



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

March 26th, 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. Presentation – Swearing In Emergency Services Officer Brendan Cook
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of March 5, 2024
 - B. Resolution to Approve Paid Leave for All Workers Act Policy
 - C. Resolution to Authorize Joint Purchasing Agreements with the State of Illinois
 - D. Consideration of Lions Bridge Update
- IX. Executive Session
- X. Other Business
- XI. Adjournment

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

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for February 2024

SERVICE PROVIDED	FEBRUARY 2024	FEBRUARY 2023	FYTD 2024	FYTD 2023
<i>Passports</i>	421	425	3,883	3,844
Photo Fees	\$4,810	\$4,260	\$41,960	\$39,070
Fee deposits	\$15,035	\$15,915	\$142,060	\$143,205
<i>Fishing/Hunting licenses</i>	0	0	45	33
<i>Handicap Placards</i>	19	21	183	256
<i>Vehicle Sticker Renewals</i>	37	28	386	348
<i>Human Resources Requests</i>	124	127	1,351	1,362
<i>New Employee Orientations</i>	3	2	30	35
<i>Technology work orders</i>	67	59	664	445
<i>Resident Contacts</i>	2,076	1,822	21,280	21,924
<i>Percent of Budget Expended (100% of year)</i>	8%	10.8%	72.2%	69.7%

Department Highlights

- Deputy Township Administrator Vana attended a retirement celebration for Bernie May, Family Service Association of Greater Elgin Executive Director with Manager Teachout on February 1.
- Administrative Services staff assisted with the coordination and planning of the Emergency Services Station dedication and ribbon cutting on February 3.
- Human Resources Manager Callahan completed 3 new hire orientations: Mariana Fraga and Ivonne Gines (Youth and Family Services) and Charlize Younglove (Community Affairs).
- The Excelling in Customer Service training, presented by Christine Corelli, was held on February 20 for 42 front-line and client-facing employees.
- Transportation Manager Kazeos, Dispatcher Espinosa, and Human Resources Manager Callahan participated in first round interviews for the Bus Driver position.
- Township Administrator Barr and Deputy Township Administrator Vana participated in a preliminary strategic planning meeting with Northern Illinois University Center for Governmental Studies on February 5 to discuss the Township's strategic planning process to take place throughout the next fiscal year.
- Deputy Township Administrator Vana and Hanover Landing Disability Services Coordinator Metsig continue to attend weekly blended management meetings with staff from UpHoldings and Ecker Center for Behavioral Health to review and discuss resident and building needs and programming at Hanover Landing.
- Deputy Township Administrator Vana participated in a planning call with Supervisor McGuire, Director Imperato, and the Red Cross to continue discussion regarding assisting with fire relief needs of displaced families on February 5.
- Youth and Family Services Director Houdek, Prevention Services Manager Dickinson, Human Resources Manager Callahan, and Graduate Management Intern Yahya participated in first round interviews for the Substance Abuse Prevention Specialist position.
- Prevention Services Manager Dickinson and Human Resources Manager Callahan participated in first round interviews for the Youth Program Assistant/Driver position.

Hanover Township Mission Statement:

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

DEPARTMENT OF AGING SERVICES



Report for February 2024

SERVICE PROVIDED	FEBRUARY 2024	FEBRUARY 2023	FYTD 2024	FYTD 2023
<i>Programming Division</i>				
Planned programs	243	212	2,641	2,525
Participants	1,806	1,257	18,203	14,529
Participants (unduplicated)	672	559	1,758	1,486
Wait listed (unduplicated)	17	10	253	231
New volunteers	13	3	39	35
Total volunteers (unduplicated)	164	130	214	193
Volunteer hours reported	2,465	1,873	20,208	16,772
<i>Nutrition Division</i>				
Meals served	2,475	1,747	23,462	17,674
Meals delivered by volunteers	2,913	2,770	32,866	32,665
Clients served (unduplicated)	757	N/A	1,811	N/A
<i>Social Services Division</i>				
Clients served (unduplicated)	173	179	1,181	1,260
Clients served (duplicated)	249	256	2,806	3,234
Energy Assistance	27	54	505	698
Prescription drugs & health insurance assistance	78	69	1,157	1,270
Social Service programs	10	9	116	121
Social Service program participants	98	128	1,457	1,431
Lending Closet transactions	143	106	1,533	1,332
Home Services direct care hours	86	N/A	863	N/A
<i>Transportation Division</i>				
One way rides given	1,061	834	12,247	10,119
Clients served (unduplicated)	162	130	502	279
New riders	17	12	502	279
Unmet requests for rides	28	16	349	283

Department Highlights

- The AARP Tax Aide program began on February 5. Volunteers are scheduled to assist taxpayers on Mondays and Wednesdays through April 8. The program is currently filled and operating a waitlist.
- The department hosted the Illinois Township Association of Senior Citizens Services Committees (ITASCSC) on February 9. Attendees received a tour and lunch at the Senior Center.
- The department celebrated Mardi Gras with an off-site party at Villa Olivia with 72 participants in attendance on February 13.
- On February 20, all Aging Services staff received customer service training.
- Director Conway attended the AgeOptions Legislative Breakfast on February 27. Following breakfast, AgeOptions CEO Diane Slezak visited the Senior Center for a tour with staff and lunch.
- Social Services Specialist Robles represented the department at State Representative Anna Moeller's "Social Services Policy Advisory Committee" on February 29. The Committee discusses issues impacting social services and learns about various supports that are needed.
- Home Care Assistant Gante submitted her resignation, and her last day was March 8.

