services are the responsibility of Hanover Township. Hanover Township further agrees that it shall be solely liable for the repayment of unused funds, program income funds, or disallowed, unauthorized or ineligible expenses.

18. Indemnification.

A. Hanover Township shall indemnify the Mental Health Board, Hanover Township, and their respective officials, officers, agents, employees, volunteers and servants (collectively, the "Indemnified Parties") against and hold them harmless from all liabilities, claims, damages, losses, and expenses, including but not limited to legal defense costs, attorney's fees, settlements, judgments, prejudgments interest, or post judgment interest whether by direct suit of from third parties arising out of any acts, commissions, or omissions of Hanover Township, its officers, directors, agents, employees, volunteers, and/or servants, any recipient or potential recipient of any moneys or benefits from Hanover Township, any participant in a program, activity and/or service operated pursuant to this Agreement, any contractor hired pursuant to a program operated under this Agreement, or any officers, agents, directors, employees, or servants of any of them, in a claim or suit brought by any person or third party in connection with this Agreement or from any claim or suit by any person or third party against the Indemnified Parties, or any of them.

- B. In the event a claim or suit is brought against the Indemnified Parties, or any of them, for which Hanover Township is responsible pursuant to subparagraph A of this Section, Hanover Township will defend, at its own cost and expense, any suit or claim and will pay any resulting claims, judgments, damages, losses, expenses, prejudgment interest, post judgment interest, or settlements against the Indemnified Parties.
- C. The indemnification obligation under this Section shall not be limited in any way to the limitations on the amount or type of damages, compensation or benefits payable by or for Hanover Township under any law or by the amount of or limitations on insurance coverage, if any, held by Hanover Township.

19. Hanover Township's General Covenants.

- A. In connection with the execution of delivery of this Agreement, Hanover Township covenants, represents and warrants to the Mental Health Board and to Hanover Township:
 - (1) That it has all requisite authority to carry on its business and to execute, deliver and consummate the services, operations and programs contemplated by this Agreement; including but not limited to the Required Services.
 - (2) That its employees, agents, volunteers, officers and directors are competent to perform as required under this Agreement;
 - (3) That it is the real party in interest to this Agreement and is not acting for or on behalf of an undisclosed party;
 - (4) That it has taken all necessary action under its governing documents to authorize the execution and performance of this Agreement under the terms and conditions stated herein;
 - (5) That it has no public or private interest, direct or indirect, and shall not acquire, directly or indirectly any such interest which does or may conflict in any manner with the performance of Hanover Township's services and obligations under this Agreement;
 - (6) That no member of any governing body or any official, officer, agent or employee of the Mental Health Board, is employed either part time or full time by Hanover Township or has a financial or economic interest in this Agreement, or is an individual receiving any compensation from Hanover Township;
 - (7) That there is no action, suit or proceeding at law or in equity pending, nor to the best of Hanover Township's knowledge, threatened, against or affecting Hanover Township, before any court or before any governmental or

administrative agency, which will have a material adverse effect on the performance required by this Agreement;

(8) That to the best of Hanover Township's knowledge and belief, Hanover Township, its principals, directors, officers, key project personnel, and/or individuals who may have access to any funds provided hereunder:

(a) Are not presently declared ineligible or voluntarily excluded from contracting with any Federal or State department or agency and/or with Mental Health Board;

(b) Have not been convicted of any felony; been convicted of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; had a civil judgment rendered against them for commission of fraud; been found in violation of Federal or State antitrust statutes; or been convicted of embezzlement, theft, larceny, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property and/or any other crime involving moral turpitude.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in subparagraph (b) of this certification.

Any request for an exception to the provisions of this Section must be made in writing, listing the name of the individual, home address, type of conviction and date of conviction or status of proceedings. In the absence of a conviction, the Mental Health Board may perform its own independent investigation relative to said indictment or charges.

(9) That this Agreement has been duly executed and delivered on behalf of Hanover Township and constitutes a legal, valid and binding obligation of Hanover Township, enforceable in accordance with its terms.

(10) Hanover Township certifies that it is not currently operating under or subject to any cease and desist order, or subject to any informal or formal regulatory action, and, to the best of Hanover Township's knowledge, that it is not currently the subject of any investigation by any state or federal regulatory, law enforcement or legal authority. Should it become the subject of an investigation by any state or federal regulatory, law enforcement or legal authority, Hanover Township shall promptly notify the Mental Health Board of any such investigation. Hanover Township acknowledges that should it later be subject to a cease and desist order, Memorandum of Understanding, or found in violation pursuant to any regulatory action or any court action or proceeding before any administrative agency, that the Mental Health Board is authorized to declare Hanover Township in default of this Agreement and suspend or terminate the Agreement pursuant to Section 22 below.

B. General Covenants. In connection with the execution and delivery of this Agreement, Hanover Township makes the following covenants to the Mental Health Board and to Hanover Township which are in addition to any specific covenants contained in this Agreement:

- (1) That it will use funds only for the purposes set forth on Exhibit A (i.e., the Required Services);
- (2) That all warranties and representations made by Hanover Township in this Agreement shall be true, accurate and complete for the term of the Agreement;
- (3) That it shall be subject to, obey, and adhere to any and all federal, state and local laws, statutes, ordinances, rules, regulations and executive orders as are now or may be in effect during the term of this Agreement which may be applicable to Hanover Township, the Required Services and/or the operations, activities, programs and/or services of Hanover Township;
- (4) That it shall remain solvent and able to pay its debts as they mature. In the event of bankruptcy filing by Hanover Township, voluntary or involuntary, the Mental Health Board may decline to make any further payment, which may otherwise be required under this Agreement;
- (5) That it shall immediately notify the Mental Health Board of any and all events or actions that may materially adversely affect its ability to carry on its operations or perform and or all of its obligations under this Agreement; and
- (6) That it shall not enter into any other agreement or transaction that would conflict with the performance of its duties hereunder.

20. Appropriation; Non-Appropriation/Insufficient Appropriation; Reduced Funding Sources/Revenues

- A. Appropriation. As set forth above, payments under this Agreement are expressly contingent upon the existence of a valid appropriation therefore and that no officer shall contract for any indebtedness on behalf of the Mental Health Board or assume to bind the Mental Health Board in an amount in excess of the money appropriated.
- B. Non-appropriation/Insufficient Appropriation. Notwithstanding any provision herein to the contrary, payments by the Mental Health Board pursuant to this Agreement are subject to the availability of sufficient funds levied, budgeted and appropriated by the Township Board and authorized expenditures under Federal, State and Local law. The Mental Health Board's obligations hereunder shall cease immediately, without penalty or further payment being required, if the Township Board fails to make an appropriation sufficient to pay such obligation.

The Mental Health Board, in its sole discretion, shall determine whether amounts appropriated are sufficient to continue its obligations under this Agreement. Termination resulting from non-appropriation or insufficient appropriation shall be in accordance with Section 22 below. Any funding is void by operation of law if the Mental Health Board fails to obtain the requisite appropriation to pay any funding provided for herein.

C. **Reduce Funding Sources/Revenues.** The Mental Health Board reserves the right to reduce the amount to be paid to Hanover Township under this Agreement if the Mental Health Board determines that it is in the best interest of the Mental Health Board to reduce its obligations under this Agreement as a result of the occurrence of any of the following events during the term of the Agreement:

- (1) Receipts from revenues which provide the funding for this Agreement either fall significantly short of anticipated levels, or significantly decrease, or
- (2) Other sources (external grants, contracts, awards, etc.) providing funds for this Agreement are decreased or withdrawn. If such an event occurs, the Mental Health Board will notify Hanover Township as soon as possible. If the Mental Health Board and Hanover Township are able to agree on a reduced compensation amount and a corresponding reduced scope of services, the parties shall execute a funding modification so stating. If the parties are unable to agree to such reduced funding and revised scope of services, then the Mental Health Board shall terminate the funding in accordance with the provisions of Section 22 below.

21. Default and Remedies.

The occurrence of any of the following events, during the term of this Contract, shall constitute a default:

- A. Hanover Township shall fail to observe or perform any covenant or agreement contained in this Agreement, including the Exhibits hereto;
- B. Any representation, warranty, certificate or statement made by Hanover Township in this Agreement, including the Exhibits hereto, or in any certificate, report, financial statement or other document delivered pursuant to this Agreement shall prove to have been incorrect when made in any material respect;
- C. Hanover Township shall commence a voluntary case or other proceeding seeking liquidation, reorganization or other relief with respect to itself or its debts under any bankruptcy, insolvency or other similar law now or hereafter in effect or seeking the appointment of a trustee, receiver, liquidator, custodian or other similar official of it or any substantial part of its property, or shall consent to any such relief or to the appointment of or taking possession by any such official in an involuntary case or other proceeding commenced

against it, or shall make a general assignment for the benefit of creditors, or shall fail generally to pay its debts as they become due, or shall take any corporate action to authorize any of the foregoing;

- D. An involuntary case or other proceeding shall be commenced against Hanover Township seeking liquidation, reorganization or other relief with respect to it or its debts under any bankruptcy, insolvency or other similar law now or hereafter in effect or seeking the appointment of a trustee, receiver, liquidator, custodian or other similar official of it or any substantial part of its property, and such involuntary case or other proceedings shall remain undismissed and unstayed for a period of 60 days; or an order for relief shall be entered against Hanover Township under the federal bankruptcy laws as now or hereby after in effect;
- E. Hanover Township permanently ceases the conduct of services and/or operations at the location specified in its application to the Mental Health Board for any reason, including, but not limited to, fire or other casualty;
- F. Hanover Township fails to provide the Required Services hereunder;
- G. Hanover Township defaults on a loan from a third party. Hanover Township shall provide the Mental Health Board with immediate notice upon making a determination that it will default on a loan.

Hanover Township shall have ten (10) days from the date the Mental Health Board notifies it of the occurrence of a default to cure the default to Mental Health Board's satisfaction (the "Cure Period"). Hanover Township's failure to cure, or to initiate a cure which is satisfactory to the Mental Health Board, shall be a sufficient basis for the Mental Health Board to terminate this Agreement and to direct Hanover Township to refund all funds disbursed to it by the Mental Health Board within ten (10) days of receipt of the notice of termination. In the event of repeated defaults and/or breach by Hanover Township hereunder, Hanover Township shall not be permitted to cure said default, and the Mental Health Board may immediately terminate this Contract, cease making any further or additional distributions hereunder and direct Hanover Township to refund all disbursements received by Hanover Township from the Mental Health Board.

At the Mental Health Board's discretion Hanover Township shall be responsible for the payment of interest at a rate equal to twelve percent (12%) per annum (not to exceed the maximum rate permitted by law) for any amount of the funds which it has not refunded to the Mental Health Board beginning ten (10) days from the date the termination notice is sent by the Mental Health Board and continuing to the date that all funds are refunded by Hanover Township or recovered through other legal processes available to the Mental Health Board.

22. Termination; Suspension

- A. This Agreement may be terminated as follows:

- (1) **Non-appropriation, Insufficient Appropriation.** In the event of insufficient appropriation as described in Section 20 above, Hanover Township shall be paid for non-cancelable, allowable expenditures incurred in the performance of Required Services under this Agreement prior to the effective date of termination which shall be the date stated in the written termination possible after it becomes aware of such insufficient appropriation in an amount not to exceed said appropriation. Any refunds due the Mental Health Board shall be submitted as provided herein. In the event of any non-appropriation of funds by the Township Board, Hanover Township shall not be entitled to any funds hereunder, and shall refund to the Mental Health Board any funds received hereunder by Hanover Township from the Mental Health Board.
- (2) **Reduce Funding Sources/Revenues.** In the event that parties are unable to agree on a reduced amount of compensation and scope of services necessitated do to reduction in revenues or other funding sources for this Agreement as described in Section 20 above, Hanover Township shall be paid for non-cancelable, allowable expenditure incurred in the performance of authorized services under this Agreement prior to the effective date of termination which shall be the date stated in the written termination notice provided to Hanover Township. Any refunds due the Mental Health Board shall be as provided herein.
- (3) **For Cause.** If the Mental Health Board determines that Hanover Township has failed to comply with any of the covenants, terms, conditions or provisions of this Agreement, or any other application, proposal or funding award executed by the Mental Health Board and Hanover Township, including any applicable rules or regulations, or has made a false representation or warranty in connection with the receipt of the funds, the Mental Health Board may terminate this Agreement in whole or in part at any time before the expiration date of this Agreement. The Mental Health Board shall notify Hanover Township in writing of the reasons for the termination and the effective date of the termination. Payments made to Hanover Township or recovery by the Mental Health Board shall be with Section 21 above.

In the event of termination for cause, Hanover Township shall also be subject to any other applicable provisions specified elsewhere in this Agreement.

Termination for cause may render Hanover Township ineligible for consideration for future funds from the Mental Health Board for a period not to exceed two (2) years.

- (4) **For Convenience.** Hanover Township acknowledges that this funding was made by the Mental Health Board based on its determination that the Required Services to be funded under this Agreement are in furtherance of the Mental Health Board's statutory requirements and its program objectives. Hanover Township further acknowledges that the Mental Health Board may

unilaterally terminate this Agreement based on its good faith determination that the continued expenditure of funds under this Agreement is no longer in furtherance of said statutory requirements or program objectives. Termination for convenience shall be effective upon delivery of notice to Hanover Township as provided herein. Hanover Township shall not incur new obligations after the effective date of the termination, and shall cancel as many outstanding obligations as possible. The Mental Health Board shall allow full credit to Hanover Township for properly incurred expenditures made in connection with the Required Services prior to Hanover Township's receipt of said notice of termination for convenience. Refunds shall be submitted as provided herein.

- B. Suspension. If Hanover Township fails to comply with the specific conditions and/or general terms and conditions of this Agreement the Mental Health Board may, upon written notice to Hanover Township, suspend this Agreement, withhold further payments and prohibit Hanover Township from incurring additional obligations of funds, pending corrective action by Hanover Township or a decision to terminate this Agreement. The Mental Health Board may determine to allow such necessary and proper costs, which Hanover Township could not reasonably avoid during the period of suspension provided that the Mental Health Board agrees that such costs were necessary and reasonable and incurred in accordance with the provisions of this Agreement.

23. Hanover Township shall at all times have sole control over the manner, means and methods of performing the Required Services according to its own independent judgment, and is solely responsible for the direction of its employees, volunteers, and agents. Hanover Township acknowledges and agrees that it will devote such times as is necessary to perform the Required Services. Hanover Township represents and warrants that it has the skills and knowledge necessary to perform the Required Services in a safe, proper, efficient, thorough and satisfactory manner and understanding that the Mental Health Board is relying on such representation in providing funding to Hanover Township hereunder.

24. Insurance.

- A. Hanover Township agrees to provide and keep force at all times during this Agreement and while performing Required Services and/or any other services for which Hanover Township has received funding from the Mental Health Board, at Hanover Township's sole cost, the following types and minimum amounts of coverage's: comprehensive general liability insurance contractual liability coverage, with minimum limits of not less than one million dollars (\$1,000,000) per occurrence, and two million (\$2,000,000) annual aggregate; property damage insurance; full Worker's Compensation Insurance equal to the statutory amounts required by law; employers liability insurance with limits of not less than five hundred thousand dollars (\$500,000), and professional liability coverage with a limit of not less than \$1,000,000 each wrongful act arising out of performance or failure to perform professional services. All insurance carriers providing the

coverage set forth herein shall have a rating of A:VII as assigned by A.M. Best & Co. and satisfactory to the Mental Health Board in its sole discretion.

- B. All insurance coverage provided by Hanover Township shall be primary coverage as to the Mental Health Board and Hanover Township. Any insurance of self-insurance maintained by the Mental Health Board and/or Hanover Township shall be excess of Hanover Township's insurance and shall not contribute with it.
- C. The Mental Health Board, Hanover Township, and their respective officers, officials, agents, employees, and volunteers are to be covered and named as additional insureds under Hanover Township's General Liability coverage and said coverage shall contain no special limitation on the scope of protection afforded to the additional insureds. The policy and/or coverage shall also contain a "contractual liability" clause.
- D. Said insurance policies shall not be canceled or amended without 30 days prior written notice having been given to the Mental Health Board. Such cancellation shall be grounds for the Mental Health Board to immediately cancel this Agreement.

25. Miscellaneous.

A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both Parties.

B. This Agreement may be executed in any number of counterparts, and by the Mental Health Board and Hanover Township on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

J. Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

Hanover Township Mental Health Board:

By: Kathy Besiadecki
Chairman

Attest:

By: Mary Ann Gassner
Secretary

Hanover Township: Hanover Township

By: _____
Director

Attest:

Its: _____

SCHEDULE A

Reimbursement Rates

**Hanover Township Aging Services
Program: Senior Mental Health Services (C-Hope Program)
FY 2025 Funding Total: \$57,000**

Quarterly Fund Disbursements	Amount
04/01/2024 – 06/30/2024	\$14,250
07/01/2024 – 09/30/2024	\$14,250
10/01/2024 – 12/31/2024	\$14,250
01/01/2025– 03/31/2025	\$14,250

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A FUNDING AGREEMENT
FOR HOME DELIVERED MEALS SERVICES IN THE 2025 FISCAL YEAR
WITH HANOVER TOWNSHIP MENTAL HEALTH BOARD.**

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

SECTION ONE: APPROVAL. The Funding Agreement (the “Agreement”) with Hanover Township Mental Health Board, for home delivered meals services funding to be rendered for the 2025 Fiscal Year, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 5, 2024

APPROVED: March 5, 2024

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 No. _____, enacted on March 5, 2024, and approved on March 5, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

Contract for Services

Fiscal Year – April 1, 2024 through March 31, 2025

This Contract made this 1st day of April, 2024 by and between Hanover Township ("Hanover Township" or the "Township") and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the "Mental Health Board"), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

RECITALS

- A. The Mental Health Board is a non-home rule entity governed by the provisions of the Community Mental Health Act (405 ILCS 20/0.1 *et seq.*) and other applicable statutes and laws.
- B. The Mental Health is authorized to provide funding to Hanover Township, and the Parties are authorized to enter this Agreement pursuant to Section 3e of the Community Mental Health Act (405 ILCS 20/3e).
- C. The Hanover Township Board of Trustees (the "Township Board") levies, budgets and appropriates funds on behalf of the Mental Health Board in such amounts as deemed necessary by the Township Board and subject to the applicable provisions of the Township Code (60 ILCS 1/1-1, *et seq.*) (the "Township Code"), the Illinois Municipal Budget Law (50 ILCS 330/1 *et seq.*) ("Municipal Budget Law"), PTEL, and other applicable statutes, regulations and laws.
- D. The Mental Health Board has approved the award of funds to Hanover Township based upon the representations and warranties made by Hanover Township herein and in its Proposal for Services set forth in Exhibit A, attached hereto and incorporated herein (the "Required Services") and subject to the terms, conditions, and contingencies set forth herein, including but not limited to the budget and appropriation requirements set forth herein.

NOW THEREFORE, in consideration of the terms and conditions herein and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties hereby agree as follows:

- 1. The Recitals and Exhibit thereto are hereby incorporated by reference into the body of this Agreement and made a part hereof as though fully set forth herein.
- 2. The Mental Health Board has approved of the allocation of funds to Hanover Township in an amount not to exceed \$25,000 for the Required Services to be allocated

as set forth on Exhibit B, attached hereto and incorporated herein, subject to the terms, conditions, limitations and contingencies set forth herein.

3. Hanover Township in consideration thereof covenants and agrees to provide the Required Services to Hanover Township residents as provided herein.

4. Disbursements by the Mental Health Board to Hanover Township shall be expressly contingent upon the following:

- (i) The Mental Health Board's electronic receipt of the monthly service reports from Hanover Township. The reimbursement rates shall be as set forth in Exhibit C, attached hereto and incorporated herein.
- (ii) Strict compliance with the terms and conditions herein by Hanover Township.
- (iii) The Township Board levying and appropriating sufficient funds on behalf of the Mental Health Board to provide the funds provided for herein and the Township Board's approval of any and all payments to Hanover Township.

5. Hanover Township represents and warrants to the Mental Health Board and Hanover Township the following:

- A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of Hanover Township's program, or activity, whether or not funded in whole or in part by funding through the Mental Health Board, on the ground of race, color, national origin, age, sex, sexual orientation, religion, disability, unfavorable discharge from the military and/or any other unlawful basis.
- B. Hanover Township is and shall remain in strict compliance with the federal, state, and local requirements for physical facilities and services for the disabled, including but not limited to the Americans with Disabilities Act, as amended, and the Rehabilitation Act.
- C. Hanover Township currently has and shall maintain exempt status under Section 501 (a) of the Internal Revenue Code as an organization described in Section 501(c)(3) of the Internal Revenue Code; and Hanover Township shall within 10 days report to the Mental Health Board its loss or receipt of notice of loss of said exempt status.