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

OFFICE OF THE ASSESSOR



Report for February 2024

SERVICE PROVIDED	FEBRUARY 2024	FEBRUARY 2023	FYTD 2024	FYTD 2023
<i>Administration</i>				
Office visits	239	173	3,219	2,614
Building permits processed	0	0	2,310	5,847
Change of Name	0	1	51	31
Property tax appeals	0	0	385	855
Certificates of Error	57	27	872	698
Property location updates	0	0	1	0
Sales Recording	0	0	676	1,313
New owner mailing	0	0	650	1,316
<i>Exemptions</i>				
Homeowner exemptions	0	18	246	135
Senior homeowner exemptions	0	3	200	159
Senior Freeze exemptions	0	5	884	151
Disabled Veteran exemptions	0	1	121	33
Disabled person exemptions	0	0	59	68
Miscellaneous exemptions	0	0	14	20

Department Highlights

- The total number of email addresses on the Assessor's Office contact list is now 3,860 after 32 new contacts were added in February.
- Chief Deputy Assessor Silverstein met with representatives from the Cook County Forest Preserve District as well as Commissioner Morrison's Office via Zoom on February 8 to discuss plans for the Kite Fest.
- Deputy Assessor Cedillo attended the Customer Service Workgroup meeting on February 15.
- Deputy Assessor Cedillo and Chief Deputy Assessor Silverstein attended Customer Service Training on February 20.
- Deputy Assessor Cedillo and Chief Deputy Assessor Silverstein attended a Notary Training session presented by the Metropolitan Township Association on February 21.
- Chief Deputy Assessor Silverstein attended the Illinois Township Management Academy on February 23.

Office of the Assessor Mission Statement:

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

OFFICE OF COMMUNITY AFFAIRS



Report for February 2024

SERVICE PROVIDED	FEBRUARY 2024	FEBRUARY 2023	FYTD 2024	FYTD 2023
<i>Website Visits (total)</i>	7,071	7,304	79,251	84,258
<i>Website Visits (unique)</i>	6,587	5,157	68,118	60,165
<i>Facebook Followers (new and total FYTD)</i>	34	30	5,914	5,351
<i>Facebook Reach</i>	25,824	16,702	283,555	229,148
<i>X (Twitter) Followers (new and total FYTD)</i>	N/A	4	1,419	1,399
<i>X (Twitter) Impressions (new and total FYTD)</i>	3,050	5,449	47,683	64,280
<i>YouTube Views</i>	159	11,656	2,394	66,781
<i>Media Releases</i>	2	1	46	38

Department Highlights

- Office of Community Affairs staff attended and helped to coordinate the February 3 Emergency Services Station Ribbon Cutting Ceremony. CBS2 Chicago aired a segment on the ceremony during the Saturday evening newscast.
- Director Kuttenberg and Assistant to the Administrator Matich met virtually with a grant consultant on February 7 to discuss grant writing and research needs of Hanover Township.
- Director Kuttenberg and Coordinator Smith met with Aging Services staff on February 8 to discuss outreach strategies for Hispanic programming for older adults.
- Director Kuttenberg joined Supervisor McGuire, Township Administrator Barr, and others for a virtual meeting with Senator Castro on February 8 to discuss the Metropolitan Township Association (MTA) and Hanover Township's legislative initiative for a state income tax credit for emergency services volunteers.
- Director Kuttenberg and Township Administrator Barr hosted a By Laws committee meeting on February 12 for the Bartlett Area Chamber of Commerce.
- Director Kuttenberg virtually participated in the February 16 Illinois Township Management Academy.
- Director Kuttenberg and Township Administrator Barr attended the Bartlett Area Chamber of Commerce's Lunch Meet up on February 20.
- Director Kuttenberg virtually attended the monthly Membership Committee Meeting of the Government Social Media Organization on February 20.
- Director Kuttenberg joined Supervisor McGuire and Trustee Essick in attending Mayor McLeod's annual update breakfast on the Village of Hoffman Estate's achievements at the NOW Arena on February 21.
- Director Kuttenberg joined Township Administrator Barr, Assistant to the Administrator Matich, and Director Hanson in attending a February 22 virtual meeting with Congressman Krishnamoorthi's office to discuss funding opportunities for the Rohrssen Road Bridge replacement.
- Director Kuttenberg and Township Administrator Barr met with Representative Hirschauer on February 26 to discuss the Hanover Township and MTA legislative initiative amending the Open Meetings Act.
- Director Kuttenberg, Supervisor McGuire, and Township Administrator Barr met virtually with Northfield Township Supervisor Shiva Mohsenzadeh on February 26 to discuss legislation.
- Director Kuttenberg and Coordinator Smith attended a FEMA social media training on February 27 and 28 at the Lake County Emergency Operations Center regarding social media strategies and engagement.
- Director Kuttenberg met with Director Houdek and Manager Dickinson on February 29 at the Izaak Walton Youth Center to discuss outreach and promotion for the facility.

Hanover Township Mission Statement:

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

OFFICE OF COMMUNITY HEALTH



Report for February 2024

SERVICE PROVIDED	FEBRUARY 2024	FEBRUARY 2023	FYTD 2024	FYTD 2023
<i>Appointments</i>				
ProTimes	7	9	69	66
TB skin test	2	1	55	34
Cholesterol	20	10	110	126
Pharmaceutical Assistance Programs	0	0	1	2
Miscellaneous labs	24	7	172	107
Wellness Screening (BP, diabetes, anemia)	25	30	396	456
Other	74	62	859	842
<i>Clinic Clients</i>				
Senior Center/ home visits	127	79	1,283	1,165
Astor Avenue	16	19	173	205
Offsite clinics	7	19	122	194
Total clients (unduplicated)	46	24	603	558
<i>Public Education & Health Promotion</i>				
Media coverage	0	0	4	11
Informational seminars/Program	4	3	51	53
Program Participants	69	124	2,284	2,479
<i>Primary Care Provider Support</i>	1	0	13	25

Department Highlights

- Director Smith and Community Health Nurse Kramer provided 16 home visits for residents in the month of February.
- The Office of Community Health provided laboratory services for 13 residents at The Oaks lab clinic in the month of February.
- Director Smith and Community Health Nurse Kramer provided 20 cholesterol screenings in the month of February in recognition of American Heart Month.
- The Office of Community Health hosted Walmart Pharmacy on February 1 for a vaccine clinic. A total of 23 vaccines were administered to residents, which included the COVID booster, flu, shingles, RSV, and pneumonia vaccines.
- Director Smith attended the ribbon cutting ceremony for the Emergency Services station on February 3.
- Community Health Nurse Kramer provided diabetes screenings in partnership with Ascension and Senator Castro's Office for a Heart Health event on February 3.
- Director Smith, Community Health Nurse Kramer, Community Health Assistant Tyrrell, and Community Health Receptionist Ryczewicz attended a customer service training on February 20.
- Director Smith attended the Illinois Township Management Academy on February 16 and 23.
- Director Smith, Community Health Nurse Kramer, and Community Health Assistant Tyrrell attended the Barrington Health and Wellness Summit on February 28 and 29.

Office of Community Health Mission Statement:

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

DEPARTMENT OF EMERGENCY SERVICES



Report for February 2024

SERVICE PROVIDED	FEBRUARY 2024	FEBRUARY 2023	FYTD 2024	FYTD 2023
<i>Hours</i>				
Volunteer Detail Hours	139	966	4,790	7,179
Volunteer Work Hours	1,080	80	5,700	1,346
Volunteer Training Hours	173	202	1,329	1,548
<i>Total Volunteer Hours</i>	1,392	1,250	11,819	10,058
<i>Details</i>				
Emergency Call Outs	16	15	166	130
Safety Patrols	0	2	9	40
Township Sponsored Events	0	2	23	28
Other Community Events	0	0	12	13
Miscellaneous	0	0	0	2
<i>Total Details</i>	16	19	210	213

Department Highlights

- HTES Officers responded to a structural fire in Carpentersville on February 2.
- HTES dedicated the new Emergency Services station on February 3 with several local dignitaries, partnering police and fire agencies in attendance.
- HTES Officers responded to a vehicle accident in Bartlett on February 9 and provided traffic management.
- HTES Officers responded to a structural fire in Roselle on February 10.
- HTES Officers responded to a structural fire in Roselle on February 18.
- HTES Officers responded to a structural fire in Hoffman Estates on February 22 providing decontamination and air cascade.
- HTES Officers responded to a structural fire in Schaumburg on February 22.
- HTES Officers responded to a structural fire in Hanover Park on February 26.
- HTES Officers provided severe weather spotting on February 27.
- HTES Officers responded to reports of debris in the roadway during damage assessment after a severe weather event on February 27.
- HTES Officers responded to a structural fire in Pingree Grove providing lighting, decontamination, and air management on February 27.
- HTES Officers provided lighting at a crime scene in Schaumburg on February 28.
- HTES Officers provided drone flights, lighting, and traffic management at a fatal accident in Barrington on February 28.

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

DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for February 2024

SERVICE PROVIDED	FEBRUARY 2024	FEBRUARY 2023	FYTD 2024	FYTD 2023
<i>Administration</i>				
Vehicle service calls	1	1	22	17
Work orders	487	328	4,685	3,843
Event set-ups/tear downs	189	123	1,718	1,438
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	5,337	5,722	51,599	52,515
Town Hall	8,820	7,080	99,180	83,880
Senior Center	32,850	23,916	359,083	396,190
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	419.44	399.57	1,391.00	1,717.64
Town Hall	1,073.19	1,131.77	4,400.73	5,091.77
Senior Center	1,674.74	2,485.71	17,413.60	20,745.89
<i>Road Maintenance</i>				
Salt Usage (Tons)	10	139	367	585

Department Highlights

- Director Hanson continued work with Thomas Engineering to determine scope of work for the 2024 Phase I Bridlewood Road Resurfacing project. Determination of streets, curb, gutter replacements, and incorporation of a storm sewers video feed were discussed.
- Operations Manager Nelson met with the Village of Bartlett and numerous contractors regarding the Senior Center walk-in freezer project. Contractors included freezer installation, plumbing, demolition, and electrical installation.
- Director Hanson met with site lighting contractors and received quotes for permanent path and optional additional lighting in Runzel Reserve as part of the Campus Beautification project. Quotes were submitted to Deputy Township Administrator Vana to be used in the AARP grant application.
- Director Hanson and Facilities and Road staff assisted and attended the Department of Emergency Services Station ribbon cutting. Assisting with the completion of the setup and takedown of the event. Facilities and Road Maintenance staff also completed deep cleaning, as well as installation of numerous photos and other framed items in preparation for the ribbon cutting ceremony.
- Operations Manager Nelson, working with Cummins completed the necessary repairs and preventive maintenance on the Emergency Services Station backup generator. The generator is running properly and at full capacity.
- Director Hanson and Deputy Township Administrator Vana hosted the monthly Campus Beautification work group and presented information on the AARP grant availability and discussed scheduling opportunities for staff participate in outdoor campus projects throughout the summer.

DEPARTMENT OF HUMAN SERVICES



Report for February 2024

SERVICE PROVIDED	FEBRUARY 2024	FEBRUARY 2023	FYTD 2024	FYTD 2023
<i>General Assistance</i>				
General Assistance clients	8	9	98	89
General Assistance appointments	10	17	162	140
Emergency Assistance appointments	20	23	238	227
Emergency Assistance approved	1	1	24	43
Crisis intake clients	199	306	3,040	2,883
<i>Veterans' Services</i>				
Office Visits	16	11	150	59
<i>Social Services</i>				
CEDA Applications (LIHEAP, LIWAP, PIPP)	41	108	426	814
Financial assistance applications*	5	4	76	44
<i>Food Pantry</i>				
Served (Households)	1,237	907	14,197	11,735
Unduplicated	316	288	3,232	3,766
New applications	44	17	463	255
Food Donations	66	45	486	903
<i>Community Center Walk-Ins</i>	160	137	1,743	1,959