6. Hanover Township shall provide at its own expense any audits or other accounting reports or information required by any statute, rule or regulation applicable to (1) the Mental Health Board's agreement to provide Hanover Township with funding hereunder, (2) Hanover Township's operations, (3) the Required Services, and/or (4) if required by the Mental Health Board or Hanover Township.

7. Hanover Township shall also agree to a random audit of Hanover Township's services, operations and programs by personnel from the Mental Health Board and/or Hanover Township to verify residency of clients served with funds provided by the Mental Health Board and to verify that the Required Services have been provided by Hanover Township and Hanover Township's compliance with the terms and conditions of this Contract.

- A. Hanover Township shall obtain written consents to disclosure of records and communications from recipients of the Required Services (or the recipient's parent or guardian as the case may be) in accordance with Section 5 of the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/5) (the "Confidentiality Act") authorizing the disclosure of such communications and records to the Mental Health Board and Hanover Township in order for the Mental Health Board and Hanover Township to verify that the Required Services have been provided and as necessary to perform any auditing provided for hereunder. Notwithstanding the forgoing, in no event shall Hanover Township deny Required Services to any person as a result of said person declining to provide said consent, nor shall Hanover Township make any services contingent upon any person consenting to such disclosure.

8. Hanover Township shall issue publications of the financial support from the Mental Health Board in all appropriate communication, literature and media of Hanover Township to the extent such communications, literature and/or media pertain to the Required Services and/or services otherwise funded by the Mental Health Board hereunder.

9. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of any federal, state and/or local statute, ordinance, rule, regulation or law, then Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:

- A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township;
- B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, officers, directors, employees, volunteers or subcontractors to the Mental Health Board; and/or
- C. Failure to provide the Required Services hereunder.

10. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:

If to the Mental Health Board:
Hanover Township Mental Health Board
250 South Route 59
Bartlett, Illinois, 60103
Attention: James Barr,
Administrative Officer
Amanda Teachout,
Mental Health Board Manager

If to Hanover Township:
Hanover Township
240 South IL Route 59
Bartlett, IL 60103
Attention: Megan Conway
Director

11. Hanover Township shall not assign or transfer any interest or rights under this Contract or sub-contract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board. Any such assignments or transfers shall be null and void.

12. Compliance with Laws, Rules and Regulations.

A. Hanover Township shall at all times observe and comply with all laws, ordinances, rules or regulations of the Federal, State, and local governments, as amended from time to time, which may in any matter affect the performance of this Agreement, the Required Services and/or any other services, activities and/or operations of Hanover Township. Provided, however, that the Mental Health Board may, from time to time, impose stricter regulations or requirements than required by Federal, State, and/or local laws, rules and regulations, and that Hanover Township hereby agrees to comply with said Mental Health Board regulations or requirements.

B. Hanover Township understands and agrees that the Required Services are designed to address the needs of residents of Hanover Township suffering from mental illness and/or substance use disorders (as those terms are defined in the Community Mental Health Act) and Hanover Township's performance and progress will be measured to that end.

13. Conflict of Interest.

A. Hanover Township understands and agrees that no director, officer, agent, volunteer, employee of Hanover Township may:

1. Have any interest, whether directly or indirectly, in any contract (including those for the procurement of supplies, equipment, construction or services), the performance of any work pertaining to this Agreement, the transfer of any interest in any property and/or other assets.

2. Represent, either as agent or otherwise, any person, association, trust or corporation, with respect to any application or for any contract or work pertaining to the Agreement and/or Required Services.

3. Take, accept or solicit, either directly or indirectly, any money or other thing of value as a gift or bribe or means of influencing his or her vote or actions.

B. Any contract made and procured in violation of this Section is void and no funds under this Agreement may be used to pay any cost under such a contract. The purpose of this Section is to avoid even the appearance of a conflict of interest.

C. Hanover Township agrees and understands that it shall incorporate, or cause to be incorporated, the provisions contained in this Section in all contracts or subcontracts entered into pursuant to this Agreement.

D. In the event of failure or refusal of Hanover Township to comply, the Mental Health Board may terminate or suspend in whole or in part any contractual agreements with Hanover Township and may take any of the actions set forth herein.

E. For the purpose of this Section these conflicts of interest provisions apply to those persons who:

1. Exercise or have exercised any functions or responsibilities with respect to activities, services and/or programs funded hereunder.

2. Are in a position to participate in a decision making process or gain inside information with regard to such activities, services and/or programs.

3. May obtain personal or financial interest or benefit from any such activity, service and/or program;

4. Have any interest in any contract or agreement with respect thereto or the proceeds thereunder.

F. For the purpose of this Agreement, a person will be deemed to include the individual, members of his or her immediate family, his or her partners and any organization which employs or is about to employ any one of these, and shall mean those persons set out in 24 CFR Section 570 611 (c).

14. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the Parties. Hanover Township shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Mental

Health Board shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers Compensation Insurance, as Hanover Township is an independent contractor.

15. Records Maintenance

Hanover Township shall maintain during the term of this Contract and for a period of five (5) years thereafter complete and adequate financial records, accounts and other records to support all program expenditures. These records and accounts shall include, but are not limited to, the following: a general ledger that supports the costs charged to the Required Services and receipt of funds hereunder; records documenting procurement of goods and services; contracts for goods and services, lease and rental agreements; invoices; billing statements; cancelled checks; timecards signed by employees and supervisors; personnel authorization of records; payroll registers; payroll tax records; bank statements; bank reconciliation reports; subcontractor agreements; schedules containing comparisons of budgeted amounts and actual expenditures.

16. Return of Funds.

Hanover Township agrees that, upon the expiration of this Agreement, it shall transfer to the Mental Health Board any and all funds received thereunder that have not been expended to provide the Required Services, if any.

17. Hanover Township agrees that all cost overruns to provide the Required Services are the responsibility of Hanover Township. Hanover Township further agrees that it shall be solely liable for the repayment of unused funds, program income funds, or disallowed, unauthorized or ineligible expenses.

18. Indemnification.

A. Hanover Township shall indemnify the Mental Health Board, Hanover Township, and their respective officials, officers, agents, employees, volunteers and servants (collectively, the "Indemnified Parties") against and hold them harmless from all liabilities, claims, damages, losses, and expenses, including but not limited to legal defense costs, attorney's fees, settlements, judgments, prejudgments interest, or post judgment interest whether by direct suit of from third parties arising out of any acts, commissions, or omissions of Hanover Township, its officers, directors, agents, employees, volunteers, and/or servants, any recipient or potential recipient of any moneys or benefits from Hanover Township, any participant in a program, activity and/or service operated pursuant to this Agreement, any contractor hired pursuant to a program operated under this Agreement, or any officers, agents, directors, employees, or servants of any of them, in a claim or suit brought by any person or third party in connection with this Agreement or from any claim or suit by any person or third party against the Indemnified Parties, or any of them.

- B. In the event a claim or suit is brought against the Indemnified Parties, or any of them, for which Hanover Township is responsible pursuant to subparagraph A of this Section, Hanover Township will defend, at its own cost and expense, any suit or claim and will pay any resulting claims, judgments, damages, losses, expenses, prejudgment interest, post judgment interest, or settlements against the Indemnified Parties.
- C. The indemnification obligation under this Section shall not be limited in any way to the limitations on the amount or type of damages, compensation or benefits payable by or for Hanover Township under any law or by the amount of or limitations on insurance coverage, if any, held by Hanover Township.

19. Hanover Township's General Covenants.

- A. In connection with the execution of delivery of this Agreement, Hanover Township covenants, represents and warrants to the Mental Health Board and to Hanover Township:
 - (1) That it has all requisite authority to carry on its business and to execute, deliver and consummate the services, operations and programs contemplated by this Agreement; including but not limited to the Required Services.
 - (2) That its employees, agents, volunteers, officers and directors are competent to perform as required under this Agreement;
 - (3) That it is the real party in interest to this Agreement and is not acting for or on behalf of an undisclosed party;
 - (4) That it has taken all necessary action under its governing documents to authorize the execution and performance of this Agreement under the terms and conditions stated herein;
 - (5) That it has no public or private interest, direct or indirect, and shall not acquire, directly or indirectly any such interest which does or may conflict in any manner with the performance of Hanover Township's services and obligations under this Agreement;
 - (6) That no member of any governing body or any official, officer, agent or employee of the Mental Health Board, is employed either part time or full time by Hanover Township or has a financial or economic interest in this Agreement, or is an individual receiving any compensation from Hanover Township;
 - (7) That there is no action, suit or proceeding at law or in equity pending, nor to the best of Hanover Township's knowledge, threatened, against or affecting Hanover Township, before any court or before any governmental or

administrative agency, which will have a material adverse effect on the performance required by this Agreement;

- (8) That to the best of Hanover Township's knowledge and belief, Hanover Township, its principals, directors, officers, key project personnel, and/or individuals who may have access to any funds provided hereunder:
- (a) Are not presently declared ineligible or voluntarily excluded from contracting with any Federal or State department or agency and/or with Mental Health Board;
 - (b) Have not been convicted of any felony; been convicted of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; had a civil judgment rendered against them for commission of fraud; been found in violation of Federal or State antitrust statutes; or been convicted of embezzlement, theft, larceny, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property and/or any other crime involving moral turpitude.
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in subparagraph (b) of this certification.

Any request for an exception to the provisions of this Section must be made in writing, listing the name of the individual, home address, type of conviction and date of conviction or status of proceedings. In the absence of a conviction, the Mental Health Board may perform its own independent investigation relative to said indictment or charges.

- (9) That this Agreement has been duly executed and delivered on behalf of Hanover Township and constitutes a legal, valid and binding obligation of Hanover Township, enforceable in accordance with its terms.
- (10) Hanover Township certifies that it is not currently operating under or subject to any cease and desist order, or subject to any informal or formal regulatory action, and, to the best of Hanover Township's knowledge, that it is not currently the subject of any investigation by any state or federal regulatory, law enforcement or legal authority. Should it become the subject of an investigation by any state or federal regulatory, law enforcement or legal authority, Hanover Township shall promptly notify the Mental Health Board of any such investigation. Hanover Township acknowledges that should it later be subject to a cease and desist order, Memorandum of Understanding, or found in violation pursuant to any regulatory action or any court action or proceeding before any administrative agency, that the Mental Health Board is authorized to declare Hanover Township in default of this Agreement and suspend or terminate the Agreement pursuant to Section 22 below.

B. General Covenants. In connection with the execution and delivery of this Agreement, Hanover Township makes the following covenants to the Mental Health Board and to Hanover Township which are in addition to any specific covenants contained in this Agreement:

- (1) That it will use funds only for the purposes set forth on Exhibit A (i.e., the Required Services);
- (2) That all warranties and representations made by Hanover Township in this Agreement shall be true, accurate and complete for the term of the Agreement;
- (3) That it shall be subject to, obey, and adhere to any and all federal, state and local laws, statutes, ordinances, rules, regulations and executive orders as are now or may be in effect during the term of this Agreement which may be applicable to Hanover Township, the Required Services and/or the operations, activities, programs and/or services of Hanover Township;
- (4) That it shall remain solvent and able to pay its debts as they mature. In the event of bankruptcy filing by Hanover Township, voluntary or involuntary, the Mental Health Board may decline to make any further payment, which may otherwise be required under this Agreement;
- (5) That it shall immediately notify the Mental Health Board of any and all events or actions that may materially adversely affect its ability to carry on its operations or perform and or all of its obligations under this Agreement; and
- (6) That it shall not enter into any other agreement or transaction that would conflict with the performance of its duties hereunder.

20. Appropriation; Non-Appropriation/Insufficient Appropriation; Reduced Funding Sources/Revenues

- A. Appropriation. As set forth above, payments under this Agreement are expressly contingent upon the existence of a valid appropriation therefore and that no officer shall contract for any indebtedness on behalf of the Mental Health Board or assume to bind the Mental Health Board in an amount in excess of the money appropriated.
- B. Non-appropriation/Insufficient Appropriation. Notwithstanding any provision herein to the contrary, payments by the Mental Health Board pursuant to this Agreement are subject to the availability of sufficient funds levied, budgeted and appropriated by the Township Board and authorized expenditures under Federal, State and Local law. The Mental Health Board's obligations hereunder shall cease immediately, without penalty or further payment being required, if the Township Board fails to make an appropriation sufficient to pay such obligation.

The Mental Health Board, in its sole discretion, shall determine whether amounts appropriated are sufficient to continue its obligations under this Agreement. Termination resulting from non-appropriation or insufficient appropriation shall be in accordance with Section 22 below. Any funding is void by operation of law if the Mental Health Board fails to obtain the requisite appropriation to pay any funding provided for herein.

C. **Reduce Funding Sources/Revenues.** The Mental Health Board reserves the right to reduce the amount to be paid to Hanover Township under this Agreement if the Mental Health Board determines that it is in the best interest of the Mental Health Board to reduce its obligations under this Agreement as a result of the occurrence of any of the following events during the term of the Agreement:

- (1) Receipts from revenues which provide the funding for this Agreement either fall significantly short of anticipated levels, or significantly decrease, or
- (2) Other sources (external grants, contracts, awards, etc.) providing funds for this Agreement are decreased or withdrawn. If such an event occurs, the Mental Health Board will notify Hanover Township as soon as possible. If the Mental Health Board and Hanover Township are able to agree on a reduced compensation amount and a corresponding reduced scope of services, the parties shall execute a funding modification so stating. If the parties are unable to agree to such reduced funding and revised scope of services, then the Mental Health Board shall terminate the funding in accordance with the provisions of Section 22 below.

21. Default and Remedies.

The occurrence of any of the following events, during the term of this Contract, shall constitute a default:

- A. Hanover Township shall fail to observe or perform any covenant or agreement contained in this Agreement, including the Exhibits hereto;
- B. Any representation, warranty, certificate or statement made by Hanover Township in this Agreement, including the Exhibits hereto, or in any certificate, report, financial statement or other document delivered pursuant to this Agreement shall prove to have been incorrect when made in any material respect;
- C. Hanover Township shall commence a voluntary case or other proceeding seeking liquidation, reorganization or other relief with respect to itself or its debts under any bankruptcy, insolvency or other similar law now or hereafter in effect or seeking the appointment of a trustee, receiver, liquidator, custodian or other similar official of it or any substantial part of its property, or shall consent to any such relief or to the appointment of or taking possession by any such official in an involuntary case or other proceeding commenced

against it, or shall make a general assignment for the benefit of creditors, or shall fail generally to pay its debts as they become due, or shall take any corporate action to authorize any of the foregoing;

- D. An involuntary case or other proceeding shall be commenced against Hanover Township seeking liquidation, reorganization or other relief with respect to it or its debts under any bankruptcy, insolvency or other similar law now or hereafter in effect or seeking the appointment of a trustee, receiver, liquidator, custodian or other similar official of it or any substantial part of its property, and such involuntary case or other proceedings shall remain undismissed and unstayed for a period of 60 days; or an order for relief shall be entered against Hanover Township under the federal bankruptcy laws as now or hereby after in effect;
- E. Hanover Township permanently ceases the conduct of services and/or operations at the location specified in its application to the Mental Health Board for any reason, including, but not limited to, fire or other casualty;
- F. Hanover Township fails to provide the Required Services hereunder;
- G. Hanover Township defaults on a loan from a third party. Hanover Township shall provide the Mental Health Board with immediate notice upon making a determination that it will default on a loan.

Hanover Township shall have ten (10) days from the date the Mental Health Board notifies it of the occurrence of a default to cure the default to Mental Health Board's satisfaction (the "Cure Period"). Hanover Township's failure to cure, or to initiate a cure which is satisfactory to the Mental Health Board, shall be a sufficient basis for the Mental Health Board to terminate this Agreement and to direct Hanover Township to refund all funds disbursed to it by the Mental Health Board within ten (10) days of receipt of the notice of termination. In the event of repeated defaults and/or breach by Hanover Township hereunder, Hanover Township shall not be permitted to cure said default, and the Mental Health Board may immediately terminate this Contract, cease making any further or additional distributions hereunder and direct Hanover Township to refund all disbursements received by Hanover Township from the Mental Health Board.

At the Mental Health Board's discretion Hanover Township shall be responsible for the payment of interest at a rate equal to twelve percent (12%) per annum (not to exceed the maximum rate permitted by law) for any amount of the funds which it has not refunded to the Mental Health Board beginning ten (10) days from the date the termination notice is sent by the Mental Health Board and continuing to the date that all funds are refunded by Hanover Township or recovered through other legal processes available to the Mental Health Board.

22. Termination; Suspension

- A. This Agreement may be terminated as follows:

- (1) **Non-appropriation, Insufficient Appropriation.** In the event of insufficient appropriation as described in Section 20 above, Hanover Township shall be paid for non-cancelable, allowable expenditures incurred in the performance of Required Services under this Agreement prior to the effective date of termination which shall be the date stated in the written termination notice after it becomes aware of such insufficient appropriation in an amount not to exceed said appropriation. Any refunds due the Mental Health Board shall be submitted as provided herein. In the event of any non-appropriation of funds by the Township Board, Hanover Township shall not be entitled to any funds hereunder, and shall refund to the Mental Health Board any funds received hereunder by Hanover Township from the Mental Health Board.
- (2) **Reduce Funding Sources/Revenues.** In the event that parties are unable to agree on a reduced amount of compensation and scope of services necessitated do to reduction in revenues or other funding sources for this Agreement as described in Section 20 above, Hanover Township shall be paid for non-cancelable, allowable expenditure incurred in the performance of authorized services under this Agreement prior to the effective date of termination which shall be the date stated in the written termination notice provided to Hanover Township. Any refunds due the Mental Health Board shall be as provided herein.
- (3) **For Cause.** If the Mental Health Board determines that Hanover Township has failed to comply with any of the covenants, terms, conditions or provisions of this Agreement, or any other application, proposal or funding award executed by the Mental Health Board and Hanover Township, including any applicable rules or regulations, or has made a false representation or warranty in connection with the receipt of the funds, the Mental Health Board may terminate this Agreement in whole or in part at any time before the expiration date of this Agreement. The Mental Health Board shall notify Hanover Township in writing of the reasons for the termination and the effective date of the termination. Payments made to Hanover Township or recovery by the Mental Health Board shall be with Section 21 above.

In the event of termination for cause, Hanover Township shall also be subject to any other applicable provisions specified elsewhere in this Agreement.

Termination for cause may render Hanover Township ineligible for consideration for future funds from the Mental Health Board for a period not to exceed two (2) years.

- (4) **For Convenience.** Hanover Township acknowledges that this funding was made by the Mental Health Board based on its determination that the Required Services to be funded under this Agreement are in furtherance of the Mental Health Board's statutory requirements and its program objectives. Hanover Township further acknowledges that the Mental Health Board may

unilaterally terminate this Agreement based on its good faith determination that the continued expenditure of funds under this Agreement is no longer in furtherance of said statutory requirements or program objectives. Termination for convenience shall be effective upon delivery of notice to Hanover Township as provided herein. Hanover Township shall not incur new obligations after the effective date of the termination, and shall cancel as many outstanding obligations as possible. The Mental Health Board shall allow full credit to Hanover Township for properly incurred expenditures made in connection with the Required Services prior to Hanover Township's receipt of said notice of termination for convenience. Refunds shall be submitted as provided herein.

- B. Suspension. If Hanover Township fails to comply with the specific conditions and/or general terms and conditions of this Agreement the Mental Health Board may, upon written notice to Hanover Township, suspend this Agreement, withhold further payments and prohibit Hanover Township from incurring additional obligations of funds, pending corrective action by Hanover Township or a decision to terminate this Agreement. The Mental Health Board may determine to allow such necessary and proper costs, which Hanover Township could not reasonably avoid during the period of suspension provided that the Mental Health Board agrees that such costs were necessary and reasonable and incurred in accordance with the provisions of this Agreement.

23. Hanover Township shall at all times have sole control over the manner, means and methods of performing the Required Services according to its own independent judgment, and is solely responsible for the direction of its employees, volunteers, and agents. Hanover Township acknowledges and agrees that it will devote such times as is necessary to perform the Required Services. Hanover Township represents and warrants that it has the skills and knowledge necessary to perform the Required Services in a safe, proper, efficient, thorough and satisfactory manner and understanding that the Mental Health Board is relying on such representation in providing funding to Hanover Township hereunder.

24. Insurance.

- A. Hanover Township agrees to provide and keep force at all times during this Agreement and while performing Required Services and/or any other services for which Hanover Township has received funding from the Mental Health Board, at Hanover Township's sole cost, the following types and minimum amounts of coverage's: comprehensive general liability insurance contractual liability coverage, with minimum limits of not less than one million dollars (\$1,000,000) per occurrence, and two million (\$2,000,000) annual aggregate; property damage insurance; full Worker's Compensation Insurance equal to the statutory amounts required by law; employers liability insurance with limits of not less than five hundred thousand dollars (\$500,000), and professional liability coverage with a limit of not less than \$1,000,000 each wrongful act arising out of performance or failure to perform professional services. All insurance carriers providing the

coverage set forth herein shall have a rating of A:VII as assigned by A.M. Best & Co. and satisfactory to the Mental Health Board in its sole discretion.

- B. All insurance coverage provided by Hanover Township shall be primary coverage as to the Mental Health Board and Hanover Township. Any insurance of self-insurance maintained by the Mental Health Board and/or Hanover Township shall be excess of Hanover Township's insurance and shall not contribute with it.
- C. The Mental Health Board, Hanover Township, and their respective officers, officials, agents, employees, and volunteers are to be covered and named as additional insureds under Hanover Township's General Liability coverage and said coverage shall contain no special limitation on the scope of protection afforded to the additional insureds. The policy and/or coverage shall also contain a "contractual liability" clause.
- D. Said insurance policies shall not be canceled or amended without 30 days prior written notice having been given to the Mental Health Board. Such cancellation shall be grounds for the Mental Health Board to immediately cancel this Agreement.

25. Miscellaneous.

A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both Parties.

B. This Agreement may be executed in any number of counterparts, and by the Mental Health Board and Hanover Township on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

J. Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

Hanover Township Mental Health Board:

By: Kathy Biesiadecki
Chairman

Hanover Township: Hanover Township

By: _____
Director

Attest:

By: Mary Ann Perry
Secretary

Attest:

Its: _____

SCHEDULE A

Reimbursement Rates

**Hanover Township Aging Services
Program: Home Delivered Meals
FY 2025 Funding Total: \$25,000**

Quarterly Fund Disbursements	Amount
04/01/2024 – 06/30/2024	\$6,250
07/01/2024 – 09/30/2024	\$6,250
10/01/2024 – 12/31/2024	\$6,250
01/01/2025 – 03/31/2025	\$6,250

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A FUNDING AGREEMENT
FOR SENIOR IN-HOME CARE SERVICES IN THE 2025 FISCAL YEAR
WITH HANOVER TOWNSHIP MENTAL HEALTH BOARD.**

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

SECTION ONE: APPROVAL. The Funding Agreement (the “Agreement”) with Hanover Township Mental Health Board, for senior in-home care services funding to be rendered for the 2025 Fiscal Year, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 5, 2024

APPROVED: March 5, 2024

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 No. _____, enacted on March 5, 2024, and approved on March 5, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

Contract for Services

Fiscal Year – April 1, 2024 through March 31, 2025

This Contract made this 1st day of April, 2024 by and between Hanover Township ("Hanover Township" or the "Township") and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the "Mental Health Board"), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

RECITALS

- A. The Mental Health Board is a non-home rule entity governed by the provisions of the Community Mental Health Act (405 ILCS 20/0.1 *et seq.*) and other applicable statutes and laws.
- B. The Mental Health is authorized to provide funding to Hanover Township, and the Parties are authorized to enter this Agreement pursuant to Section 3e of the Community Mental Health Act (405 ILCS 20/3e).
- C. The Hanover Township Board of Trustees (the "Township Board") levies, budgets and appropriates funds on behalf of the Mental Health Board in such amounts as deemed necessary by the Township Board and subject to the applicable provisions of the Township Code (60 ILCS 1/1-1, *et seq.*) (the "Township Code"), the Illinois Municipal Budget Law (50 ILCS 330/1 *et seq.*) ("Municipal Budget Law"), PTEL, and other applicable statutes, regulations and laws.
- D. The Mental Health Board has approved the award of funds to Hanover Township based upon the representations and warranties made by Hanover Township herein and in its Proposal for Services set forth in Exhibit A, attached hereto and incorporated herein (the "Required Services") and subject to the terms, conditions, and contingencies set forth herein, including but not limited to the budget and appropriation requirements set forth herein.

NOW THEREFORE, in consideration of the terms and conditions herein and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties hereby agree as follows:

- 1. The Recitals and Exhibit thereto are hereby incorporated by reference into the body of this Agreement and made a part hereof as though fully set forth herein.
- 2. The Mental Health Board has approved of the allocation of funds to Hanover Township in an amount not to exceed \$42,000 for the Required Services to be allocated

as set forth on Exhibit B, attached hereto and incorporated herein, subject to the terms, conditions, limitations and contingencies set forth herein.

3. Hanover Township in consideration thereof covenants and agrees to provide the Required Services to Hanover Township residents as provided herein.

4. Disbursements by the Mental Health Board to Hanover Township shall be expressly contingent upon the following:

- (i) The Mental Health Board's electronic receipt of the monthly service reports from Hanover Township. The reimbursement rates shall be as set forth in Exhibit C, attached hereto and incorporated herein.
- (ii) Strict compliance with the terms and conditions herein by Hanover Township.
- (iii) The Township Board levying and appropriating sufficient funds on behalf of the Mental Health Board to provide the funds provided for herein and the Township Board's approval of any and all payments to Hanover Township.

5. Hanover Township represents and warrants to the Mental Health Board and Hanover Township the following:

- A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of Hanover Township's program, or activity, whether or not funded in whole or in part by funding through the Mental Health Board, on the ground of race, color, national origin, age, sex, sexual orientation, religion, disability, unfavorable discharge from the military and/or any other unlawful basis.
- B. Hanover Township is and shall remain in strict compliance with the federal, state, and local requirements for physical facilities and services for the disabled, including but not limited to the Americans with Disabilities Act, as amended, and the Rehabilitation Act.
- C. Hanover Township currently has and shall maintain exempt status under Section 501 (a) of the Internal Revenue Code as an organization described in Section 501(c)(3) of the Internal Revenue Code; and Hanover Township shall within 10 days report to the Mental Health Board its loss or receipt of notice of loss of said exempt status.

6. Hanover Township shall provide at its own expense any audits or other accounting reports or information required by any statute, rule or regulation applicable to (1) the Mental Health Board's agreement to provide Hanover Township with funding hereunder, (2) Hanover Township's operations, (3) the Required Services, and/or (4) if required by the Mental Health Board or Hanover Township.

7. Hanover Township shall also agree to a random audit of Hanover Township's services, operations and programs by personnel from the Mental Health Board and/or Hanover Township to verify residency of clients served with funds provided by the Mental Health Board and to verify that the Required Services have been provided by Hanover Township and Hanover Township's compliance with the terms and conditions of this Contract.

- A. Hanover Township shall obtain written consents to disclosure of records and communications from recipients of the Required Services (or the recipient's parent or guardian as the case may be) in accordance with Section 5 of the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/5) (the "Confidentiality Act") authorizing the disclosure of such communications and records to the Mental Health Board and Hanover Township in order for the Mental Health Board and Hanover Township to verify that the Required Services have been provided and as necessary to perform any auditing provided for hereunder. Notwithstanding the forgoing, in no event shall Hanover Township deny Required Services to any person as a result of said person declining to provide said consent, nor shall Hanover Township make any services contingent upon any person consenting to such disclosure.

8. Hanover Township shall issue publications of the financial support from the Mental Health Board in all appropriate communication, literature and media of Hanover Township to the extent such communications, literature and/or media pertain to the Required Services and/or services otherwise funded by the Mental Health Board hereunder.

9. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of any federal, state and/or local statute, ordinance, rule, regulation or law, then Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:

- A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township;
- B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, officers, directors, employees, volunteers or subcontractors to the Mental Health Board; and/or
- C. Failure to provide the Required Services hereunder.

10. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:

If to the Mental Health Board:
Hanover Township Mental Health Board
250 South Route 59
Bartlett, Illinois, 60103
Attention: James Barr,
Administrative Officer
Amanda Teachout,
Mental Health Board Manager

If to Hanover Township:
Hanover Township
240 South IL Route 59
Bartlett, IL 60103
Attention: Megan Conway
Director

11. Hanover Township shall not assign or transfer any interest or rights under this Contract or sub-contract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board. Any such assignments on transfers shall be null and void.

12. Compliance with Laws, Rules and Regulations.

A. Hanover Township shall at all times observe and comply with all laws, ordinances, rules or regulations of the Federal, State, and local governments, as amended from time to time, which may in any matter affect the performance of this Agreement, the Required Services and/or any other services, activities and/or operations of Hanover Township. Provided, however, that the Mental Health Board may, from time to time, impose stricter regulations or requirements than required by Federal, State, and/or local laws, rules and regulations, and that Hanover Township hereby agrees to comply with said Mental Health Board regulations or requirements.

B. Hanover Township understands and agrees that the Required Services are designed to address the needs of residents of Hanover Township suffering from mental illness and/or substance use disorders (as those terms are defined in the Community Mental Health Act) and Hanover Township's performance and progress will be measured to that end.

13. Conflict of Interest.

A. Hanover Township understands and agrees that no director, officer, agent, volunteer, employee of Hanover Township may:

1. Have any interest, whether directly or indirectly, in any contract (including those for the procurement of supplies, equipment, construction or services), the performance of any work pertaining to this Agreement, the transfer of any interest in any property and/or other assets.

2. Represent, either as agent or otherwise, any person, association, trust or corporation, with respect to any application or for any contract or work pertaining to the Agreement and/or Required Services.
3. Take, accept or solicit, either directly or indirectly, any money or other thing of value as a gift or bribe or means of influencing his or her vote or actions.

B. Any contract made and procured in violation of this Section is void and no funds under this Agreement may be used to pay any cost under such a contract. The purpose of this Section is to avoid even the appearance of a conflict of interest.

C. Hanover Township agrees and understands that it shall incorporate, or cause to be incorporated, the provisions contained in this Section in all contracts or subcontracts entered into pursuant to this Agreement.

D. In the event of failure or refusal of Hanover Township to comply, the Mental Health Board may terminate or suspend in whole or in part any contractual agreements with Hanover Township and may take any of the actions set forth herein.

E. For the purpose of this Section these conflicts of interest provisions apply to those persons who:

1. Exercise or have exercised any functions or responsibilities with respect to activities, services and/or programs funded hereunder.
2. Are in a position to participate in a decision making process or gain inside information with regard to such activities, services and/or programs.
3. May obtain personal or financial interest or benefit from any such activity, service and/or program;
4. Have any interest in any contract or agreement with respect thereto or the proceeds thereunder.

F. For the purpose of this Agreement, a person will be deemed to include the individual, members of his or her immediate family, his or her partners and any organization which employs or is about to employ any one of these, and shall mean those persons set out in 24 CFR Section 570 611 (c).

14. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the Parties. Hanover Township shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Mental

Health Board shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers Compensation Insurance, as Hanover Township is an independent contractor.

15. Records Maintenance

Hanover Township shall maintain during the term of this Contract and for a period of five (5) years thereafter complete and adequate financial records, accounts and other records to support all program expenditures. These records and accounts shall include, but are not limited to, the following: a general ledger that supports the costs charged to the Required Services and receipt of funds hereunder; records documenting procurement of goods and services; contracts for goods and services, lease and rental agreements; invoices; billing statements; cancelled checks; timecards signed by employees and supervisors; personnel authorization of records; payroll registers; payroll tax records; bank statements; bank reconciliation reports; subcontractor agreements; schedules containing comparisons of budgeted amounts and actual expenditures.

16. Return of Funds.

Hanover Township agrees that, upon the expiration of this Agreement, it shall transfer to the Mental Health Board any and all funds received thereunder that have not been expended to provide the Required Services, if any.

17. Hanover Township agrees that all cost overruns to provide the Required Services are the responsibility of Hanover Township. Hanover Township further agrees that it shall be solely liable for the repayment of unused funds, program income funds, or disallowed, unauthorized or ineligible expenses.

18. Indemnification.

A. Hanover Township shall indemnify the Mental Health Board, Hanover Township, and their respective officials, officers, agents, employees, volunteers and servants (collectively, the "Indemnified Parties") against and hold them harmless from all liabilities, claims, damages, losses, and expenses, including but not limited to legal defense costs, attorney's fees, settlements, judgments, prejudgments interest, or post judgment interest whether by direct suit of from third parties arising out of any acts, commissions, or omissions of Hanover Township, its officers, directors, agents, employees, volunteers, and/or servants, any recipient or potential recipient of any moneys or benefits from Hanover Township, any participant in a program, activity and/or service operated pursuant to this Agreement, any contractor hired pursuant to a program operated under this Agreement, or any officers, agents, directors, employees, or servants of any of them, in a claim or suit brought by any person or third party in connection with this Agreement or from any claim or suit by any person or third party against the Indemnified Parties, or any of them.

- B. In the event a claim or suit is brought against the Indemnified Parties, or any of them, for which Hanover Township is responsible pursuant to subparagraph A of this Section, Hanover Township will defend, at its own cost and expense, any suit or claim and will pay any resulting claims, judgments, damages, losses, expenses, prejudgment interest, post judgment interest, or settlements against the Indemnified Parties.
- C. The indemnification obligation under this Section shall not be limited in any way to the limitations on the amount or type of damages, compensation or benefits payable by or for Hanover Township under any law or by the amount of or limitations on insurance coverage, if any, held by Hanover Township.

19. Hanover Township's General Covenants.

- A. In connection with the execution of delivery of this Agreement, Hanover Township covenants, represents and warrants to the Mental Health Board and to Hanover Township:
 - (1) That it has all requisite authority to carry on its business and to execute, deliver and consummate the services, operations and programs contemplated by this Agreement; including but not limited to the Required Services.
 - (2) That its employees, agents, volunteers, officers and directors are competent to perform as required under this Agreement;
 - (3) That it is the real party in interest to this Agreement and is not acting for or on behalf of an undisclosed party;
 - (4) That it has taken all necessary action under its governing documents to authorize the execution and performance of this Agreement under the terms and conditions stated herein;
 - (5) That it has no public or private interest, direct or indirect, and shall not acquire, directly or indirectly any such interest which does or may conflict in any manner with the performance of Hanover Township's services and obligations under this Agreement;
 - (6) That no member of any governing body or any official, officer, agent or employee of the Mental Health Board, is employed either part time or full time by Hanover Township or has a financial or economic interest in this Agreement, or is an individual receiving any compensation from Hanover Township;
 - (7) That there is no action, suit or proceeding at law or in equity pending, nor to the best of Hanover Township's knowledge, threatened, against or affecting Hanover Township, before any court or before any governmental or

administrative agency, which will have a material adverse effect on the performance required by this Agreement;

- (8) That to the best of Hanover Township's knowledge and belief, Hanover Township, its principals, directors, officers, key project personnel, and/or individuals who may have access to any funds provided hereunder:
- (a) Are not presently declared ineligible or voluntarily excluded from contracting with any Federal or State department or agency and/or with Mental Health Board;
 - (b) Have not been convicted of any felony; been convicted of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; had a civil judgment rendered against them for commission of fraud; been found in violation of Federal or State antitrust statutes; or been convicted of embezzlement, theft, larceny, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property and/or any other crime involving moral turpitude.
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in subparagraph (b) of this certification.

Any request for an exception to the provisions of this Section must be made in writing, listing the name of the individual, home address, type of conviction and date of conviction or status of proceedings. In the absence of a conviction, the Mental Health Board may perform its own independent investigation relative to said indictment or charges.

- (9) That this Agreement has been duly executed and delivered on behalf of Hanover Township and constitutes a legal, valid and binding obligation of Hanover Township, enforceable in accordance with its terms.
- (10) Hanover Township certifies that it is not currently operating under or subject to any cease and desist order, or subject to any informal or formal regulatory action, and, to the best of Hanover Township's knowledge, that it is not currently the subject of any investigation by any state or federal regulatory, law enforcement or legal authority. Should it become the subject of an investigation by any state or federal regulatory, law enforcement or legal authority, Hanover Township shall promptly notify the Mental Health Board of any such investigation. Hanover Township acknowledges that should it later be subject to a cease and desist order, Memorandum of Understanding, or found in violation pursuant to any regulatory action or any court action or proceeding before any administrative agency, that the Mental Health Board is authorized to declare Hanover Township in default of this Agreement and suspend or terminate the Agreement pursuant to Section 22 below.

B. General Covenants. In connection with the execution and delivery of this Agreement, Hanover Township makes the following covenants to the Mental Health Board and to Hanover Township which are in addition to any specific covenants contained in this Agreement:

- (1) That it will use funds only for the purposes set forth on Exhibit A (i.e., the Required Services);
- (2) That all warranties and representations made by Hanover Township in this Agreement shall be true, accurate and complete for the term of the Agreement;
- (3) That it shall be subject to, obey, and adhere to any and all federal, state and local laws, statutes, ordinances, rules, regulations and executive orders as are now or may be in effect during the term of this Agreement which may be applicable to Hanover Township, the Required Services and/or the operations, activities, programs and/or services of Hanover Township;
- (4) That it shall remain solvent and able to pay its debts as they mature. In the event of bankruptcy filing by Hanover Township, voluntary or involuntary, the Mental Health Board may decline to make any further payment, which may otherwise be required under this Agreement;
- (5) That it shall immediately notify the Mental Health Board of any and all events or actions that may materially adversely affect its ability to carry on its operations or perform and or all of its obligations under this Agreement; and
- (6) That it shall not enter into any other agreement or transaction that would conflict with the performance of its duties hereunder.

20. Appropriation; Non-Appropriation/Insufficient Appropriation; Reduced Funding Sources/Revenues

- A. Appropriation. As set forth above, payments under this Agreement are expressly contingent upon the existence of a valid appropriation therefore and that no officer shall contract for any indebtedness on behalf of the Mental Health Board or assume to bind the Mental Health Board in an amount in excess of the money appropriated.
- B. Non-appropriation/Insufficient Appropriation. Notwithstanding any provision herein to the contrary, payments by the Mental Health Board pursuant to this Agreement are subject to the availability of sufficient funds levied, budgeted and appropriated by the Township Board and authorized expenditures under Federal, State and Local law. The Mental Health Board's obligations hereunder shall cease immediately, without penalty or further payment being required, if the Township Board fails to make an appropriation sufficient to pay such obligation.

The Mental Health Board, in its sole discretion, shall determine whether amounts appropriated are sufficient to continue its obligations under this Agreement. Termination resulting from non-appropriation or insufficient appropriation shall be in accordance with Section 22 below. Any funding is void by operation of law if the Mental Health Board fails to obtain the requisite appropriation to pay any funding provided for herein.

- C. **Reduce Funding Sources/Revenues.** The Mental Health Board reserves the right to reduce the amount to be paid to Hanover Township under this Agreement if the Mental Health Board determines that it is in the best interest of the Mental Health Board to reduce its obligations under this Agreement as a result of the occurrence of any of the following events during the term of the Agreement:

- (1) Receipts from revenues which provide the funding for this Agreement either fall significantly short of anticipated levels, or significantly decrease, or
- (2) Other sources (external grants, contracts, awards, etc.) providing funds for this Agreement are decreased or withdrawn. If such an event occurs, the Mental Health Board will notify Hanover Township as soon as possible. If the Mental Health Board and Hanover Township are able to agree on a reduced compensation amount and a corresponding reduced scope of services, the parties shall execute a funding modification so stating. If the parties are unable to agree to such reduced funding and revised scope of services, then the Mental Health Board shall terminate the funding in accordance with the provisions of Section 22 below.

21. Default and Remedies.

The occurrence of any of the following events, during the term of this Contract, shall constitute a default:

- A. Hanover Township shall fail to observe or perform any covenant or agreement contained in this Agreement, including the Exhibits hereto;
- B. Any representation, warranty, certificate or statement made by Hanover Township in this Agreement, including the Exhibits hereto, or in any certificate, report, financial statement or other document delivered pursuant to this Agreement shall prove to have been incorrect when made in any material respect;
- C. Hanover Township shall commence a voluntary case or other proceeding seeking liquidation, reorganization or other relief with respect to itself or its debts under any bankruptcy, insolvency or other similar law now or hereafter in effect or seeking the appointment of a trustee, receiver, liquidator, custodian or other similar official of it or any substantial part of its property, or shall consent to any such relief or to the appointment of or taking possession by any such official in an involuntary case or other proceeding commenced

against it, or shall make a general assignment for the benefit of creditors, or shall fail generally to pay its debts as they become due, or shall take any corporate action to authorize any of the foregoing;

- D. An involuntary case or other proceeding shall be commenced against Hanover Township seeking liquidation, reorganization or other relief with respect to it or its debts under any bankruptcy, insolvency or other similar law now or hereafter in effect or seeking the appointment of a trustee, receiver, liquidator, custodian or other similar official of it or any substantial part of its property, and such involuntary case or other proceedings shall remain undismissed and unstayed for a period of 60 days; or an order for relief shall be entered against Hanover Township under the federal bankruptcy laws as now or hereby after in effect;
- E. Hanover Township permanently ceases the conduct of services and/or operations at the location specified in its application to the Mental Health Board for any reason, including, but not limited to, fire or other casualty;
- F. Hanover Township fails to provide the Required Services hereunder;
- G. Hanover Township defaults on a loan from a third party. Hanover Township shall provide the Mental Health Board with immediate notice upon making a determination that it will default on a loan.