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

Department Highlights

- Veteran Services Officers attended the VFW District 14 meeting and a training with VFW5151 on benefit changes.
- The monthly Veteran Group events continue with participation growing. In February, 26 Veterans and their spouses watched the movie Max and enjoyed lunch.
- Hanover Township Astor Avenue Community Center CEDA Site #633 continues to be busy processing LIHEAP applications. Astor Avenue Community Center Site #633 remains Tier 1 status.
- Hanover Township joined the Northern Illinois Food Bank COHORT and is the leading agency for Accountability Group #1. Following discussions with the COHORT, the Food Pantry is considering eliminating food pantry visit restrictions to help newly arriving migrants as well as low income families avoid food insecurity.
- The 13th Annual Job Fair is scheduled for March 27, 70 employers are registered and looking forward to another successful event.
- Immanuel United Church of Christ of Streamwood is sponsoring a Special Spring Food Event on Thursday, March 28. Foods for a holiday celebration will be distributed.
- The Astor Avenue Community Center Food Pantry will be distributing 100 Easter Baskets provided by St. John the Evangelist Catholic Church beginning Monday, March 25.
- Tuesday, April 2 is the next semi-annual Veteran Honor Roll Dinner to be held at the Senior Center.

Human Services Mission Statement
Empowering Residents to Achieve Self-Sustainability

OFFICE OF THE MENTAL HEALTH BOARD



Report for February 2024

SERVICE PROVIDED	JANUARY 2024	JANUARY 2023	FYTD 2024	FYTD 2023
<i>Grant Funding</i>				
New clients	115	64	2,646	2,610
Ongoing clients	1,389	777	12,121	7,562
Closed cases	58	13	495	364
Prevention programming presentations	12	6	101	216
Number in audience	115	103	2,120	2,944
<i>TIDE</i>				
Participants	29	26	29	26
Rides	188	165	2,080	3,395

Department Highlights

- The Mental Health Board met on February 27 and awarded the following:
 - \$25,000 in Challenge Funding to Northwest Center Against Sexual Assault for new outreach efforts within Hanover Township.
 - \$3,089 in Capital Funds to Clearbrook for fitness equipment in their Community Integrated Living Arrangement (CILA) Home in Hanover Township.
 - \$15,600 in Capital Funds to Community Alternatives Unlimited to provide each staff member assigned to Hanover Township a new laptop for home visits.
 - \$3,000 in Staff Development Funding to Clearbrook to provide training to 42 staff members.
 - \$32,500 in Mental Health Housing to Hanover Township to support the Disability Services Coordinator position at Hanover Landing.
- The Planning and By-Laws Committee of the Mental Health Board also met on February 27 to review the by-laws and discuss the upcoming Needs Assessment and Strategic Planning Process.
- Manager Teachout coordinated a tour of Hanover Landing with Clearbrook.
- Manager Teachout served on a panel at the Well Child Center to discuss Mental Health career paths with high school level interns.
- Manager Teachout attended both sessions of the Illinois Township Management Academy and a Customer Service training in February.
- Manager Teachout hosted the Human Services Coordinating Council with 34 attendees.
- On February 26, Manager Teachout represented the Mental Health Board at a Legislative Breakfast hosted by local domestic violence agencies.
- Manager Teachout and Community and Government Relations Director Kuttentberg met with an Elgin Chamber of Commerce Representative to discuss the upcoming Mental Health Fair as well as the services offered at Hanover Landing.
- Manager Teachout participated in several committees in February including an Ad-hoc Committee and Executive Committee, both with the Association of Community Mental Health Authorities of Illinois (ACMHAI), the CESSA Act Regional Advisory Committee, the Elgin Human Services Council, and Representative Villa's Mental Health Advisory Committee.

Mental Health Board Mission Statement:

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

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for February 2024

SERVICE PROVIDED	FEBRUARY 2024	FEBRUARY 2023	FYTD 2024	FYTD 2023
<i>Outreach & Prevention</i>				
Open Gym participants	578	N/A	5,570	863
Open Gym participants (unduplicated)	194	N/A	549	113
Alternative to Suspension referrals	15	15	197	315
Alternative to Suspension participants	212	427	1,394	1,993
Alternative to Suspension participants (unduplicated)	82	156	197	279
<i>Clinical</i>				
Therapy clients	193	415	2,903	4,860
Therapy clients (unduplicated)	65	142	832	1,560
New clients (unduplicated)	0	2	42	45
Clinical hours	181	256	2,438	3,347
Group session participants	34	138	543	1,103
<i>Tutoring Participants</i>				
Total	172	115	663	567
Unduplicated	65	46	309	279

Department Highlights

- Director Houdek attended the retirement celebration of Executive Director Bernie May on February 1 from Family Service Association of Greater Elgin Area.
- Director Houdek attended the Emergency Services Station dedication and ribbon cutting on February 3.
- Director Houdek attended a training session on February 5 on Pediatric Behavioral Health.
- Director Houdek met with Megan Traficano, Director of Youth and Family Services of Oak Park Township on February 9 to discuss goals and plans for the Association of Illinois Township Committees on Youth (AITCOY) for the upcoming year.
- Manager Dickinson met with Renee Dorn, Youth Services Program Director from Elk Grove Township on February 9 to discuss youth prevention programming.
- Assistant Director of Clinical Services Pamphile attended the Inaugural Cook County Behavioral Health Summit on February 15.
- Youth and Family Services management team attended the Illinois Township Management Academy on February 16 at Northern Illinois University Naperville.
- On February 21, Manager Dickinson met with the Social Work Department at the Elgin Police Department to discuss Youth Center programming.
- Director Houdek and Manager Dickinson attended the AITCOY workshop titled “Combating Substance Use and Overdose through Awareness, NARCAN, Treatment Accessibility” on February 22 hosted by Elk Grove Township.
- Manager Dickinson completed the Youth Mental Health First Aid training on February 27.
- Manager Dickinson and Program Coordinator Enciso participated in the Northern Illinois Food Bank summer resource webinar on February 29.
- Assistant Director of Clinical Services Pamphile and Manager Dickinson attended the Dream Academy Resource Night on February 29 to promote department and township wide services.