Hanover Township shall have ten (10) days from the date the Mental Health Board notifies it of the occurrence of a default to cure the default to Mental Health Board's satisfaction (the "Cure Period"). Hanover Township's failure to cure, or to initiate a cure which is satisfactory to the Mental Health Board, shall be a sufficient basis for the Mental Health Board to terminate this Agreement and to direct Hanover Township to refund all funds disbursed to it by the Mental Health Board within ten (10) days of receipt of the notice of termination. In the event of repeated defaults and/or breach by Hanover Township hereunder, Hanover Township shall not be permitted to cure said default, and the Mental Health Board may immediately terminate this Contract, cease making any further or additional distributions hereunder and direct Hanover Township to refund all disbursements received by Hanover Township from the Mental Health Board.

At the Mental Health Board's discretion Hanover Township shall be responsible for the payment of interest at a rate equal to twelve percent (12%) per annum (not to exceed the maximum rate permitted by law) for any amount of the funds which it has not refunded to the Mental Health Board beginning ten (10) days from the date the termination notice is sent by the Mental Health Board and continuing to the date that all funds are refunded by Hanover Township or recovered through other legal processes available to the Mental Health Board.

22. Termination; Suspension

- A. This Agreement may be terminated as follows:

- (1) Non-appropriation, Insufficient Appropriation. In the event of insufficient appropriation as described in Section 20 above, Hanover Township shall be paid for non-cancelable, allowable expenditures incurred in the performance of Required Services under this Agreement prior to the effective date of termination which shall be the date stated in the written termination notice after it becomes aware of such insufficient appropriation in an amount not to exceed said appropriation. Any refunds due the Mental Health Board shall be submitted as provided herein. In the event of any non-appropriation of funds by the Township Board, Hanover Township shall not be entitled to any funds hereunder, and shall refund to the Mental Health Board any funds received hereunder by Hanover Township from the Mental Health Board.
- (2) Reduce Funding Sources/Revenues. In the event that parties are unable to agree on a reduced amount of compensation and scope of services necessitated do to reduction in revenues or other funding sources for this Agreement as described in Section 20 above, Hanover Township shall be paid for non-cancelable, allowable expenditure incurred in the performance of authorized services under this Agreement prior to the effective date of termination which shall be the date stated in the written termination notice provided to Hanover Township. Any refunds due the Mental Health Board shall be as provided herein.
- (3) For Cause. If the Mental Health Board determines that Hanover Township has failed to comply with any of the covenants, terms, conditions or provisions of this Agreement, or any other application, proposal or funding award executed by the Mental Health Board and Hanover Township, including any applicable rules or regulations, or has made a false representation or warranty in connection with the receipt of the funds, the Mental Health Board may terminate this Agreement in whole or in part at any time before the expiration date of this Agreement. The Mental Health Board shall notify Hanover Township in writing of the reasons for the termination and the effective date of the termination. Payments made to Hanover Township or recovery by the Mental Health Board shall be with Section 21 above.

In the event of termination for cause, Hanover Township shall also be subject to any other applicable provisions specified elsewhere in this Agreement.

Termination for cause may render Hanover Township ineligible for consideration for future funds from the Mental Health Board for a period not to exceed two (2) years.

- (4) For Convenience. Hanover Township acknowledges that this funding was made by the Mental Health Board based on its determination that the Required Services to be funded under this Agreement are in furtherance of the Mental Health Board's statutory requirements and its program objectives. Hanover Township further acknowledges that the Mental Health Board may

unilaterally terminate this Agreement based on its good faith determination that the continued expenditure of funds under this Agreement is no longer in furtherance of said statutory requirements or program objectives. Termination for convenience shall be effective upon delivery of notice to Hanover Township as provided herein. Hanover Township shall not incur new obligations after the effective date of the termination, and shall cancel as many outstanding obligations as possible. The Mental Health Board shall allow full credit to Hanover Township for properly incurred expenditures made in connection with the Required Services prior to Hanover Township's receipt of said notice of termination for convenience. Refunds shall be submitted as provided herein.

- B. Suspension. If Hanover Township fails to comply with the specific conditions and/or general terms and conditions of this Agreement the Mental Health Board may, upon written notice to Hanover Township, suspend this Agreement, withhold further payments and prohibit Hanover Township from incurring additional obligations of funds, pending corrective action by Hanover Township or a decision to terminate this Agreement. The Mental Health Board may determine to allow such necessary and proper costs, which Hanover Township could not reasonably avoid during the period of suspension provided that the Mental Health Board agrees that such costs were necessary and reasonable and incurred in accordance with the provisions of this Agreement.

23. Hanover Township shall at all times have sole control over the manner, means and methods of performing the Required Services according to its own independent judgment, and is solely responsible for the direction of its employees, volunteers, and agents. Hanover Township acknowledges and agrees that it will devote such times as is necessary to perform the Required Services. Hanover Township represents and warrants that it has the skills and knowledge necessary to perform the Required Services in a safe, proper, efficient, thorough and satisfactory manner and understanding that the Mental Health Board is relying on such representation in providing funding to Hanover Township hereunder.

24. Insurance.

- A. Hanover Township agrees to provide and keep force at all times during this Agreement and while performing Required Services and/or any other services for which Hanover Township has received funding from the Mental Health Board, at Hanover Township's sole cost, the following types and minimum amounts of coverage's: comprehensive general liability insurance contractual liability coverage, with minimum limits of not less than one million dollars (\$1,000,000) per occurrence, and two million (\$2,000,000) annual aggregate; property damage insurance; full Worker's Compensation Insurance equal to the statutory amounts required by law; employers liability insurance with limits of not less than five hundred thousand dollars (\$500,000), and professional liability coverage with a limit of not less than \$1,000,000 each wrongful act arising out of performance or failure to perform professional services. All insurance carriers providing the

coverage set forth herein shall have a rating of A:VII as assigned by A.M. Best & Co. and satisfactory to the Mental Health Board in its sole discretion.

- B. All insurance coverage provided by Hanover Township shall be primary coverage as to the Mental Health Board and Hanover Township. Any insurance of self-insurance maintained by the Mental Health Board and/or Hanover Township shall be excess of Hanover Township's insurance and shall not contribute with it.
- C. The Mental Health Board, Hanover Township, and their respective officers, officials, agents, employees, and volunteers are to be covered and named as additional insureds under Hanover Township's General Liability coverage and said coverage shall contain no special limitation on the scope of protection afforded to the additional insureds. The policy and/or coverage shall also contain a "contractual liability" clause.
- D. Said insurance policies shall not be canceled or amended without 30 days prior written notice having been given to the Mental Health Board. Such cancellation shall be grounds for the Mental Health Board to immediately cancel this Agreement.

25. Miscellaneous.

A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both Parties.

B. This Agreement may be executed in any number of counterparts, and by the Mental Health Board and Hanover Township on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

J. Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

Hanover Township Mental Health Board:

By: Kathy Busiadecki
Chairman

Attest:

By: Mary Ann Harris
Secretary

Hanover Township: Hanover Township

By: _____
Director

Attest:

Its: _____

SCHEDULE A

Reimbursement Rates

**Hanover Township Aging Services
Program: Senior In-Home Care
FY 2025 Funding Total: \$42,000**

Quarterly Fund Disbursements	Amount
04/01/2024 – 06/30/2024	\$10,500
07/01/2024 – 09/30/2024	\$10,500
10/01/2024 – 12/31/2024	\$10,500
01/01/2025– 03/31/2025	\$10,500

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A FUNDING AGREEMENT
FOR SUBSTANCE ABUSE PREVENTION SERVICES IN THE 2025 FISCAL YEAR
WITH HANOVER TOWNSHIP MENTAL HEALTH BOARD.**

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

SECTION ONE: APPROVAL. The Funding Agreement (the “Agreement”) with Hanover Township Mental Health Board, for substance abuse prevention services funding to be rendered for the 2025 Fiscal Year, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 5, 2024

APPROVED: March 5, 2024

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 No. _____, enacted on March 5, 2024, and approved on March 5, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

**Contract for Services
FY 2025**

This Contract made this 1st day of April, 2024 by and between Hanover Township ("Hanover Township" or the "Township") and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the "Mental Health Board"), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

RECITALS

- A. The Mental Health Board has by recommendation of appropriation of its Board Members, adopted on January 23, 2024, recommended the allocation of a sum not to exceed \$52,500 to be paid to the Hanover Township in consideration of the provision of Substance Abuse Prevention Services..
- B. Hanover Township has adopted its FY 25 Budget and Appropriation Ordinance appropriating said \$52,500 expenditure as provided above.
- C. Hanover Township, in consideration thereof, is willing and able to provide such services, program and facilities.

It is hereby agreed by and between Hanover Township and the Mental Health Board as follows:

- 1. Hanover Township shall provide services to Hanover Township residents.
- 2. The Hanover Township Mental Health Board shall disburse to Hanover Township the allocation subject to the following:
 - A. Allocations shall be made to Hanover Township upon electronic receipt of the previous quarter's completed monthly service reports. The reimbursement rate will be as set forth on Schedule A, attached hereto and incorporated herein.
 - B. Hanover Township shall report electronically to the Mental Health Board on its services rendered to Hanover Township residents through electronic submission of monthly service reports for funded program.
- 3. Hanover Township hereby represents to the Mental Health Board the following:
 - A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Hanover Township program, or activity, whether or not funded in whole or in part by

funding through the Mental Health Board, on the ground of race, color, national origin, gender, age, religion or disability unrelated to ability.

- B. Hanover Township is and shall remain in reasonable compliance with the federal requirements for physical facilities for the disabled. None of the Mental Health Board funds provided to Hanover Township hereunder shall be used, directly, or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body.
 - C. Hanover Township shall determine the manner and method of delivering its services to the ultimate recipient, without direct supervision and control by the Mental Health Board.
- 4. Hanover Township shall also agree to provide information to the Mental Health Board Chief Administrative Officer (the "Administrative Officer") or his designee that is reasonably necessary to verify residency of clients served with funds provided by the Mental Health Board and to further verify that said services have in fact been provided to said clients, subject to the limitations set forth in the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*) (the "Confidentiality Act") and other applicable law. Such information will uphold client confidentiality and will be arranged at a mutually agreeable time between the Administrative Officer and the Hanover Township staff.
 - 5. Hanover Township agrees to issue publication of the financial support from the Mental Health Board in all literature and media of Hanover Township to the extent such literature and/or media pertains to services funded hereunder.
 - 6. This Contract is subject to the continuing condition that the Hanover Township Board appropriates sufficient funds necessary to proceed with the service anticipated by this Agreement. If the Mental Health Board at any times finds itself lacking in such funds, or in reasonable anticipation of lack of same, the Mental Health Board may mail notice to Hanover Township to such effect, with an effective date of cancellation pursuant to such notice, rendering this Contract null and void in all respects.
 - 7. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of applicable federal, state, or local statute, ordinance, rule, regulation, or law, Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:

- A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township.
 - B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, employees or contractors to the Mental Health Board.
- 8. Each party to this Agreement shall protect, indemnify and hold and save harmless the other party, its officers, officials, employees and volunteers against and from any and all claims, costs, causes, actions and expenses, including, but not limited to legal fees, incurred by reason of a breach of any obligations under, or default of, any provision of this Agreement, including, but not limited to, unlawful disclosure of any Confidential Information (as defined below).
 - 9. Any release and/or disclosure of any record, confidential communication and/or other information and/or documentation hereunder in violation of the Confidentiality Act and/or other applicable federal, state and/or local law and/or regulation ("Confidential Information") shall be a material breach of this Agreement.
 - 10. Hanover Township shall procure and maintain at all times covering the above insurance for comprehensive liability insurance with bodily injury liability limits (including all noted in above paragraph), not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate insuring Hanover Township, the Mental Health Board and their respective officers, officials, and employees. Such certificates shall state, specifically, that 30 days advance notice shall be given to Hanover Township in the event of cancellation of said policies. A certificate or certificates of insurance or copies of the policies shall be furnished to the Mental Health Board within 30 days of signing this Contract.
 - 11. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:

Hanover Township Mental Health Board 250 South Route 59 Bartlett, Illinois 60103 Attention: Chairperson	Hanover Township 250 South Route 59 Bartlett, Illinois 60103 Attention: Supervisor
--	---
 - 12. Hanover Township shall not assign or transfer any interest or rights in this Contract or subcontract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board.
 - 13. No modification or amendment of the provisions hereof, shall be effective unless in writing and signed by an authorized representative of each party hereto. The

parties hereto expressly reserve the right to modify this Contract from time to time if in writing and by mutual agreement.

14. Each party to this Agreement acknowledges and agrees that it will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, or any other governmental unit or regulatory body or court (Collectively, the "Laws") in performing their respective obligations, duties and/or acts required hereunder.
15.
 - A. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township and/or Mental Health Board and/or any of their respective officials, officers, employees, volunteers, and/or agents as to any claim, cause, and/or cause of action of any kind or nature whatsoever.
 - B. Notwithstanding any provision herein to the contrary, the insurance company, self-insurance pool provider, self-insured party, or similar entity of the party providing the indemnification shall be allowed to raise, on behalf of the other party, any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, *et seq.*).
16. **Miscellaneous**
 - A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement subject to the provisions of paragraph 12 above.
 - B. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.
 - C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the Circuit Court of Cook County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstances, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Contract the day and year first above written.

HANOVER TOWNSHIP MENTAL
HEALTH BOARD

By Kathy Biesiadecki
Chairperson

Attest:

Mary Ann Murray
Secretary

HANOVER TOWNSHIP

By: _____
Township Supervisor

Attest:

Township Clerk

SCHEDULE A

Reimbursement Rates
Hanover Township Youth and Family Services
Program: Substance Abuse Prevention
FY 25 Funding Total: \$52,000

Quarterly Fund Disbursements	Amount
04/01/2024 – 06/30/2024	\$13,125
07/01/2024 – 09/30/2024	\$13,125
10/01/2024 – 12/31/2024	\$13,125
01/01/2025 – 03/31/2025	\$13,125

RESOLUTION _____

**A RESOLUTION
TO APPROVE AN EXTENSION OF THE FISCAL YEAR 2020 TO FISCAL YEAR 2022
HANOVER TOWNSHIP STRATEGIC PLAN THROUGH FISCAL YEAR 2025**

WHEREAS, Hanover Township (the “Township”) from time-to-time examines its mission and vision of Hanover Township, assesses its accomplishments, and develops short and long term action steps to form a Strategic Action Plan; and

WHEREAS, on August 4, 2020, the Supervisor and Board of Trustees (the “Board”) of Township adopted Hanover Township Resolution No. _____, approving a new Strategic Action Plan for Fiscal Years of 2020 through 2022; and

WHEREAS, on March 22, 2022, the Board” of Township adopted Hanover Township Resolution No. _____, approving an extension of the new Strategic Action Plan for Fiscal Years of 2020 through 2022 through Fiscal Year 2024; and

WHEREAS, the Board deems it necessary and appropriate to extend the Strategic Action Plan for Fiscal Years of 2020 through 2022 to continue to guide the actions and set the goals of the Township through Fiscal Year 2025; and

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

SECTION ONE: **APPROVAL.** The extension of the Hanover Township Strategic Action Plan (hereinafter, the “Plan”), a copy of which is attached hereto and

incorporated herein by this reference, to guide the actions and set the goals of Hanover Township through Fiscal Year 2025 is hereby approved.

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 5, 2024

APPROVED: March 5, 2024

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

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 March 5, 2024, and approved on March 5, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



Hanover Township

Strategic Plan and Goal Development Update 2020

Prepared by project coordinators and workshop facilitators:

Greg Kuhn, Ph.D., Interim Director

Mel Henriksen, MPA, Assistant Director



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement and Regional Development



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NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement and Regional Development

Executive Summary

Strategic planning is a preferred approach to guiding an organization's future rather than making decisions issue by issue. Hanover Township ("the Township") engaged the Center for Governmental Studies (CGS) at Northern Illinois University (NIU) to facilitate a strategic planning workshop with Board and senior staff members in February of 2020 to update its previous strategic plan. Prior to the workshop, several focus groups were held with community stakeholders to gather input on their vision regarding the Township's future. With the focus groups as a starting point for discussions, the strategic planning workshop provided a positive atmosphere for the Board and senior staff members to work together and collaboratively review and develop the Township's visions of the future and strategic goals to determine where it is the Township wants to go as an organization and as a community. As was discussed and reviewed during the workshop, executive-level workshops and strategic planning sessions are a staple of good governance and leadership for progressive organizations.

Mission, Vision, Values

Participants in the workshop were involved in several exercises aimed at reviewing and gathering input on the Township's mission, vision, and values. After participants offered refinements, a consensus on each of the final statements is presented below.

Hanover Township **Mission**

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

Hanover Township **Vision**

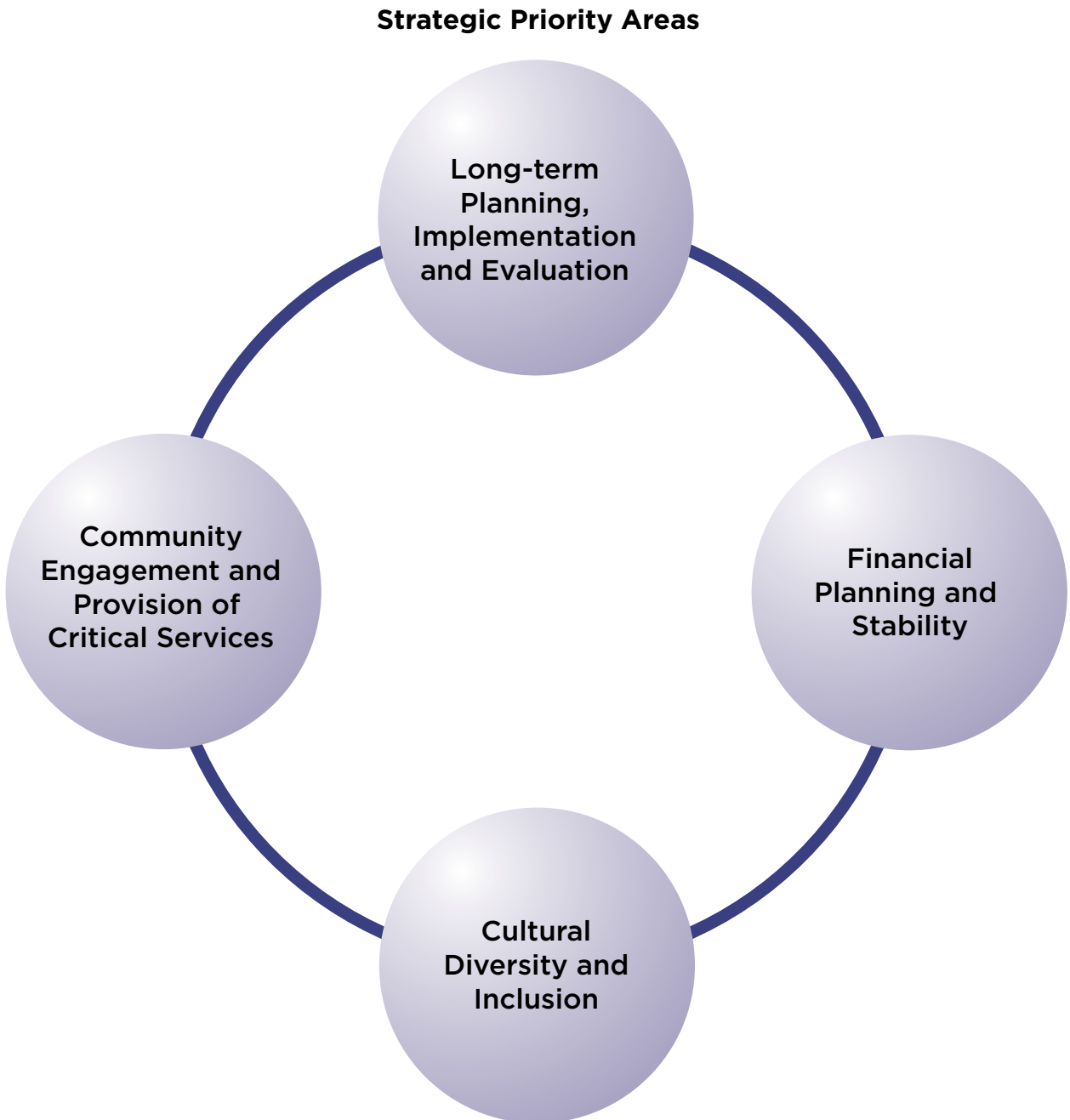
A better life through leadership, innovation, and diversity.