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

Hanover Township

Board Audit Report

From 3/5/24 - 3/25/24

	<u>Total</u>
Total Town Fund	104,231.03
Total Senior Services Fund	51,450.68
Total General Assistance Fund	7,250.73
Total Road Maintenance Fund	89,729.22
Total Committee for Senior Citizens Services	219.33
Total Mental Health Board Fund	19,107.50
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	4,891.05
Total Capital Fund	35,409.47
 Total All Funds	 <u><u>312,289.01</u></u>

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

March 5 - 25, 2024

Type	Date	Num	Name	Memo	Amount
10A · Town Assets					
1001650 · Prepaid Expense					
Check	03/05/2024	155886	Otis Elevator Company	Inv# 100401459897 Elevator Maintenance FY25 Contract - Senior Center	5,912.88
Check	03/05/2024	155887	UpKeep Technologies	Inv# 65778 Annual Subscription for Work Order Software	6,300.00
Check	03/05/2024	155883	James Murrell	Computers Made Easy Instruction April 2024	200.00
Check	03/22/2024	156195	Euclid Managers	Dental & Life Insurance - April 2024	3,704.75
Total 1001650 · Prepaid Expense					16,117.63
Total 10A · Town Assets					16,117.63
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014410 · Equipment Purchases					
Check	03/19/2024	156041	Chicago Audio Video Design	Inv# 2299 Senior Center Activity Room AV Equipment	5,866.00
Check	03/19/2024	156049	Chicago Audio Video Design	Inv# 2300 Senoir Center Computer Lab Amp/Speaker	1,480.00
Total 1014410 · Equipment Purchases					7,346.00
1014430 · Computer Equipment & Software					
Check	03/12/2024	156015	Sertoma Star Services	Inv# 10690 FY24 Computer Recycling (52 pieces)	510.37
Total 1014430 · Computer Equipment & Software					510.37
1014540 · Facility Lease					
Check	03/20/2024	156179	Bartlett Volunteer Fire Association	Fire Barn Semi Annual Lease Pymt	5,000.00
Total 1014540 · Facility Lease					5,000.00
Total 101CAP · Capital Expenditures					12,856.37
101CHN · Community Health					
1014453 · Printing					
Check	03/05/2024	155878	COTG	Inv# IN5047755 Copier Charges	16.26
Total 1014453 · Printing					16.26
1014454 · Travel & Training					
Check	03/05/2024	155879	Kramer, James	Mileage Reimbursement Feb	27.34
Check	03/19/2024	156067	Sarah Tyrrell (v)	Mileage Reimbursement Jan-Feb	45.29
Total 1014454 · Travel & Training					72.63
1014457 · Furniture and Computer Equip					
Check	03/12/2024	155993	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 925262 Copier Charges	5.06
Check	03/22/2024	156198	Leaf (379-002)	Inv# 16218771 Copier Lease	54.14
Total 1014457 · Furniture and Computer Equip					59.20
1014459 · Professional Services					
Check	03/05/2024	155884	Quest Diagnostics	Inv# 9208662516 Client Lab Service Fees	219.38

Hanover Township Board Audit Report

March 5 - 25, 2024

Type	Date	Num	Name	Memo	Amount
Total 1014459 · Professional Services					219.38
1014465 · Medical Supplies					
Check	03/05/2024	155882	McKesson Medical Surgical	Inv# 21789451 Cholesterol Test Kits	262.83
Check	03/05/2024	155882	McKesson Medical Surgical	Inv# 21741003 Cholesterol Kits	146.65
Check	03/05/2024	155882	McKesson Medical Surgical	Inv# 21742366 Cholesterol Control Cassette	39.77
Check	03/12/2024	156005	McKesson Medical Surgical	Inv# 21800154 Ibuprofen	33.16
Check	03/12/2024	156005	McKesson Medical Surgical	Inv# 21800911 Fecal Occult Blood Tests	70.51
Check	03/12/2024	156005	McKesson Medical Surgical	Inv# 21815402 Ice Packs	24.71
Check	03/12/2024	156005	McKesson Medical Surgical	Inv# 21815341 Optics Cassette	39.77
Check	03/19/2024	156059	McKesson Medical Surgical	Inv# 21826950 Fecal Occult Blood Tests	103.85
Total 1014465 · Medical Supplies					721.25
Total 101CHN · Community Health					1,088.72
101CVA · Community Affairs					
101CMA · Community Relations					
1014611 · Education & Training					
Check	03/22/2024	156206	Government Social Media LLC	Inv# 2023-210015551 Admission T. Kuttenberg	699.00
Total 1014611 · Education & Training					699.00
1014619 · Office Supplies					
Check	03/12/2024	156017	Staples	Inv# 3559876626 HP 48A Black Toner	57.20
Total 1014619 · Office Supplies					57.20
1014623 · Phone & Intrnt					
Check	03/20/2024	156164	Tom Kuttenberg	Cell phone reimbursement for Jan-March 2024	150.00
Total 1014623 · Phone & Intrnt					150.00
1014624 · Travel					
Check	03/20/2024	156164	Tom Kuttenberg	FEMA Training Mileage	86.30
Total 1014624 · Travel					86.30
1014632 · Miscellaneous					
Check	03/05/2024	155881	Verify (XHANOV)	Inv# 1581871 Background Checks (1)	18.00
Total 1014632 · Miscellaneous					18.00
Total 101CMA · Community Relations					1,010.50
Total 101CVA · Community Affairs					1,010.50
101ES · ES - Expenditures					
1014802 · Equipment					
Check	03/19/2024	156046	Air One Equipment, Inc.	Inv# 203281 Identification Tags	100.28
Check	03/19/2024	156046	Air One Equipment, Inc.	Inv# 204378 Identification Tags	18.00
Check	03/19/2024	156064	Rush Truck Centers	Inv# 3035381866 Latex Gloves (30 Boxes)	279.80

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Type	Date	Num	Name	Memo	Amount
Check	03/22/2024	156189	Air One Equipment, Inc.	Inv# 204755P Helmets/Boots (6)	3,642.00
Total 1014802 · Equipment					4,040.08
1014807 · Miscellaneous					
Check	03/12/2024	156013	Pier Laundry	Inv# 2523 EMT Tablecloths	30.37
Total 1014807 · Miscellaneous					30.37
1014809 · Pre-Volunteer Screening					
Check	03/19/2024	156046	Air One Equipment, Inc.	Inv# 204166 Fit Test	45.00
Total 1014809 · Pre-Volunteer Screening					45.00
1014811 · Station Utilities					
Check	03/19/2024	156055	Groot, Inc (605728)	Inv #12130772T107 Waste Collection HTES Mar 2024	4.88
Check	03/19/2024	156056	Hinckley Springs	Inv# 21701607 012624 Water Service	34.94
Total 1014811 · Station Utilities					39.82
1014813 · Vehicle Fuel & Maintenance					
Check	03/19/2024	156057	Hopkins Ford	Inv# 684056 Preventative Maintenance 9121	65.26
Check	03/19/2024	156057	Hopkins Ford	Inv# 684066 Preventative Maintenance 9134	66.44
Check	03/19/2024	156057	Hopkins Ford	Inv# 684085 Preventative Maintenance 9132	84.72
Check	03/19/2024	156057	Hopkins Ford	Inv# 684134 Preventative Maintenance 9133	208.11
Check	03/19/2024	156064	Rush Truck Centers	Inv# 3035464766 Power Steering Fluid, Wash Solvent	27.48
Total 1014813 · Vehicle Fuel & Maintenance					452.01
1014814 · Communications					
Check	03/19/2024	156061	Motorola Solutions Inc	Inv# 8241720240201 Monthly Communication Fee	678.00
Total 1014814 · Communications					678.00
Total 101ES · ES - Expenditures					5,285.28
101ISE · Insurance & Employee Benefits					
1014411 · Employee Assistance Program					
Check	03/06/2024	155983	CuraLinc LLC	Inv# 42359 SupportLinc Employee Assistance Program April-June	484.80
Total 1014411 · Employee Assistance Program					484.80
Total 101ISE · Insurance & Employee Benefits					484.80
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	03/13/2024	156031	Airdo Werwas LLC	Inv #190-0001-39637 Legal Fees	14,447.99
Check	03/13/2024	156031	Airdo Werwas LLC	Inv#190-0018-39640 Legal Fees	900.00
Check	03/13/2024	156031	Airdo Werwas LLC	Inv#190-0017-39639 Legal Fees	22.50
Check	03/13/2024	156031	Airdo Werwas LLC	Inv# 190-0005-39638 Legal Fees	2,418.00

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Type	Date	Num	Name	Memo	Amount
Total 1014502 · Legal Services					17,788.49
Total 101LEA · Legal & Auditing					17,788.49
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	03/13/2024	156034	Bade Supply	Inv #82380 Multifold, roll towels, toliet paper, liners	247.60
Total 1014205 · Janitorial Supplies					247.60
1014209 · Building Contracts					
Check	03/05/2024	155877	Anderson Pest Solutions	Inv# 57996283 Pest Control	76.95
Check	03/05/2024	155877	Anderson Pest Solutions	Inv # 57996269 Pest Control	76.95
Check	03/05/2024	155877	Anderson Pest Solutions	Inv# 57996251 Pest Control	76.95
Check	03/05/2024	155877	Anderson Pest Solutions	Inv# 57996239 Pest Control	76.95
Check	03/13/2024	156039	Midwest Mechanical	Inv #MC0000134074 Dec 23-March 24 Maint Contract	1,518.00
Total 1014209 · Building Contracts					1,825.80
1014211 · Building Maintenance - Senior					
Check	03/19/2024	156068	Sherwin-Williams	Inv# 8037-7 Vet's Hall Touch-up Paint	38.95
Check	03/22/2024	156202	Home Depot, The 7816	Floor Wax	89.98
Total 1014211 · Building Maintenance - Senior					128.93
1014212 · Building Maintenance - Astor					
Check	03/19/2024	156068	Sherwin-Williams	Inv# 9628-2 Touch-up Paint For Astor Ave. Offices	85.47
Total 1014212 · Building Maintenance - Astor					85.47
1014214 · Equipment Maintenance - Senior					
Check	03/13/2024	156035	World Security & Control, Inc	Inv #34129 Fire alarm repair	700.00
Check	03/13/2024	156036	K II Electrical Contractors, Inc	Inv #1940 Installation of new Vet's hall ceiling fans	450.00
Check	03/19/2024	156063	Petrochoice LLC	Inv# 51471504 Refuel Senior Center Generator	852.00
Check	03/19/2024	156072	World Security & Control, Inc	Inv# 34150 Fire Panel Repair - Senior Center	700.00
Check	03/22/2024	156199	Midwest Mechanical	INv# 112153121 RTU#2 Repairs	551.15
Total 1014214 · Equipment Maintenance - Senior					3,253.15
1014215 · Equipment Maintenance - Astor					
Check	03/13/2024	156039	Midwest Mechanical	Inv #112149082 RTV repairs Astor Ave.	510.89
Check	03/13/2024	156039	Midwest Mechanical	Inv #112148373 Gas valve, control board	1,400.75
Check	03/13/2024	156039	Midwest Mechanical	Inv #112148372 Replacement inducer motor	434.49
Total 1014215 · Equipment Maintenance - Astor					2,346.13
1014216 · Equipment Rental					
Check	03/13/2024	156033	Herc Rentals Inc.	Inv #34418747-001 Scissor lift rental	469.11
Check	03/13/2024	156033	Herc Rentals Inc.	Inv #34399671-001 Boom lift rental	874.46
Check	03/22/2024	156202	Home Depot, The 7816	Step Ladder	84.97