Hanover Township **Values**

*Above and Beyond – We go the extra mile.
Ownership – Our responsibility is great service.
Adaptability – We move to a solution.*

Strategic Priorities

Ultimately, four key strategic priority areas were identified as an outcome of the entire process highlighting activities and initiatives that Hanover Township should focus on in both the short- and long-term. The strategic priority areas identified as a result of the strategic planning process include [in no particular order]:



Strategic Goals

After discussions regarding the visions for the future, important topics, strengths, weaknesses, opportunities, and threats for the Township, participants were asked to review current goals and identify any changes to those goals or additional goals needed. In total, nine goals were modified or created [in no particular order]:

Hanover Township Strategic Goals

1. Evaluate and prioritize Youth and Family Services programming.
2. Develop and implement Hanover Township's Open Space Reserves Master Plan and continue to identify funding and development opportunities.
3. Consider options to create a modernized emergency services station within Hanover Township's boundaries.
4. Further embrace the diversity of all ages and cultures within the Township.
5. Maintain our commitment to community outreach, engagement and awareness of the Township's services and programs including continued implementation of the Township's Communications Plan.
6. Collaborate with stakeholders and partners in our broader community to advance the completion of a disabled housing facility within the Township.
7. Remain committed to careful fiscal stewardship by working across the organization to promote, maintain and sustain a sound financial position in both the short- and long-term.
8. Continue to grow, enhance and promote the Township's high standards for customer-focused service delivery across all departments.
9. Evaluate planning and financing options for renovations to the Town Hall.

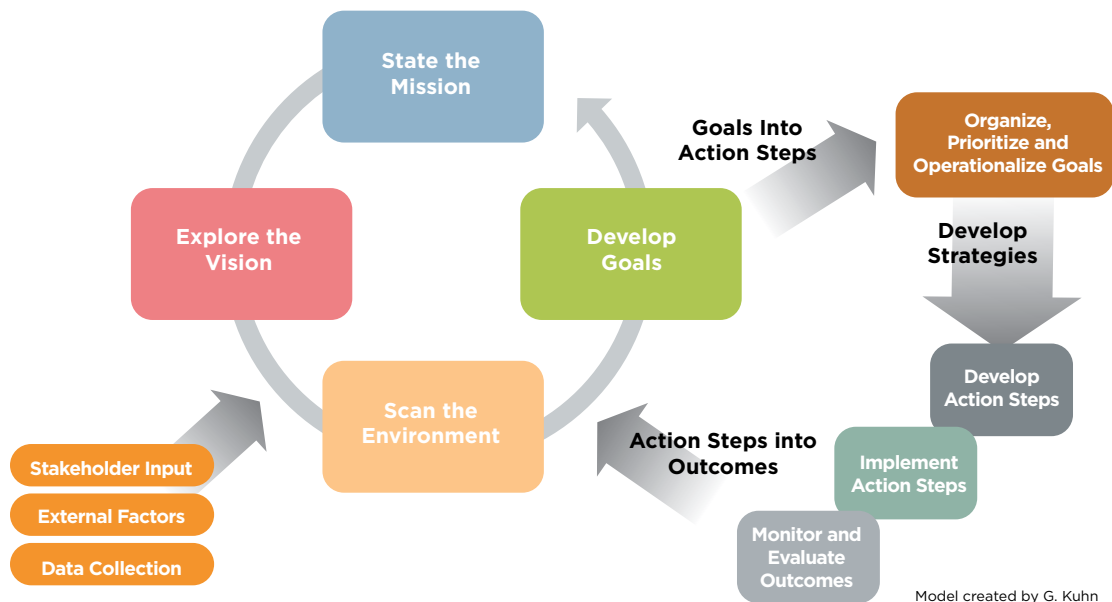
Introduction

As an organization, the Township has placed itself among the special class of governmental entities that have made a commitment to formalized strategic planning and goal setting exercises (Figure 1). As Township leaders are aware, strategic planning is not a new phenomenon for progressive communities and government agencies. Policymaking boards and staff in both private and public organizations, including the Township, recognize the value of such processes. This important work will serve the community well into the coming years and is as important as ever in the uncertain times related to the global pandemic occurring at the time of this report.

The Board and senior staff members gathered in February 2020 to discuss the Township's vision, important policies, topic areas, as well as review and develop goals, and ultimately establish the future direction for the Township. The strategic planning workshop provided a positive atmosphere to set aside time to methodically, *strategically*, determine where it is the Township wants to go as an organization. As was shared with the Board and senior staff members at the conclusion of the workshop, the organization should resist the temptation to rearrange priorities as the fiscal year moves along. It is important to adhere to the results of the Board and senior staff members' efforts throughout this process and the Township's budgeting process.

Keep in mind that the judicious use of the Township's limited resources (including financial resources and professional staff time) will be the key to good results. These high standards can place a strain on the organization, as excellence requires adequate staff time, expertise, and resources. In the end, quality policies and quality implementation equate to tough choices in setting priorities and in allocating resources. Only a limited number of goals and objectives can be effectively managed and implemented at any given time. In a very realistic sense, clear and stable priorities must be maintained if the Township desires to stretch its resources as far as they can go.

Figure 1. Strategic Planning Model*



**Model generally represents the steps that are taken for this type of initiative.*

Pre-Workshop:

Taking Stock, Stakeholder Focus Groups

This pre-workshop component is an important piece designed to help ground the environmental scanning portion of the process. Listening is vital to planning, and these steps are an important part of “taking stock” and helping to understand current Township policies and operational perspectives, perceptions, and preferences. In total, four (4) focus groups were conducted in January 2020. The focus groups generally included 8-12 participants during each session.

The focus group sessions conducted included representatives from the following groups:

- Township Front-Line Staff
- Human Services Organizations
- Civic Institutions (e.g., village managers, police and fire chiefs)
- Township Auxiliary Staff/Volunteers

The focus group sessions were designed to serve as a primer for the strategic planning process. The information presented next in summation was designed to add *exploratory and thematic information* for the Board and Senior Leadership Team to consider during the strategic planning workshop. As a result of the focus group sessions and the responses recorded, the facilitators identified five overarching themes that emerged during the environmental scanning process (Figure 2). The themes represent important topic areas that the Township should direct efforts towards over the next 3-5 years. The themes are presented below [in no particular order]. Please see [Appendix](#) for a full summary of all focus group questions and aggregated responses for each theme.

Figure 2. Environmental Scanning, Overarching Themes



Outline of Workshop:

Leadership Exercises and Discussion Sessions

Session I. Introduction Exercise: Icebreaker and Visioning

The format for all of the discussion sessions used in the planning effort employed approaches that were highly participative and interactive. The process was informed by the environmental scanning components and the identified strengths, weaknesses, opportunities, and threats for the Township. The workshop facilitators utilized a group discussion approach called '*Nominal Group Technique*' where participants were assured equal opportunities to speak and share opinions by the facilitator. During the workshop discussion sessions, individuals had the opportunity to generate and share their ideas, as well as participate in group activities allowing them to weigh alternatives and refine their thinking through dialogue. As ideas were shared and debated, the group worked steadily toward a consensus regarding organizational values, purpose, future directions, and priorities.

Each participant engaged in a visioning exercise by selecting an item from the “garage sale” table, and using it to answer the visioning question, “In 10-15 years when I return to the Township, I hope to see, or think I will see...,” regarding services, programs, staffing levels, capital needs and general concepts that should or would be present in the Township at these intervals. Participants were asked to think about their ideas ahead of time and then be ready to share them with the group during the first session of the workshop. This was a brainstorming exercise—all ideas about the Township’s future were encouraged and shared. No evaluative or judgmental debate was permitted during this session. Below is a summary of those answers.

Exploration of Hanover Township's Desired Future Condition: Visions of the Future

Garage Sale Item	Visions of the Future
Fire truck	Community-wide festivals with food trucks
Squad car	Help teens in trouble stay out of squad cars by offering volunteer opportunities, mentorships, etc.
Hard hat	Represents extensive building projects, facilities, and infrastructure
PVC valve	Building projects, infrastructure, Town Hall updates (e.g., brick and mortar)
Baseball	Youth Center
Chain	Retain volunteers — join the team
Brick	New facility for the Town Center
Capitol building	What can the Township be in the eyes of the State and the community - help earn recognition
Birthday candles	Celebrate another 170 years — not burned down by the State
Basketball	Youth Center for activities and programs — maybe close to the Township Center
#1 Candle	We can be the best we can be — drive, ambition, aim high
Flexible spring	Township has been flexible to address and adapt
Hammer	More space, more services, Youth Center/facility, etc.
Globe	Continued engagement with a multi-cultural community, embrace diversity
Computer	Come back and see more technology, more access via the web
Brain	Continued improvement — physical and mental health
Bus	Represents expansion of services and access to services
Capitol building	We need to demonstrate that we're needed, valuable, relevant — we're a front door to many, including immigrants

Session II. Surrender or Lead

Participants were introduced to a leadership exercise entitled “Surrender or Lead.” The premise of the exercise is that participants worked to develop responses to some simple, but effective and thought-provoking questions. Participants were asked, in small groups, to respond to a series of structured questions designed to initiate discussion and reveal hopes, perspectives, challenges, opportunities, and possible barriers based on the collective view of each participant’s group. The group’s responses were recorded and are reported below. Underlined and bolded sections are key phrases that the group provided in response to the exercise’s open questions and prompts.

Group #1

1. We want to **grow services**, but **retain quality**.
2. The two most important things to focus on are **innovation** and **diversity** because of **changing demographics and technology**.
3. If it weren’t for **funding**, we would **expand services and facilities**.
4. We need to finally **address language barriers**.
5. **Capital projects** will have the biggest impact on the Township in the coming 2-3 years.

Group #2

1. We want to **build a youth center**, but **the referendum failed**.
2. The two most important things to focus on are **quality service** and **leadership** because **residents deserve it and leadership affects quality services**.
3. If it weren’t for **our weak State association**, we would **not have a target on Township government**.
4. We need to finally **hold our State association accountable**.
5. **Infrastructure improvements** will have the biggest impact on the Township in the coming 2-3 years.

Group #3

1. We want to **improve services for our diverse population**, but **we need to develop strategic ways to address those gaps**.
2. The two most important things to focus on are **service delivery** and **transparency** because **Townships are under scrutiny**.
3. If it weren’t for **an unsuccessful referendum**, we would **have a youth center**.
4. We need to finally **come up with a long-term plan to address growth – facilities, parking, programming, and language barriers**.
5. **Hanover Landing** will have the biggest impact on the Township in the coming 2-3 years.

Group #4

1. We want to **expand services, facilities, and staff**, but **we need money**.
2. The two most important things to focus on are **outreach/education** and **excellent services because our survival depends on it**.
3. If it weren’t for **staff and volunteers**, we would **not lead at what we do**.
4. We need to finally **expand space**.
5. **Springfield actions (consolidation/property tax freeze)** will have the biggest impact on the Township in the coming 2-3 years.

Session III. Environmental Scanning: Internal and External S.W.O.T Analysis

The next step of the strategic planning workshop involved reviewing and accounting for the internal and external factors present in the environment that can potentially influence the success of the Township, both negatively and positively. Given the exploratory statements and challenges raised in the Surrender or Lead exercise, participants were then asked to identify what constraints and practical difficulties are likely to be encountered that will make it challenging to achieve the desired future state. These elements included both internal and external factors, conditions, trends, regulations, agencies, resources, etc. Furthermore, participants were asked to identify the Township's **strengths (S)** and **weaknesses (W)**. In what areas does the Township regularly excel, and in what areas are there difficulties or shortcomings in terms of expertise, resources, training, etc.? What **opportunities (O)** are on the horizon that can be used to the Township's advantage? Conversely, what trends or **threats (T)** lie ahead that would be obstacles or hindrances? Those answers are captured next.

S.W.O.T. EXERCISE (Strengths, Weaknesses, Opportunities, Threats)

Internal

STRENGTHS	WEAKNESSES
• Leadership • Employees/staff/new staff • Volunteers • Education • Transparency • Professionalism • Responsiveness • Financial reserves • Coordination, cooperation, communication • Intergovernmental relationships • Diversity including a diverse Board • Technology • Location in Cook County • Efficiency • Breadth of services • Programs • Communication and marketing • Financial position • Mental Health Board • Reputation/brand • Flexible/adaptable • Facilities at satellite locations • Board works well together • Transportation program • Creative funding (e.g., Township foundation, grants) • Unique assets in boundaries – forest preserve, etc.	• Language barriers • No large storage garage • Coordination, cooperation, communication • Changing demographics • Technology not as up to date as could be, outsourced currently • Main campus is far from the Township center • Need for improved transportation options • Land-locked • Relationship with school district – data sharing, etc. • Campus is “land-locked”

External

OPPORTUNITIES	THREATS
• Enhanced services – volunteers and talent alignment • Language skills available and expansion • Evaluate consolidation opportunities • Cooperation/collaboration • Technology improvements • Anti-government movement spurs change/innovation • Statewide association • Staff turnover • Intergovernmental relations • Changing demographics can offer exploration of new programming • Technology • Location in Cook County • Communications • Marketing program • Fiscal position and management • Mental Health Board • Reputation • Flexibility • Energy, environment, sustainability • Cemetery • Facilities • Quality employers and jobs • Creative foundation grants • Municipal partnerships • Park Districts • Forest Preserves • School District	• Language barriers and lack of translator resources available • Coordination, cooperation, communication • Technology • Need for improved transportation access • Lack of volunteers and lack of diversity among volunteers • School District challenges • State legislature • Anti-government movement • Threat of consolidation • Other Townships • Economy/downturn • Changing demographics affecting service needs • Cook County government/policies/taxes • Staggered election cycle – all members at once • Impact of weather on infrastructure and services • Statewide association

Session IV. Nominal Group Goal Identification

With the preceding workshop discussion sessions acting as a sound foundation for goal-setting, the final workshop session was a healthy group discussion of current goals and/or action items needed to achieve the future visions as expressed by the group. To begin the process, the previous strategic planning goals were reviewed for levels of completeness and appropriateness. Goals could be modified, removed if complete, or kept as is if they were still ongoing. After the current goals were reviewed, participants returned to the groups they had worked with during the previous Surrender or Lead exercise. Each member was allotted time to highlight the three or four most important policy and/or program goals that they think the Township should accomplish in the next one to five years. The groups then shared their short- and long-term goals with the larger group. Goals that participants developed could be general or highly specific.

Board and senior staff members then worked together to consolidate the goals based on similar topic areas, including the suggestion that more operational goals should be addressed at the staff level and incorporated into administrative plans. As a result, nine strategic goals were established and are presented below [in no particular order]. These nine goals were determined to be the key strategic areas that the Township should focus on over the next several fiscal years.

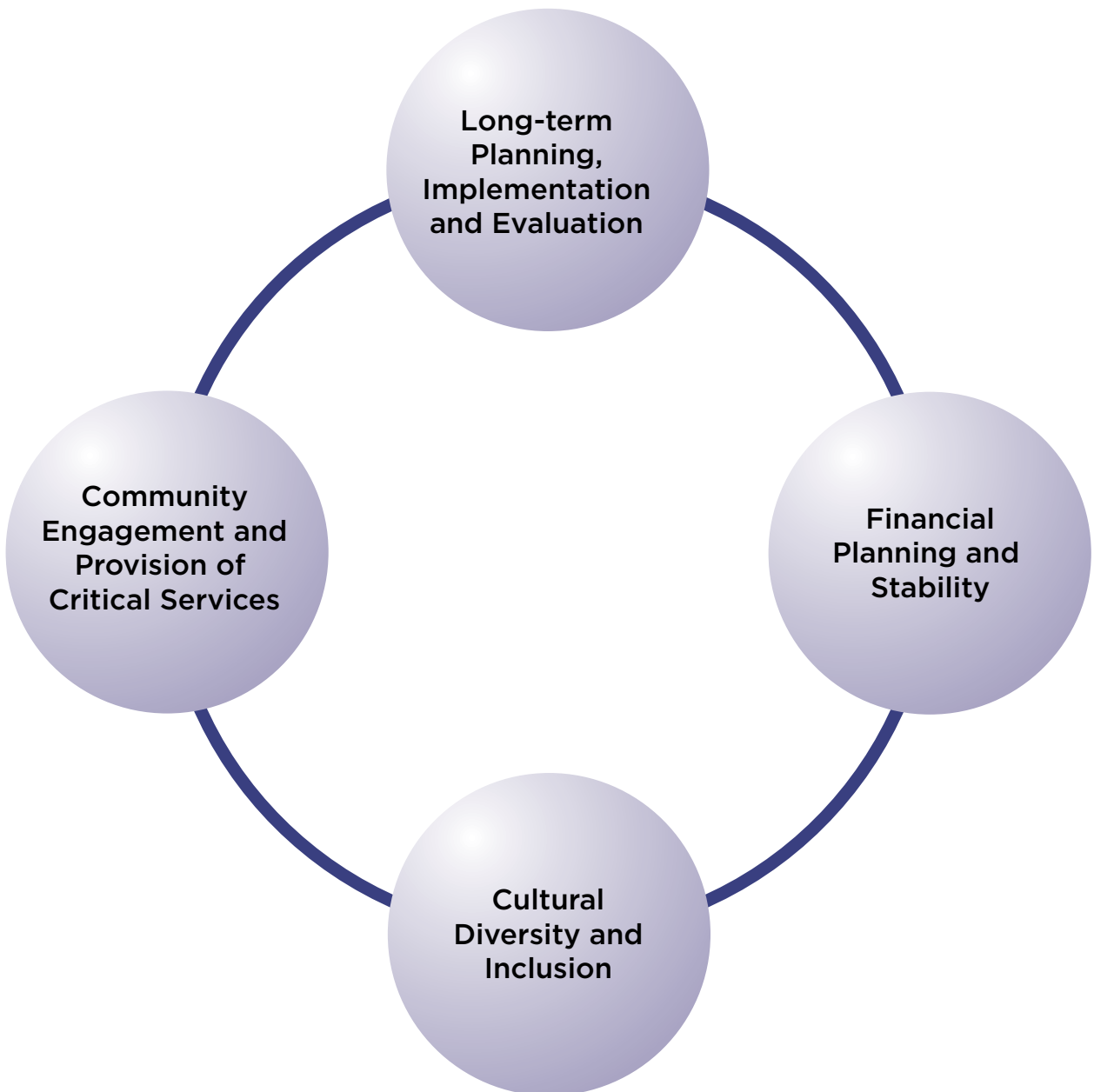
Hanover Township Strategic Goals

1. Evaluate and prioritize Youth and Family Services programming.
2. Develop and implement Hanover Township's Open Space Reserves Master Plan and continue to identify funding and development opportunities.
3. Consider options to create a modernized emergency services station within Hanover Township's boundaries.
4. Further embrace the diversity of all ages and cultures within the Township.
5. Maintain our commitment to community outreach, engagement and awareness of the Township's services and programs including continued implementation of the Township's Communications Plan.
6. Collaborate with stakeholders and partners in our broader community to advance the completion of a disabled housing facility within the Township.
7. Remain committed to careful fiscal stewardship by working across the organization to promote, maintain and sustain a sound financial position in both the short- and long-term.
8. Continue to grow, enhance and promote the Township's high standards for customer-focused service delivery across all departments.
9. Evaluate planning and financing options for renovations to the Town Hall.

Strategic Priority Areas

Ultimately, four key strategic priority areas were identified as an outcome of the process highlighting activities and initiatives that the Township should focus on in both the short- and long-term. The strategic priority areas identified as a result of the strategic planning process are illustrated below [in no particular order].

Strategic Priority Areas



Conclusion

The value of the strategic planning process will only be realized if it is used as an active working guide to both the Township's leadership team and staff as the issues explored during the strategic planning process are pursued. It is designed to capture the content of the discussions and to assist the Township in developing implementation plans for their high priority goals. What is apparent from the exchange of ideas and dialogue during the environmental scanning and strategic planning workshop is that the Township is fortunate to have a progressive leadership and a management team that is looking ahead and committed to strategic thinking and planning. One noted observer summarized the challenges of organizational progress this way:

*"The art of progress is to preserve order amid change,
and change amid order..."*

— A.N. Whitehead

We wish you well with the ambitious year that lies ahead.

The image shows two handwritten signatures in black ink. The first signature, on the left, is for Greg Kuhn and is written in a cursive style. The second signature, on the right, is for Melissa Henriksen and is also written in a cursive style.

Greg Kuhn and Melissa Henriksen, Project Coordinators and Session Facilitators

Appendix:

Focus Group Summary Themes & Responses

Focus Group Summary

One of the key analytical techniques used for focus group notes is an analyst's search for key phrases, words, or terms that cut across all groups. Coding is done by analysts' individual readings of the data, followed by key term searches with the aid of document software. The words and phrases listed below are the results of the study team's analysis of the collected focus group notes. At a glance, the reader can discover what terms were used or referred to most frequently in the feedback notes. Using individual analyst's coding, the researcher identifies terms that recur across groups and across questions. The results are revealing in that they highlight key topics or issues that should be weighed and considered when proceeding with strategic planning discussions.

The information that follows is a summary of key themes and topics that emerged during the exploratory focus group/outreach sessions. The sessions served as a primer for the strategic planning process. The information that is presented in this summation was designed to add *exploratory and thematic information* for the Board and Senior Leadership Teams to consider during the strategic planning workshop sessions.

The same exploratory focus group discussion questions were asked to each focus group and are listed below:

1. How would you describe Hanover Township to a stranger or someone who doesn't live or work here?
2. If you left Hanover Township tomorrow, and didn't return for 10-15 years, what do you think you'll see, or what do you hope you'll see, when you return?
3. What do you like best about Hanover Township? Related to that, what are the strengths/greatest assets of the Township? Opportunities?
4. Can you identify areas or topics in need of attention or improvement? Related to that, what are the weaknesses/greatest needs in Hanover Township? Threats?
5. What are/should be the top priorities for the Township over the next 3-5 years?
6. If you could change or initiate one key item or thing about the Township, what would it be?

Overall Themes

The data below were derived from the analysis of the bundled focus group data. Using qualitative analysis techniques such as reviews of phrases, developing sorting categories, and conducting word counts, the following comment themes, topics, and phrases surfaced.

Environmental Scanning — Overarching Themes



Services and Resource Allocation

- Hanover Township fills the gaps and provides services not provided by other governmental agencies
- Enhance accessibility of services – offer services in different areas of the community
- Services provide the feeling of ‘home away from home’
- Something for everyone – good social network
- More opportunities for diverse/innovative services (e.g., classes for youth and seniors to connect and share skills, physical therapy program, massage therapist at senior center)
- Expand youth and family services
- Explore more shared services to avoid duplication
- More services for non-English speaking individuals (e.g., mental health services and screenings)

Internal and External Communication

- Translators needed, not all Township employees/volunteers/partners are aware of options for language assistance
- More consistent communication between the Township and local government organizations/partners and identify areas to share services/information/ resources
- Strategies to maintain an effective/up-to-date social media presence
- Comprehensive resource guide create/improved/shared
- Better marketing of township services – more personal engagement individualized department messaging, eye-catching
- More engagement between the departments to enhance understanding of all functions and affiliations – cross marketing/understanding

Organizational and Professional Development

- Explore internal IT position and improved IT processes/equipment
- External IT issues - approval process, length to fix issues, don't have context for ongoing issues, improved phone system/training
- Evaluate employee pay and staffing structure (e.g., competitive salaries to minimize turnover, improve pool of candidates for new positions)
- Review staffing structure to allow for better coverage for breaks/vacations, avoid burnout
- Township help fund trainings for staff, volunteers, partners (police department, first responders, etc.)
 - *E.g., Computer system, sensitivity training, behavioral, mental health, emergency response, active shooter, safety, language/bilingual*

Community Awareness, Partnerships, and Engagement

- Hanover Township cannot be replaced or duplicated by another entity – message – raise this awareness to the community
- Getting more/younger/right people to volunteer
- Increased awareness of Township services and programs – education on the connection with needs and Township (e.g., local organizations and first responders)
- Ongoing demographic assessment of community changes and needs
- Enhance marketing tools and techniques
- Strengthen overall partnerships across the communities and agencies (schools, police departments, non-profits, etc.)
- More collaboration between the Township's community nurse and public safety
- Explore partnerships with other Townships that don't provide enough/same services
- Better communication between agencies to share resources and referrals

Facilities and Space Utilization Needs

- Astor building parking
- Storage and parking at senior center
- Expanded youth and family services physical space – gathering place
- Centralized emergency services equipment
- More space for summer lunch program
- Food pantry physical expansion
- Retry referendum to acquire vacant school property/facility
- Expand space to centralize services

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A STRATEGIC PLANNING SERVICES AGREEMENT
WITH NORTHERN ILLINOIS UNIVERSITY'S CENTER FOR
GOVERNMENTAL STUDIES.**

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

SECTION ONE: APPROVAL. The Agreement (the "Agreement") with Northern Illinois University's Center for Governmental Studies, for Strategic Planning Services, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 5, 2024

APPROVED: March 5, 2024

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

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 No. _____, enacted on March 5, 2024, and approved on March 5, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

AGREEMENT

THIS AGREEMENT, made and entered this _____ day of _____, 2024 by and between the BOARD OF TRUSTEES OF NORTHERN ILLINOIS UNIVERSITY, acting on behalf of Northern Illinois University through its Center for Governmental Studies referred to as the “University”, and HANOVER TOWNSHIP, located at 250 S. Rt. 59, Bartlett, IL 60103, hereinafter referred to as “Hanover Township”, witnesseth:

1. Scope of Work. In consideration of the mutual promises hereafter specified, the University and Hanover Township agree to the services delineated in Attachment A, which document is incorporated by reference herein and made a part hereof.
2. Terms of Agreement. The term of this Agreement shall be from the date above through February 28, 2025 or the completion of the project, whichever is later, unless the term is extended by the mutual written agreement of the parties.
3. Compensation. As full and complete compensation for these services, Hanover Township shall pay the University a fee in the amount of \$22,900.00, payable according to the following payment schedule:

\$11,450.00 upon contract execution

\$11,450.00 upon project completion
4. Signed Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. This Agreement must be manually signed and may be delivered by facsimile or email (in .pdf format) and upon such delivery the facsimile or .pdf signature will be deemed to have the same effect as if the original signature has been delivered to the other Party.
5. The parties hereto shall abide by the requirements of Executive Order 11246 and the Rules and Regulations of the Illinois Department of Human Rights, and there shall be no discrimination because of race, color, religion, sex, national origin, ancestry, age, marital

status, physical or mental handicap unrelated to ability or an unfavorable discharge from military service in the employment, training or promotion of personnel engaged in the performance of this agreement.

This Agreement constitutes the entire Agreement between parties hereto. There is no part of that Agreement not set forth herein; and no changes in or additions to said Agreement shall be valid unless in writing and signed by the parties hereto.

AS WITNESS WHEREOF, the parties have caused this Agreement to be executed as and of the day and year first written above.

HANOVER TOWNSHIP

**CENTER FOR GOVERNMENTAL STUDIES
NIU OUTREACH, ENGAGEMENT AND
REGIONAL DEVELOPMENT**

By _____
Name: _____ date _____
Title: _____

By _____
Gregory T. Kuhn _____ date _____
Title: Director

**PLEASE RETURN A COPY OF YOUR W-9 WITH THE SIGNED AGREEMENT. NIU
REQUIRES A CURRENT W-9 IN ORDER TO PROCESS INVOICES. THANK YOU.**

Strategic Planning and Goal Identification Proposal for Hanover Township, Illinois



Prepared by:
NIU Center for Governmental Studies
DeKalb, Illinois

February 2024



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Regional Development



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Regional Development

Mel Henriksen

Assistant Director

Strategic Management, Policy,
and Community Development

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815-753-7278

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www.cgs.niu.edu

*Building stronger regions
through innovation and
collaboration.*

Updated February 22, 2024

James Barr

Township Administrator

Hanover Township

250 S. Rt. 59

Bartlett, IL 60103

RE: Proposal to provide strategic planning services

Dear Mr. Barr:

In response to the township's request for a proposal to facilitate a multi-year strategic planning process, the following outline and approach is offered for your consideration. The approach that follows addresses the needs identified during our recent discussions:

- Identifying a long-term vision, setting organizational priorities, and shaping the township's strategic direction;
- Providing an environmental analysis of the governing and community environment including a review of the township's strengths, weaknesses, opportunities, and challenges (SWOC);
- Facilitating a strategic planning workshop with the township's elected officials and senior leadership team to establish clear priorities and trackable short- and long-term strategic goals;
- Launching action planning of the consensus goals; and
- Providing a communicative summary document/final report for use by the board, staff, stakeholders, and broader community.

As the list of representative projects reflects, members of our proposed team, and the Center for Governmental Studies as a whole, have provided similar services for a variety of municipalities and local governments across Illinois.

Thank you for the opportunity to be considered to assist Hanover Township again with this important undertaking. We would be pleased to meet further with the township's leadership team to review our proposed approach, amplify the outline presented in the attached, and confirm the goals and expectations for the project.

Sincerely,

Melissa "Mel" Henriksen

Assistant Director

**Strategic Management, Policy, and
Community Development**

NIU Center for Governmental Studies

CGS provides expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, and information management issues.

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NORTHERN ILLINOIS UNIVERSITY

Center for
Governmental Studies

Outreach, Engagement, and Regional Development

Hanover Township

Strategic Planning and Goal Identification Proposal

February 2024

direct questions to

Melissa “Mel” Henriksen

Assistant Director

Northern Illinois University Center for Governmental Studies

Strategic Planning

*"The art of progress is to preserve order amid change,
and change amid order" - A.N. Whitehead*

Strategic planning, at its core, is leadership's expression of the future. Whether it be a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated as witnessed by the changing dynamics of our region, our state, the nation, and the globe.

The following proposal has been prepared in response to recent conversations with the township for comprehensive strategic planning services. The Northern Illinois University Center for Governmental Studies (NIU-CGS) is recommending a participative process that will enable the township's elected officials and senior staff to collaboratively gain insights, share perspectives, and undertake an exploration of organizational dynamics generating an updated consensus view of the township's future. The result of the process will be a thorough discussion of policy and administrative leaders' views of the township's most critical goals, objectives, and organizational arrangements for both the short and long term.

INTRODUCTION

As the township's leadership is aware, strategic planning initiatives are not a new phenomenon for progressive organizations. The value of such processes continues to be recognized by leaders at the policy and administrative levels in both private and public organizations. The world in which we all operate continues to rapidly change and grow more complicated. In turn, the challenges and choices that you face in establishing policies, providing vital services, and setting priorities are likewise more complex and challenging than ten years ago, five years ago--even one year ago. Consider some of the trends within and beyond your borders: healthcare trends, the global pandemic, changing demographics, value shifts, growth, economic contraction, tax limitations, demands for service, funded and unfunded mandates, technology changes, etc. These are just a sample of the many factors that impact the how, what, when, where, and why of operating and providing services in today's civic environment.



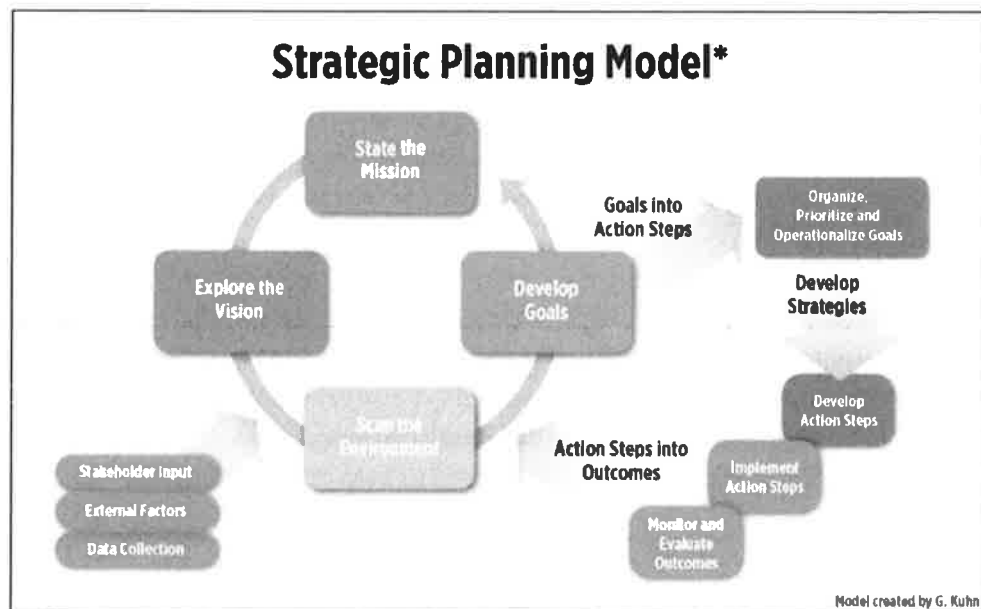
STRATEGIC PLANNING PROCESS OVERVIEW

The proposed framework presented outlines the recommended exercises and goal-setting techniques that will be employed to undertake a holistic review of the township's strategic direction. A sound strategic planning process helps to focus leadership, energize the organization, and engage stakeholders. It should be seen as an avenue to not only map out the future, but also to foster a sense of ownership and boost the overall effectiveness in setting the course for the township in partnership with the community.

Although the word "planning" appears in the description, it must be emphasized that the result of this process is not to create a plan that sits on a bookshelf like a trophy. Rather, the primary outcome is to foster strategic thinking and communication among board members and senior staff leading to an evaluation of the current strategic plan components, including prioritized goals that incorporate the overall vision for the township's short- and long-term future.

Strategic Planning Cycle: Scanning, Planning, and Action

Taken as a whole, the strategic planning process that is envisioned can be represented in a model of the various steps and elements in a cycle of input, environmental scanning, goal setting, prioritization, action planning, and re-examination of the township's progress. An illustration of the strategic planning cycle described is presented below:



* Model generally represents the steps that are taken for this type of initiative.

DETAILED DESCRIPTION OF PROPOSED PROJECT COMPONENTS

Component A: Pre-Workshop–Strategic Planning Readiness

Kick-off Meeting

As part of initiating actions and launching the project, the facilitator(s) will convene a project review meeting with the township administrator and other project staff designated or desired by the township to: (1) confirm expected outcomes; (2) review status of current mission, vision, and values to determine the need or desire for any development and/or updating; and (3) review accomplishments from the township's previous strategic plan, status of prior goals or initiatives, if applicable, and discuss how to best share progress at workshop(s). This meeting will also be used to set estimated project schedules and finalize the exercises and options included in the process.

Component B: Pre-Workshop–Environmental Scanning

Stakeholder and Background Information Gathering

This pre-workshop component is an important piece designed to help ground the process as listening is vital to planning. The project team will use various techniques for gathering background data, ranging from desktop review of documents to interviews and preparatory group discussions. These steps are an important part of “taking stock” by the project team to help understand current policy and operational perspectives, perceptions, and preferences.

The avenues identified for collecting and involving stakeholders to gain the input and perspective of organization members and others beyond the township government include interviews and focus groups. The proposed work plan highlights the key organizational and stakeholder groups that should be considered for input for the township. The extent to which the listening component will be utilized will translate into the depth of data gathered, the time it will take to gather it, the analysis, and the cost associated with the collection method or technique employed. Each technique has its own strengths and outcomes.

Interviews are an interactive, source-focused approach that provides participants with an opportunity to share personal perspectives at a one-on-one or one-on-two level with a professional interviewer. It results in highly personalized participation and the in-depth sharing of ideas. Interviews are the most labor-intensive approach to gathering stakeholder input. A list of five to six key questions will be developed to help guide discussions. The focus of the interview sessions is to gain an initial perspective by building a balanced and informed view of Hanover Township from each stakeholder's unique vantage point.

Focus groups are also an interactive approach that assures broad participation and the sharing of ideas in a non-threatening group environment created by the facilitator. Participants are led through a structured but informal discussion that will focus on five to six discussion questions that

highlight key areas of insight for the process. The advantages of focus groups are the efficiency of gaining multiple insights at one time, the dynamic discussion that takes place among multiple participants, and the robust nature of the comments. Like the interview approach, the aim of the focus group sessions will be to gain a balanced and informed view of the township from each stakeholder's unique perspective. The ideal size for focus groups is approximately 12–15 participants, with sessions lasting 60–90 minutes.

Background Interviews and Focus Group Suggestions

Virtual and in-person options are available.

➤ Township Senior Staff and Leadership

Organization Views

- Township Administrator (1 interview, 45-60 minutes)
- Township Supervisor (1 interview, 45-60 minutes)
- Elected Officials (6 total interviews, 30-45 minutes each)
- Department Head Prep/Working Session (1.5-2 hours long)
- Front-, Mid-line Staff (1 focus group)
- Volunteer Staff (1 focus group)

➤ Community Stakeholder Input

Community Views and Perspectives

- Civic and Intergovernmental Institutions (1 focus group)
- Non-Profit Agencies (1 focus group)
- Invitational Resident/Clients/Customers (1 focus group)

➤ Data Analysis and Thematic Summarization of Stakeholder Input

- Provide summary of themes and key issues or desires as expressed by stakeholder focus groups.

Component C: Strategic Planning Leadership Workshop(s)

Senior Staff and Township Board Leadership Workshop

Agenda

Five to six contact hours needed, on average.

- Mission Affirmation and Vision Review
 - Affirmation: what is our raison d'être or mission?
 - Review, affirm, or adjustments: what is our vision of the future for the township, the community?

Agenda example options include:

- ✓ One weeknight (3:00 p.m.–9:00 p.m.)
- ✓ One weekday (9:00 a.m.–3:00 p.m.)
- ✓ Two weeknights (6:00 p.m.–9:00 p.m. each night), OR

- Imagine the township 10, 15 years from now ...
- Stakeholder Input Analysis
 - Presentation of summary of themes identified by stakeholder focus groups and interviews.
- Previous Process Updates and Progress
 - Township leadership presents accomplishments and status of goals from previous strategic plan process.
- Environmental Scanning–Strengths, Weaknesses, Opportunities, and Challenges (S.W.O.C.)
 - Part 1: Small group S.W.O.C. warm-up exercise
 - Part 2: Large group S.W.O.C. analysis
 - Identify internal strengths and weaknesses
 - Identify external opportunities and challenges
- Group Goal Development
 - Presentation of prior goals' status or progress from prior planning initiatives by township staff (if applicable).
 - Short- and long-term goal development and discussion.

Component D: Post-Workshop Follow-Up

Elected Official Prioritization

- Goal refinement and consolidation as needed and development of strategic priority areas with township staff and the NIU-CGS project team.
- Elected officials' goal prioritization process (via online ranking exercise)
 - Goal prioritization can also be done with ***all workshop participants***, if preferred.
- Goal ranking survey results prepared and sorted by time classification.

Elected Official Goal Prioritization Process Overview

Following the classification exercise, the elected officials will be asked, through a post-workshop online exercise, to delineate why certain goals should be given high priority, and some, although worthy, should receive lower priority. Point values will be assigned to each goal within each classification. The resulting consensus ranking of short- and long-term goals will be the outcome of this phase of the process.

Component E: Post-Workshop Implementation Launch

Action Planning Launch

- Presentation of tools and techniques: implementation launch in the organization.
- Operationalizing the goals – clarification of goals statements.

- Structural assignments and goal coordination responsibilities.
- Scheduling of start dates, milestones, and status reports.
- Approaches for action steps and work plans.

FINAL REPORT

A final report documenting both the process and outcomes will be provided to the administrative leadership for approval. A standalone executive summary will also be produced. Both will be provided in electronic form.

ESTIMATED RANGE OF COSTS

The base project cost range, including all project components (A–E) and final report editing and design, is \$22,900. The final cost of the project will be determined by the components selected, i.e., number of focus groups/interviews, number of workshops, etc. The estimated costs presented here would include professional and analytical fees and project expenses (including mileage and travel) for all phases, from inception through action planning launch, including background research, process design, environmental scanning, analyses, leadership workshop facilitation by a team of facilitators, and all related project expenses.