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Type	Date	Num	Name	Memo	Amount
Total 1014216 · Equipment Rental					1,428.54
1014221 · Cell Phone/Communications					
Check	03/19/2024	156061	Motorola Solutions Inc	Inv# 8241720240201 Monthly Communication Fee	88.00
Total 1014221 · Cell Phone/Communications					88.00
1014225 · Grounds/Reserve Maintenance					
Check	03/13/2024	156032	Alta Equipment Company	Inv #SS4/41437 Facilities chain saw Routine Maintenance	193.27
Check	03/13/2024	156032	Alta Equipment Company	Inv #SS4/41438 Facilities hand blower Routine Maintenance	275.27
Check	03/13/2024	156032	Alta Equipment Company	Inv #SS4/41439 Facilities backpack blower Routine Maintenance	218.50
Check	03/13/2024	156032	Alta Equipment Company	Inv #SS4/41434 Facilities seat mower Routine Maintenance	1,812.66
Total 1014225 · Grounds/Reserve Maintenance					2,499.70
1014227 · Miscellaneous					
Check	03/19/2024	156065	Redmon's Towing	Inv# 527360 Towing Of Truck	400.00
Total 1014227 · Miscellaneous					400.00
1014230 · Trash Removal - Izaak					
Check	03/13/2024	156038	Groot, Inc (54379)	Inv #12128308T107 Trash/Recycling Collection - March	270.66
Total 1014230 · Trash Removal - Izaak					270.66
1014234 · Building Maintenance ES Station					
Check	03/22/2024	156202	Home Depot, The 7816	ES Stormwater Drain	25.78
Total 1014234 · Building Maintenance ES Station					25.78
Total 101MAIN · Facilities Maintenance					12,599.76
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	03/22/2024	156190	Comcast (185)	Inv# 196395989 Monthly Service Mar 2024	419.06
Total 1014402 · Telephone - Town					419.06
1014403 · Utilities - Town					
Check	03/12/2024	156007	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 1/16-2/14	815.90
Check	03/12/2024	156018	Village of Bartlett	Acct# 51470 Bill# 837959 Water/Sewer Route 59	87.31
Check	03/12/2024	156018	Village of Bartlett	Acct# 63818 Bill# 843983 Water/Sewer Runzel Reserve	34.65
Check	03/22/2024	156192	Com Ed (8000)	Acct# 9545328000 Monthly Charges 2/1-3/8	115.47
Total 1014403 · Utilities - Town					1,053.33
1014405 · Internet Access - Town					
Check	03/20/2024	156170	Comcast (773 ES)	Acct# 877110083 0226773 Fire Barn Internet Fee 3/18-4/17	113.48
Total 1014405 · Internet Access - Town					113.48
1014416 · Equipment Rental - Town					

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Type	Date	Num	Name	Memo	Amount
Check	03/19/2024	156048	Canteen Rfrsh Svc 05635/001/00001 OCH	Inv# ORD269030 Admin Water Cooler Filter Replacements (2)	210.00
Check	03/20/2024	156169	Canteen Rfrsh Svc 05635/002/00002 Admin	Inv# 270483 Town Hall Water Machine Rental 3/4/24-3/31/24	51.47
Check	03/20/2024	156175	Leaf (618-010)	Inv# 16176425 March Town Hall Main Copier Lease	230.43
Check	03/20/2024	156176	Pitney Bowes Global Financial Services	Inv# 3106569771 Postage Machine Lease 1/30/24-4/29/24	486.99
Total 1014416 · Equipment Rental - Town					978.89
Total 101THE · Town Hall Expense					2,564.76
101TOE · Town Office Expense					
1014401 · Postage					
Check	03/22/2024	156201	Purchase Power Easy Permit Postage	Acct# 8000-9090-0585-2392 Admin Postage Fees	3,205.28
Total 1014401 · Postage					3,205.28
1014404 · Office Supplies					
Check	03/12/2024	155994	Canteen Rfrsh Svc 05635/001/00001 OCH	Inv# ORD266455 Town Hall Water Machine Filter Replacements (2)	210.00
Check	03/12/2024	156017	Staples	Inv# 3560308391 Pens	10.66
Check	03/20/2024	156177	Pitney Bowes, Inc (Ink Cartridges)	Inv #1024926430 Postage Machine ink cartridge replacement	132.79
Check	03/20/2024	156178	Staples	Inv #3561706759 Notebook, copy paper, receipt books	125.74
Check	03/20/2024	156178	Staples	Inv #3561212275 Box of legal pads	48.42
Check	03/20/2024	156178	Staples	Inv #3561212274 Interdepartmental envelopes	81.88
Total 1014404 · Office Supplies					609.49
1014412 · Travel Expenses					
Check	03/06/2024	155984	Alexandrea Imperato	Mileage Reimbursement February	25.94
Check	03/22/2024	156188	Suzy Callahan (v)	Mileage Reimbursement February	37.92
Total 1014412 · Travel Expenses					63.86
1014414 · Memberships, Subs & Publication					
Check	03/20/2024	156165	Township Supervisors of Illinois	Annual Membership Dues - McGuire	30.00
Total 1014414 · Memberships, Subs & Publication					30.00
1014429 · Miscellaneous					
Check	03/12/2024	156013	Pier Laundry	Inv# 2523 Board Tablecloths	24.75
Check	03/12/2024	156013	Pier Laundry	Inv# 2523 Admin Tablecloths Cleaning	30.38
Check	03/19/2024	156058	Marilyn Perri (v)	Food For EMT Ribbon Cutting	35.59
Check	03/20/2024	156166	Signs by Tomorrow	Inv #30875 Hanover Landing Office Signage	49.31
Total 1014429 · Miscellaneous					140.03
1014520 · Consulting					
Check	03/19/2024	156043	NIU Center for Governmental Studies	Inv# CGS003357 Strategic Planning & Goal Identification - 50% payment	11,450.00
Check	03/22/2024	156196	First American Title Insurance Company	Title Search for Lions Bridge	750.00
Total 1014520 · Consulting					12,200.00
1014534 · Passport Services					