Project Phase or Element	Project Budget
• Component A: Pre-Workshop–Strategic Planning Readiness • Component B: Environmental Scanning/Community Input • Component C: Strategic Planning Workshop(s) • Component D: Post-Workshop Follow Up • Component E: Post-Workshop Action Planning Launch • Final Report Editing and Design	
Total Base Cost	\$22,900

**Please note: Additional components or tasks would represent an additional research effort and will result in additional costs beyond the cost estimate presented and will be charged at a rate of \$140 per hour, for professional staff, \$60 per hour for support and technical staff, plus related expenses. CGS will advise the client before starting any additional work and secure authorization to proceed before undertaking additional assignments.*

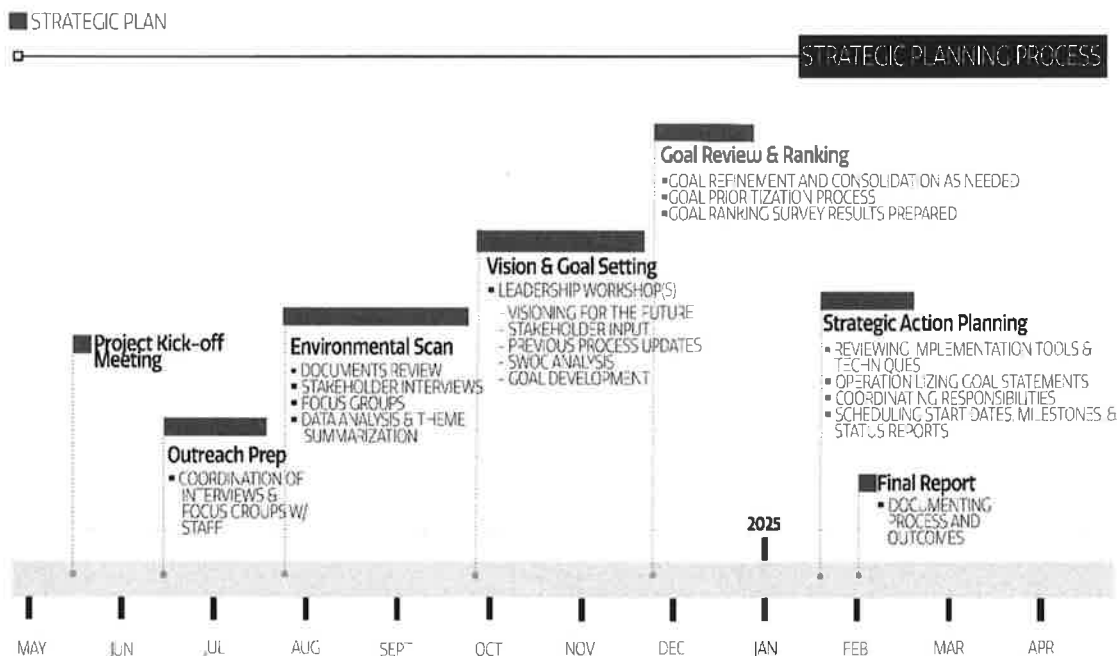
The township will be responsible for securing and reviewing meeting sites or coordinating online invites if virtual meetings are required with the NIU-CGS project team. The township will coordinate with NIU-CGS all notices, invitations, postings, room setups, and refreshments for all workshops and project sessions. **The township should check with its legal counsel to make sure all meeting postings are consistent with any Open Meetings Act procedures.** The township will also be responsible for reviewing, securing, and funding any costs for facilities and refreshments, including technology or equipment, room rentals, supplies, and/or other ancillary logistical items.

PROPOSED TIMELINE

The workshops and meetings for the 2024 strategic plan will be held on dates that are mutually convenient for both the township's participants and the NIU-CGS lead facilitator and project team. The anticipated start date for the project is May/June 2024. The NIU-CGS study recognizes the township's goal to have the process completed with plan adoption by March 2025. The completion date will be dependent on the scope of services selected, the timing and sequence of the various planning components, and the scheduling of workshops that permit the gathering and analysis of stakeholder input prior to the leadership workshop. A series of pre-workshop discussion and environmental scanning session(s), a five- to six-hour strategic planning workshop(s), and a two-hour action planning launch session with the township administrator and staff or other leaders are included in the planned base project meeting activities.

HANOVER TOWNSHIP PROJECT TIMELINE ESTIMATES

The Project Timeline below illustrates how the Strategic Planning process will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the planning process.



****Estimated duration**—dates are to be determined and are subject to the facilitator(s) and the township's project team's availability, progress of exercises, and return of requested data or decisions from the township. The timeline may vary based on optional and/or any additional components selected.

APPROVAL/ACCEPTANCE

An engagement letter between the Center for Governmental Studies and Hanover Township, with a final scope of services, proposed fees, expenses, and terms will be prepared upon township approval and acceptance of the final project framework and approach.

REFERENCES AND REPRESENTATIVE PROJECTS

Representative strategic planning projects led by Greg Kuhn, Mel Henriksen, CGS, and team member are listed below.

- | | |
|--|---------------------------------------|
| 1. DeKalb County Community Mental Health Board | 5. Village of Elburn Parks Commission |
| 2. Northfield Township | 6. City of Rochelle |
| 3. Oswegoland Park District | 7. Village of Lincolnwood |
| 4. City of Monticello | 8. Village of North Aurora |
| | 9. Village of LaGrange |

Contacts

1. Deanna Cada, Executive Director, DeKalb County Community Mental Health Board, (815) 899-4960, dcada@dekalbcounty.org
2. Shiva Mohsenzadeh, Township Supervisor, Northfield Township, (847) 724-8300, shiva.mohsenzadeh@northfieldtownship.com
3. Thomas Betsinger, Executive Director, Oswegoland Park District, (630) 554-4460, tbetsinger@oswegolandpd.org
4. Terry Summers, City Administrator, City of Monticello, (217) 762-2583, tls@cityofmonticello.net
5. John Nevenhoven, Village Administrator, Village of Elburn, 630-365-5062, jnevenhoven@elburn.il.us
6. Jeff Fiegenschuh, City Manager, City of Rochelle, 815-562-2073, jfiegenschuh@rochelleil.us
7. Anne Marie Gaura, Village Manager, Village of Lincolnwood, 847-745-4717, agaura@lwd.org
8. Steve Bosco, Village Administrator, Village of North Aurora, 630-897-8228, sbosco@vil.north-aurora.il.us
9. Andri Peterson, former Village Manager, Village of LaGrange, apeterson@villageofhinsdale.org, 708-789-7005

Additional strategic planning projects in Illinois led by Mel Henriksen, Dr. Kuhn or undertaken by CGS include the Villages of Libertyville, Orland Park, West Dundee, Northfield, Carol Stream, Glen Ellyn, Long Grove, Deer Park, Pingree Grove, Sugar Grove, Winfield, Woodridge, Riverside, the Cities of Rochelle, DeKalb, Dixon, Des Plaines, Geneva and St. Charles, and Streator in Illinois and Oak Creek, Monroe and Mequon, Wisconsin. Other organizations include IRMA, ILCMA, ILGFOA, IPELRA, the Naperville Park District, the DeKalb Park District, the Carol Stream Fire Protection District, the Schaumburg Fire Dept., McHenry County, Winnebago County, Lake County, Livingston County, Peoria County, Dist. 99 Downers Grove H.S., Hanover Township, Schaumburg Township, Elia Township, as well as many other communities and units of government or governmental agencies.

MISSION AND QUALIFICATIONS OF NIU AND CGS



NIU's Center for Governmental Studies, founded in 1969, is a public service, applied research, and public policy development organization that recently celebrated 53 years of public service. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, governance, public policy, and information management issues.

CGS' research and services include work in a variety of areas including community and economic development, workforce development, strategic planning, public management and training, association management, informatics, survey research, data visualization, and health and technology engagement. Clients include municipal, county, state, and federal agencies, as well as nonprofit and for-profit organizations. For more information, please call 815-753-0914 or visit www.cgs.niu.edu.

CGS has established itself as the center of choice for civic organizations in Northern Illinois needing to gather, analyze and operationalize information from their constituents. Assistance has been provided to state and federal agencies, colleges and universities, school districts, libraries, park districts and municipalities as well as a variety of other organizations. Since its founding, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable, and cost-effective approaches to public policy, public management, social, economic and information management issues. As noted above, this expertise is made available to all levels of governmental entities, private enterprises, public-private partnerships, and other types of institutions such as higher education.

As part of NIU's Division of Outreach, Engagement and Regional Development, CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams.

CGS TEAM DESCRIPTION

The proposed project team will consist of seasoned specialists and researchers with extensive experience conducting strategic planning, survey research, data assessments, and leadership training. In addition to these core team members, other expertise within CGS will be used for various aspects of the project (i.e., project management and analysis, data research, etc.).

CGS PROJECT TEAM–FACILITATORS AND ANALYSTS

Greg Kuhn, Ph.D., Director. Dr. Kuhn is a former Village Manager who now conducts research, teaches, and consults with governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies mid-career with emphases in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois and Assistant to the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy. In total, Dr. Kuhn has over 43 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training. He has conducted over sixty strategic planning projects for public and nonprofit organizations. He will be joined by other senior members of the Center for Governmental Studies and the University in the execution of the exercises and data gathering portions of the strategic planning initiative.

Melissa Henriksen, MPP, Assistant Director of Strategic Management, Policy, and Community Development. Ms. Henriksen has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, rural health care research and grant writing. She is a specialist in the areas of strategic planning, conducting focus groups, wage and benefit studies and asset/needs assessments, community and economic development, and rural health research. Mel has led or co-facilitated strategic planning efforts for municipalities, non-profits, schools and other districts, boards of directors, and institutes of higher education. For the past 16 years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, demographic analysis and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication/Public Relations and a master's degree in Public Policy, both from the University of Northern Iowa. Mel is a board member for the Illinois Rural Health Association and is the chair of its Research and Education and Conference Committee. In addition, she is a former Kettering Foundation Research Fellow and received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. Mel has been a speaker for several Civic Leadership Academy (CLA) classes and has taught courses at NIU and Kishwaukee College, including strategic performance management and American government.

Jim Norris, Senior Public Management and Local Government Specialist. Mr. Norris has served from 1998 to 2020 as the Village Manager of the Village of Hoffman Estates, Illinois. Previously, Jim served as the City Manager of Gladstone, Missouri, the assistant Village Manager of Schaumburg, Illinois, Palatine, Illinois and interned for the Village of Western Springs, Illinois. He is a member of the International City/County Management Association, a member and past president of the Illinois City/County Management Association and a member and past president of the Chicago Metropolitan Manager's Association.

Jim served as the Executive Board chairperson for the Northwest Suburban Municipal Joint Action Water Agency, chair of the Northwest Central Dispatch Joint Emergency Management Agency, vice chair of the Executive Committee of the Solid Waste Agency of Northern Cook County and was on the board and a past chair of the Northwest Central Dispatch Agency. Mr. Norris has a B.A. in history from the University of Missouri, St. Louis and received his MPA from NIU. As an Adjunct for NIU's Public Administration Department, Mr. Norris teaches PSPA 600, PSPA 412, PSPA 410, POLS 303X. Jim has previously taught in the Master of Public Policy program at Northwestern University and the Master of Public Affairs program at Park College.

Alli Hoebing, MPA, Research Specialist. Ms. Hoebing is a research specialist focusing on Association and Public Management. Alli graduated from NIU's Master of Public Administration program with an emphasis in local government administration. As an undergrad at NIU, Alli was a member of the Pre-Law Honors Society and collegiate Mock Trial team, majoring in political science, public law, and communication.

At CGS, Alli also works with the Associations Management team, serving as the Executive Director of the Illinois Local Government Lawyers Association (ILGL). Alli also works with the Illinois City/County Management Association (ILCMA) and affiliates, the Wisconsin City/County Management Association (WCMA), and the American Planning Association's Illinois Chapter (APA-IL). In her work with associations, Alli assists with conferences, committees, financial reports, research and analytics and strategic planning.

Jeanna Ballard, MPA, Senior Research Specialist. Ms. Ballard has a varied background in strategic and comprehensive planning, technical assistance, and performance improvement studies. She has helped facilitate strategic planning workshops, focus groups, interviews, organizational design reviews, leadership development seminars, and compensation analyses. Jeanna has co-facilitated strategic planning for elected officials, non-profits, municipalities, counties, townships, park districts, libraries, council of governments, and institutes of higher education. For the past two years, Jeanna has provided staff support for funded projects for the Illinois Critical Access Hospital Network (ICAHN). Most recently, she has worked on local government strategic planning initiatives. These projects included coordinating online surveys, community focus groups, goal development sessions, identifying potential challenges and solutions, and distilling themes from a variety of quantitative and qualitative information to share with key stakeholders.

Jeanna holds a dual MPA degree via her joint studies at Northern Illinois University and Renmin University of China in Beijing. She joined the Center for Governmental Studies in 2017 and serves as an elected Representative on NIU's Supportive Professional Staff Council and is the Chair of the Advocacy Committee. Jeanna has seven years of public service experience serving in local, county, and federal levels of government and is a former Banovetz Fellow. Jeanna has also been a speaker for several Civic Leadership Academy (CLA) classes and taught courses at NIU in public service leadership and management.

Other Project Staff and Support

Mel and the project team will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A BUILDING LEASE AGREEMENT
WITH BARTLETT VOLUNTEER FIRE ASSOCIATION.**

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

SECTION ONE: APPROVAL. The Building Lease (the “Agreement”) with Bartlett Volunteer Fire Association, for the storage of Township vehicles and related equipment at 218 South Main Street, Bartlett, IL 60103, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved, subject to review and approval by the Township Attorney.

SECTION TWO: AUTHORIZATION. The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of Hanover Township, following approval of the Agreement by the Township Attorney.

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: March 5, 2024

APPROVED: March 5, 2024

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

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 No. _____, enacted on March 5, 2024, and approved on March 5, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

BUILDING LEASE AGREEMENT BETWEEN BARTLETT VOLUNTEER FIRE
ASSOCIATION AND HANOVER TOWNSHIP

THIS LEASE dated March _____, 2024, between the Bartlett Volunteer Fire Association, an Illinois not-for-profit corporation ("Lessor"), and Hanover Township, a body politic and corporate of the State of Illinois (the "Lessee" or "Township"). Lessor and Lessee may be referred to herein individually as a "Party" and collectively as the "Parties."

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, and other good and valuable consideration, the Parties agree as follows:

1. BASIC LEASE PROVISIONS.

- | | |
|------------------------|--|
| (a) LESSOR: | Bartlett Volunteer Fire Association
218 South Main Street
Bartlett, IL 60103 |
| (b) LESSEE: | Hanover Township
250 South Route 59
Bartlett, IL 60103 |
| (c) COMMENCEMENT DATE: | April 1, 2024 |
| (d) INITIAL TERM: | April 1, 2024 – March 31, 2025 |
| (e) ANNUAL RENT: | \$10,000.00 |
| (f) SECURITY DEPOSIT: | Waived |
| (g) PERMITTED USE: | The storage of Township vehicles and related equipment. |

2. LEASED PREMISES. Lessor hereby leases to Lessee for the Term and upon the covenants hereinafter set forth, the garage portion of 218 South Main Street, Bartlett, IL 60103, but specifically excluding the storage room and the hall/bar area known as "Fireman's Hall" which Lessee shall have the right to access. The leased space shall hereinafter be referred to as the "Premises."

Lessee shall have access to the "Common Areas" which consist of all areas that are available for shared use and benefit of the Lessor, Lessee, and their respective employees, agents, licensees,

contractors, visitors, and other invitees. These areas include, but are not limited to, the office, utility room, bathrooms, and parking areas.

Notwithstanding anything contained in this Lease to the contrary, during the Lease Term, Lessee is granted, subject to reasonable rules and regulations promulgated by Lessor from time-to-time, the nonexclusive license to use and to permit its respective employees, agents, licensees, contractors, visitors, and other invitees to use the Common Areas and the entrance and exit ways designated by Lessor on the Property for access, ingress, and egress to and from the Premises from a public street or highway.

3. TERM. The Lease begins on the Lease Commencement Date, as defined in Section 1(c), and lasts for the duration of Initial Term as defined in Section 1(d). After the Initial Term, the Lease automatically and continually renews for additional one (1) year terms (each a "Renewal Term"). Either party may terminate the Initial Term or any Renewal Term by providing written notice at least sixty (60) days before the current Term expires if the Lease has not been terminated earlier as provided in the Lease. The Initial Term and any Renewal Term(s) are collectively referred to as the "Term."

4. RENT. Lessee shall pay Lessor or Lessor's agent, as rent for the Premises, the sum of \$10,000 per year, payable in two (2) equal installments. The first payment of \$5,000.00 due and payable on April 1st of the Term, and the second payment of \$5,000.00 due and payable on August 1st of the Term, until termination of this Lease, at Lessor's address stated in this Lease or such other address as Lessor may designate in writing. The first and second installments are referred to herein collectively as the "Rent."

5. TAXES. For the purposes of this Lease, "Taxes" shall encompass all federal (if any), state, county, or local governmental or municipal real estate taxes, fees, assessments, governmental charges, or other governmental impositions of every kind and nature. The Lessor covenants that it will maintain its IRC § 501 and 35 ILCS 200/15-55 status to facilitate real estate tax exemption for the Premises. The Lessor will indemnify, defend, and hold Lessee harmless for any losses or liability incurred by the Lessee arising out of the Lessor's failure to maintain that status, including, but not limited to, any loss of real estate tax exemption with respect to the Premises.

6. LESSEE NOT TO MISUSE. Lessee agrees that the Premises shall be used for the purpose set forth in Section 1(g) and reasonable uses related thereto. Lessee further agrees:

- (a) not to allow Premises to be used for purposes which will unreasonably increase the rate of maintenance therein;
- (b) not to permit any trespass by operation of law of the interest in Premises acquired through this Lease;
- (c) not to permit Premises to be used for any unlawful purpose;
- (d) not for any purpose that will injure the reputation of the building;
- (e) not to permit the Premises to become vacant or unoccupied for more than ten (10) consecutive days; and
- (f) not allow cards or placards to be posted or placed thereon, except by written consent of Lessor.

7. COMPLIANCE WITH LAWS. The Parties shall, throughout the Term of this Lease, comply with all any laws and ordinances and the orders, rules, regulations, and requirements of any federal, state, county, and municipal governments or other governmental or quasi-governmental agency, department, commission, board, bureau, or other instrumentality or authorities having jurisdiction over the Premises or the Permitted Use therein (collectively the "Law"). These obligations apply to Lessee's particular manner of use of the Premises or any Alteration Work (as defined below) that the Lessee proposes to perform therein, whether directed to the Lessee or the Lessor.

The Lessor shall, at the Lessor's expense, be responsible for effecting (and the Lessor shall promptly effect) any repairs, additions, alterations, or changes to the Premises or Building required to comply with Laws (except to the extent the Building is exempted from compliance with any Law) that affect buildings generally or the Building specifically and are not required solely because of the particular manner of use of the Premises by the Lessee or because of any alterations or other improvements by the Lessee to the Premises.

8. CONDITION; MAINTENANCE OF PREMISES. Lessee has inspected, knows the condition of the Premises, and has received the same in a state of good order and repair. Lessee acknowledges that neither Lessor, nor any agent of Lessor, made any representations as to the condition and repair prior to the execution of this Lease. Lessee agrees to maintain the Premises, including all appearances, in good repair. This includes replacing all broken glass with glass of the same make and quality, as well as replacing all damaged plumbing with material of equal quality. Lessor shall perform such maintenance or repairs to Common Areas, as may be required by applicable Law and necessary to keep the Property in a good, clean, and slightly condition. Lessor shall also be responsible for snow and ice removal from the roof and sidewalk abutting the Premises, and for maintaining and repairing adjoining alleys.

Notwithstanding the forgoing, Lessee's obligation hereunder shall be limited to routine maintenance of the Premises and for minor repairs not to exceed \$1,000 in the aggregate during the Term of this Lease. Repairs and/or improvements in excess of \$1,000 in the aggregate shall be paid by Lessor. Each Party shall be responsible for repairs attributable to said Party's negligent acts and/or omissions.

9. GAS AND ELECTRIC CHARGES. Lessor will pay all gas, electric, light, and power bills levied or charged on the Premises for and during the time for which the Lease is granted; however, in the event that said bills increase by eight percent (8%) or more, Lessee shall be responsible for payment of the additional amount, which amount shall be paid by Lessee to Lessor payable with the installments of Rent next due thereafter.

10. INDEMNITY FOR ACCIDENTS. Lessee covenants and agrees that Lessee will protect and save and keep the Lessor forever harmless and indemnified against and from any penalty or damages or charges imposed for any violation of any laws or ordinances whether occasioned by the neglect of Lessee, or those holding under Lessee, and that Lessor will at all times protect, indemnify and save and keep harmless the Lessee against and from any and all loss, cost, damages or expenses arising out of or from any accident or other occurrence on or about the Premises causing injury to any person or property whomever or whatsoever and will protect, indemnify and

safe and keep harmless Lessee against and from and all claims and against and from any and all loss, cost damages and expenses arising out of any failure of Lessor in any respect to comply with and perform all the requirements and provision hereof.

Notwithstanding the forgoing, Lessor's obligations to indemnify Lessee hereunder shall be to the extent such loss, cost, damage and expense or liability is attributable to the neglect of Lessor, in no event shall Lessor be obligated to indemnify Lessee for any negligent acts and/or omissions of Lessee.

11. LIABILITY. Except as provided by Illinois statute and to the extent such damage is covered by Lessor's insurance coverage, Lessee shall not be liable for any damage:

- (a) incurred by failure to keep the Premises in repair;
- (b) caused by plumbing, gas, water, sprinklers, or any other pipes or sewage, including the bursting, leaking, or dripping of any pipes, or plumbing fixtures in, above, or around the Premises or any building or improvement therein;
- (c) caused by water, snow, or ice upon or covering the roof, door or otherwise;
- (d) arising from the acts or neglect of any owners or occupants of adjacent or contiguous property.

12. SUBLETTING; ASSIGNMENT. Lessee will not allow the Premises to be occupied, in whole or in part, by any other person, and will not sublet the Premises, or any part thereof, nor assign the Lease, without Lessor's written consent, which shall not be unreasonably withheld.

Notwithstanding the above, Lessee may transfer or assign this Lease or sublet any part of the Premises without Lessor's consent to any Affiliate of the Township, or to any entity following a merger or consolidation with the Township. As used herein, "Affiliate" means any entity directly or indirectly controlling, controlled by, or under common control with the Township. Lessee shall promptly notify Lessor of any such Permitted Transfer. Any assignment under this provision shall not release Lessee or any Guarantor from their obligations under the Lease, and Lessee's liabilities shall continue as if no assignment had occurred.

13. MECHANIC'S LIEN. Provided said mechanic lien or liens arise from work performed on behalf of Lessee, Lessee will not permit any mechanic lien or liens to be placed upon the Premises or any building or improvement thereon during the term hereof, and in each of the filing of such lien, Lessee will promptly pay amount. If default in payment thereof shall continue for thirty (30) days after written notice is tendered by Lessor to Lessee, Lessor shall have the right and privilege, at Lessor's option, of paying the lien or any portion thereof without inquiry as to the validity thereof and any amounts so paid, including expenses and interest. In lieu of said lien to be paid off and removed, Lessee may furnish a bond or other securities satisfactory to Lessor and indemnify Lessor against foreclosure of any such lien.

14. ALTERATIONS; ADDITIONS; IMPROVEMENTS. All alterations and additions to the Premises shall be for the benefit of the Lessor, and shall not be made without Lessor's written consent, which shall not be unreasonably withheld. Lessor shall not be obliged to incur any expense for repairing any improvements upon the Premises or connected therewith and the Lessee at his own expense will keep all improvements in good repair (injury by fire, or other instances

beyond Lessee's control excluded) as well as in a good suitable and workable condition, and will comply with all local or general regulations, laws and ordinances, as well as lawful requirements of all competent authorities in that behalf. Lessee will, as much as possible, keep said improvements from deterioration due to ordinary wear and from falling temporarily out of repair. If Lessee does not make repairs as required herein, Lessor may request such repairs, through written notice to Lessee, and pay the costs thereof, and such costs shall be additional Rent payable by Lessee to Lessor. Lessee's obligations to make such repairs and/or improvements shall be subject to the limitations set forth in this Lease.

15. ACCESS TO PREMISES. Lessee will allow Lessor free access to the Premises for the purpose of examining or exhibiting the same, or to make any repairs or alterations thereof which Lessor may see fit to make. In addition, Lessee agrees that Lessor shall be allowed to use the garage portion being leased by Lessee five (5) times during the term of this lease and shall give advanced notice to Lessee of the dates during which Lessee shall remove the vehicles and equipment from the Premises. Lessee shall provide not less than fourteen (14) days' prior written notice regarding Lessor's use of the Premises. The parties agree that each of the five (5) times that Lessor will use the Premises ("Lessor's Special Events") shall not exceed seventy-two (72) hours per use and or 360 hours in the aggregate over the terms of the agreement.

The Parties further agree that Lessor's access to the garage portion of the Premises shall be limited to the following: (i) to perform any repairs and/or improvements; (ii) as necessary to determine Lessee's compliance with the terms and conditions of this Lease; (iii) for access to the "Fireman's Hall" by Lessor, its members and volunteers; and (iv) for Lessor's Special Events as defined above. Lessor agrees that other than Lessor's Special Events, the garage portion of the Premises shall not be made accessible to the public and/or third parties.

16. SURRENDER. At the expiration of this Lease, the Lessee shall return the Premises to the Lessor, with any improvements remaining in their then-existing condition, except for damage caused by fire or other casualty, reasonable wear and tear, and any other damage or condition that the Lessee is not required to repair under this Lease. The Lessee shall remove any trade fixtures, equipment, and personal property from the Premises, and repair any resulting damage at its expense before the expiration or earlier termination of this Lease. All keys and any key cards shall be surrendered by the Lessee, and the Lessor shall be advised as to the combination of any locks or vaults then remaining in the Premises. The Lessee shall not be required to remove any alterations, additions, or improvements.

17. HOLDING OVER. Lessee will, at the termination of this Lease, by lapse or otherwise, yield up immediate possession to Lessor, and failing to do, will pay as liquidated damages, the sum of one-hundred dollars (\$100.00) per day for the duration such possession is withheld. This provision shall not be held as a waiver by Lessor of any right of re-entry as hereinafter set forth; nor shall the receipt of any Rent or any part thereof, nor any other act, operate as a waiver of the right to terminate this Lease and hereby stands for the period still unexpired, for a breach of one of the covenants herein.

18. ABANDONMENT AND RELETTING. If Lessee shall abandon or vacate the Premises, or if Lessee's right to occupy the Premises is terminated by Lessor by reason of Lessee's breach

of any of the covenants herein, the Premises may be re-let by Lessor for such Rent and upon such terms as Lessor may deem fit, subject to Illinois statute.

19. HAZARDOUS MATERIALS. There shall not be allowed, kept, or used in the Premises any flammable, explosive liquids, or materials that may be necessary for use in the business of the Lessee, without the written consent of the Lessor. The materials shall be delivered and stored on the Premises within the rules of the applicable Illinois statutes and ordinances and Lessee is required to produce to Lessor evidence of satisfactory insurance covering said Premises, with Lessor listed as an additional insured.

20. DEFAULT; REMEDIES.

- (a) LESSEE'S EVENT OF DEFAULT. If Lessee fails to pay any amount due under this Lease, or fails to perform any other material term, condition, or covenant of this Lease, the Lessor may, pursue at Lessor's option, by at least five (5) days prior written notice to the Lessee after the Cure Period (as defined below), all rights available to Lessor at law or in equity, including without limitation: (i) terminate this Lease and all rights of Lessee hereunder by giving written notice to Lessee of its election to do so; (ii) terminate Lessee's right to possession of the Premises, re-enter the Premises and remove all and persons therefrom; or (iii) without terminating Lessee's right to possession, continue this Lease in full force and effect and recover all Rent as it becomes due under the Lease.
- (b) LESSOR'S EVENT OF DEFAULT. In the event that Lessor shall at any time be in default in the observance or performance of any of the terms, covenants, conditions or agreements of this Lease, and any such default shall continue after the Cure Period (as defined below), the Lessee may, pursue at Lessee's option, by at least five (5) days prior written notice to the Lessor, shall have the right to exercise any one or more of the following described remedies: (i) terminate this Lease and all rights of Lessor hereunder by giving written notice to Lessor of its election to do so; and/or (ii) to cure such default for the account of Lessor, and Lessor shall reimburse Lessee for any amount paid. Nothing herein contained shall relieve Lessor from its duty to effectuate the repair, replacement, or maintenance required to restore the affected services or utilities, or to perform any of its other obligations to the standard prescribed in this Lease, nor shall this Section be construed to obligate Lessee to undertake any such work.
- (c) CURE PERIOD. The failure by a Party to perform any provision of this Lease to performed by (the "Defaulting Party") shall constitute a Default if the failure to perform is not cured within thirty (30) days after the Defaulting Party receives written notice thereof from the other Party (the "Non-Defaulting Party"), or, if in the nature of the cure requires a period in excess of thirty (30) days, then the cure be commenced with said thirty (30) day period, and is thereafter being diligently prosecuted to completion.

The notice and cure periods provided herein are in lieu of, and not in addition to, any notice and cure periods provided by Law. To the extent that any of the foregoing notice

periods provided for in this Section are greater than the notice periods required under any Law, such greater notice periods provided for herein shall substitute for such shorter notice periods required under such Law, and, to the extent not prohibited by such Law, any notices given pursuant to the terms hereof shall be deemed the notice required by any such Law.

21. FIRE AND CASUALTY. In case the Premises shall be rendered unusable during the term of the Lease by fire or other casualty, Lessor at his option may terminate the Lease or repair the Premises within sixty (60) days thereafter. If Lessor elects to repair, this Lease shall remain in effect provided such repairs are completed within said term. If Lessor shall not have repaired the Premises within said time, then at the end of such time the Lease hereby created shall terminate. If the Lease is terminated by reason of fire or casualty as herein specified, Rent shall be apportioned and paid to the day of such fire or casualty.

If the Premises are rendered untenable during the term of this Lease by fire or other casualty, then either Party may terminate this Lease in the event said repairs are not completed by Lessor within thirty (30) days of said casualty. In such case, any prepaid Rent shall be prorated based on the date of said casualty, and any excess prepaid Rent shall be refunded to Lessee. In the event the Lease is not terminated and/or in the event said repairs are completed in less than thirty (30) days, Rent shall be prorated based on the number of days in which Lessee was unable to use the Premises due to said casualty and/or repairs.

22. QUIET ENJOYMENT. So long as no Event of Default exists, Lessee shall be entitled to peaceful and quiet use and possession of the Premises without hindrance of disturbance by Lessor, or anyone claiming by, through, or under Lessor.

23. SUBORDINATION. This Lease is subordinate to all mortgages which may now or hereafter affect the Premises.

24. NOTICES. Any notice or communication required or permitted pursuant to this Lease shall be in writing signed by the Party serving the same and shall be sent by personal delivery, overnight courier or registered or certified United States Mail, return receipt requires, postage prepaid, addressed to the parties as outline in Section 1. Notice or communication may also be deemed to have been given upon actual delivery by facsimile, email, or other similar means of electronic communication, provided both Parties agree in writing, in advance, to such alternative means of communication.

25. GENERAL PROVISIONS.

(a) AUTHORITY. Lessor and Lessee hereby represents and warrants that this Lease has been duly authorized, executed, and delivered by and on its behalf and constitutes such Party's valid and binding agreement in accordance with the terms hereof.

(b) HEADINGS. The headings and captions of the sections contained herein are for convenience only, are not a part of this Lease, and do not define, limit, or construe the contents of such sections.

- (c) RELATIONSHIP OF PARTIES. Nothing contained herein, nor any act of Lessor or Lessee, shall be deemed or construed as creating the relationship of a third-party beneficiary, principal, agent, limited or general partnership, joint venture, or any other association or relationship involving either of the Parties.
- (d) PLURALS, SUCCESSORS. The words “Lessor” and “Lessee” wherever herein occurring and used shall be constructed to mean “Lessors” and “Lessee” in case more than one person contracts another party to this Lease then all the covenants and agreements contained shall be binding upon and apply to, their respective successors, heirs, executors, and assigns and may be accepted by his or their attorney or agent.
- (e) SEVERABILITY. Wherever possible, each provision of this Lease shall be interpreted in such manner as to be effective and valid under applicable Laws, but if any provision of this Lease shall be prohibited or invalid under applicable Law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Lease.
- (f) BENEFITS SOLELY OF PARTIES. Notwithstanding any provisions herein to the contrary, this Lease is entered into solely for the benefit of the contracting Parties, and nothing in this Lease is intended, either expressly, or impliedly, to provide any right or benefit of any kind whatsoever to any person and entity who is not a party to this Lease or to acknowledge, establish, or impose any legal duty to any third party.
- (g) GOVERNING LAW; JURISDICTION; VENUE. This Lease shall be construed, governed, and enforced according to the laws of the State of Illinois, and the Parties agree that any action at law, suit in equity, or other judicial proceeding for the enforcement of this Lease the exclusive venue for the enforcement or breach of this Lease or other litigation between the parties shall be instituted in Cook County, Illinois. Parties waive any defense based on lack of jurisdiction or venue or based upon *forum non conveniens*.
- (h) WAIVER. Any breach of any provision herein shall not operate as a waiver of such provision itself or of any subsequent breach thereof. Any waiver of a provision or breach shall be effective only if in writing and signed by the granting Party. Consent or approval of any action by a Party shall not render unnecessary the obtaining of such Party’s consent to or approval of any subsequent act by the other Party.
- (i) INTERPRETATION. The provisions of this Lease shall be construed in accordance with the fair meaning of the language used and shall not be strictly construed against either Party as the drafter thereof.
- (j) RIGHTS CUMULATIVE. The exercise or use of any one or more of each Party’s rights thereof shall not bar either Party from exercise of any other right or remedy provided herein or otherwise provided by law, nor the use of any right or remedy by one Party does not waive any other rights or remedies available to either Party.

- (k) ENTIRE AGREEMENT; AMENDMENTS. This Lease and the exhibits attached hereto constitute the entire agreement between Lessor and Lessee respecting its subject matter and supersede all prior agreements, understandings, negotiations, and discussions, whether oral or written, of the parties pertaining to the subject matter thereof, all of which are merged herein. This Lease shall not be modified or amended, except in writing signed by both Parties.
- (l) COUNTERPARTS. This Lease may be executed in multiple counterparts, each of which shall constitute an original, but all of which taken together shall constitute one agreement. Any signed counterpart (including by electronic signature) delivered by facsimile, email, or other electronic means shall be deemed an original signature and property delivered to the recipient thereof.

[The remainder of this page intentionally left blank. Signature page follows.]

IN WITNESS WHEREOF, Bartlett Volunteer Fire Dep't and Hanover Township have caused this Lease to be executed by their respective officials on the dates as shown above.

BARTLETT VOLUNTEER
FIRE ASSOCIATION,
an Illinois not-for-profit corporation

HANOVER TOWNSHIP,
a body and corporate of the State of Illinois

By: _____
Its President

By: _____
Brian P. McGuire, Supervisor

Attest: _____
Title: _____

Attest: _____
Katy Dolan Baumer, Clerk

RESOLUTION _____

**A RESOLUTION
TO ADOPT A POLICY PROVIDING FOR ADDITIONAL SERVICES UNDER
THE HANOVER TOWNSHIP GENERAL ASSISTANCE PROGRAM**

WHEREAS, pursuant to the Illinois Public Aid Code, 305 ILCS 5/12-3, Hanover Township (the "Township") is responsible to fund and administer a General Assistance program for residents within its territorial jurisdiction; and

WHEREAS, pursuant to Section 12-21.2 of the Public Aid Code, the Township Supervisor is the *ex officio* Supervisor of General Assistance, tasked with administering the General Assistance program in the Township; and

WHEREAS, General Assistance is considered the "assistance of last resort" because it has traditionally been limited to assisting those ineligible for other State and Federal programs in meeting basic living standards; and

WHEREAS, pursuant to Public Act 103-0192, effective January 1, 2024, the scope of assistance provided under General Assistance programs was expanded to include, *inter alia*, certain health, recreation, and social services for the aged and poor under Section 85-13 of the Township Code, 60 ILCS 1/85-13; and

WHEREAS, the Township Supervisor and Board of Trustees have determined it necessary and in the best interests of the Township and its residents to adopt a policy providing for the provision of such additional services under the Township's General Assistance Program, as more fully set forth herein; and

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

SECTION ONE: ADOPTION OF POLICY. The Township Supervisor, as *ex officio* Supervisor of General Assistance, may provide assistance under the Township's General Assistance Program to provide health, recreation, and social services for the aged and poor under Section 85-13 of the Township Code, 60 ILCS 1/85-13, including, but not limited to, health services provided to residents by the Township's Office of Community Health and social and recreation services provided to veterans by the Township's Department of Human Services.

SECTION TWO: AUTHORIZATION. The Township Supervisor is authorized and directed to administer the services provided for in Section One under the Township's General Assistance Program and to take any necessary actions to implement and comply with the provisions of the Public Aid Code and Township Code.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable and if any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity 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 March 5, 2024

APPROVED March 5, 2024

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

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 March 5, 2024, and approved on March 5, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



Annual Meeting of the Township of Hanover
Tuesday, April 9, 2024 – 7:00 p.m.
A G E N D A

- I. Call to Order
- II. Pledge of Allegiance
- III. Welcome and Introduction of Officials
- IV. Election and Oath for Moderator
- V. Approval: Annual Town Meeting Agenda
- VI. Public Comment
- VII. Acceptance of Minutes: 2023 Annual Town Meeting
- VIII. Presentation: Annual Financial Statements by the Supervisor
- IX. Certification of Accounts by Trustees
- X. Presentation: Department Reports
- XI. Consideration of Disposition of Township Surplus Property
- XII. Resolution: Delegate Authority to the Township Board to Purchase, Sell and Lease Property
- XIII. Motion: Set Hour of Special Town Meetings for 7:00 p.m.
- XIV. Motion: Set Hour of Next Annual Town Meeting for 7:00 p.m.
- XV. Motion: Pay Moderator
- XVI. Adjournment



Senior Citizens' Services Committee

Application

Name: LARRY BRETZ

Date: 2-22-24

Address: 511 Newberry DR

City: STREAMWOOD

Email: L.BRETZ@ATT.NET

Phone: 630-830-1662

Tell us about yourself

Career Experiences: U.S. Army, Customer Service Agent Continental Airlines, Regional Training Manager, Continental Airlines

Why do you want to serve on this committee? To support the Senior Center.

I would like to be part of keeping the Senior Center number one in the state.

What contributions do you feel you can make? I am able to work with people willing to go the extra mile to help.

Special Interests: Volunteering - Travel - Grandchildren -

Knights of Columbus

Volunteer Experience: St. John Streamwood - Parish Pastoral Council.

Chaired three deaneries, Archdiocese of Chicago. Knights of Columbus



Senior Citizens' Services Committee

Application

Name: LYNN NELLES

Date: 2-14-2024

Address: 1858 Eton Dr.

City: Hoffman Estates

Email: lynnnelles@yahoo.com

Phone: 847-917-9989

Tell us about yourself

Career Experiences: teacher, substitute teacher for Middle School Special Ed, I have worked in retail, marketing and as a writing evaluation specialist for H.S. Students. But mostly a homemaker and Mom.

Why do you want to serve on this committee? I have thoroughly enjoyed my time on the committee and feel I have more to give to the township.

What contributions do you feel you can make? I am a hardworker and feel I have ideas to contribute as well as the time necessary to devote to the group and township. I am a liaison between the comm.tee and my over 55 community. I help organize toy drives, food drives and paper good drives in my community.

Special Interests: I am a artist, knitter, gardener, bridge player and like spending time with family and friends.

Volunteer Experience: I am in my sixth year on the committee, girl scouts, Brownies, PTA Special Ed Parents Group, knitting mentor, Social Committee in my community.



HANOVER TOWNSHIP

Senior Citizens' Services Committee

Application

Name: Naomi Walters-Lenoci

Date: 2/26/24

Address: 1105 W. Bartlett Rd., Unit 205

City: Partlett

Email: NAOMIWALTERSLENOCI@gmail.com

Phone: 224-517-1961

Tell us about yourself

Career Experiences: Worked with volunteers for last 11 years of my career
with the American Marketing Assoc. Served 22 years on Steamwood
Park District, Sold & worked in Janitorial services for Commercial &
Industrial Office Buildings.

Why do you want to serve on this committee? To continue giving back to the
community. I feel if you want to have a good place to live
you need to work to make it strong and make it grow.

What contributions do you feel you can make? Make people feel welcome, have
a happy life and to be thankful every day.

Special Interests: Continue fund raising to help other seniors
to be healthy and be able to afford events in our
community

Volunteer Experience: Vice President of Steamwood Woman's Church &
Member for 52 years. Work at Htwp Senior Center in Gift
Shopper, Trip Escort, Serve on Sr Committee, Arrange Cafe' Cruising, etc.