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Type	Date	Num	Name	Memo	Amount
Check	03/12/2024	156017	Staples	Inv# 356030891 Printer Ink (passport Printer)	94.41
Total 1014534 · Passport Services					94.41
1014535 · Legal Notices					
Check	03/20/2024	156171	Daily Herald	Inv #282568 Budget Ordinance & Public Notice	24.30
Total 1014535 · Legal Notices					24.30
Total 101TOE · Town Office Expense					16,367.37
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	03/05/2024	155885	Image Systems & Business Solutions	Inv #396292 Contracted printer service	38.96
Total 1044405 · Office Supplies					38.96
Total 104ASR · Assessor's Division					38.96
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094617 · Equipment Maintenance					
Check	03/20/2024	156175	Leaf (618-010)	Inv# 16176425 March Youth and Family Main Copier Lease	164.02
Total 1094617 · Equipment Maintenance					164.02
1094621 · Recruitment and Pre Employment					
Check	03/12/2024	156003	Kwik Print	INV# 75325 New Staff Business Cards	48.10
Total 1094621 · Recruitment and Pre Employment					48.10
1094623 · Travel					
Check	03/22/2024	156184	Katia Munoz (v)	Mileage Reimbursement Jan-Mar	81.74
Check	03/22/2024	156185	Roxanne Diaz (v)	Mileage Reimbursement - Mar	56.95
Total 1094623 · Travel					138.69
Total 109ADM · Administration & Clinical					350.81
109OUT · Outreach & Prevention					
1094644 · Travel					
Check	03/22/2024	156182	Ryan McSheffrey (V)	Mileage Reimbursement Feb-Mar	149.41
Check	03/22/2024	156183	Gisel Trujillo (v)	Mileage Reimbursement Jan-Feb	304.18
Total 1094644 · Travel					453.59
1094656 · Youth Center Equipment					
Check	03/20/2024	156175	Leaf (618-010)	Inv# 16176425 March Youth and Family IWYC Copier Lease	164.02
Total 1094656 · Youth Center Equipment					164.02
1094658 · Youth Center Utilities					

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Type	Date	Num	Name	Memo	Amount
Check	03/22/2024	156191	Com Ed (7000)	Acct 0423237000 Monthly Charges	329.28
Total 1094658 · Youth Center Utilities					329.28
Total 109OUT · Outreach & Prevention					946.89
Total 109YFS · Youth & Family Services					1,297.70
Total 1014 · Town Fund - Expenditures					71,382.71
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	03/06/2024	155985	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges 1/24-2/22	1,194.32
Check	03/12/2024	156018	Village of Bartlett	Acct# 62447 Bill# 843574 Water/Sewer Sen Ctr	255.71
Check	03/22/2024	156194	Com ed (8111)	Acct# 9275608111 Monthly Charges 2/1-3/3	4,982.82
Total 1104524 · Utilities					6,432.85
1104527 · Equipment					
Check	03/22/2024	156198	Leaf (379-002)	Inv# 16218771 LL Copier Lease	54.14
Check	03/22/2024	156203	Wells Fargo Financial Leasing Inc	Inv# 5028981946 Main Copier Lease	289.85
Total 1104527 · Equipment					343.99
1104528 · Office Supplies					
Check	03/19/2024	156045	Accurate Office Supply Co	Inv# 611505 Paper/Post Its	141.45
Check	03/19/2024	156045	Accurate Office Supply Co	Inv# 611717 Binder Tabs, Labels, Tape	386.98
Total 1104528 · Office Supplies					528.43
1104533 · Printing					
Check	03/05/2024	155878	COTG	Inv# IN5047755 Color Copier Charges	378.05
Check	03/12/2024	155993	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 925262 Copy Charges LL	16.20
Total 1104533 · Printing					394.25
1104535 · Travel					
Check	03/12/2024	156006	Megan Conway	Illinois Township Management Academy Mllege	79.06
Total 1104535 · Travel					79.06
Total 1104ADM · Administration					7,778.58
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	03/12/2024	155998	Get Fresh Produce, Inc	Congregate Food	1,243.95
Check	03/12/2024	155999	Gordon Food Service	Congregate Food	1,138.11
Check	03/19/2024	156052	Get Fresh Produce, Inc	Congregate Food	637.39
Check	03/19/2024	156054	Gordon Food Service	Congregate Food	1,192.96
Check	03/20/2024	156172	Get Fresh Produce, Inc	Congregate Food	418.45
Check	03/20/2024	156173	Gordon Food Service	Congregate Food	319.19

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Type	Date	Num	Name	Memo	Amount
Check	03/22/2024	156197	Get Fresh Produce, Inc	Congregate Food	195.50
Check	03/22/2024	156205	Gordon Food Service	Congregate Food	9,374.27
Total 1105551 · Congregate Food					14,519.82
1105553 · Congregate Supplies					
Check	03/12/2024	155998	Get Fresh Produce, Inc	Congregate Supplies	130.73
Check	03/12/2024	155999	Gordon Food Service	Congregate Supplies	111.04
Check	03/12/2024	156013	Pier Laundry	Inv# 2521 Dishtowels	7.00
Check	03/12/2024	156013	Pier Laundry	Inv# 2523 Cafe Supplies	34.60
Check	03/19/2024	156052	Get Fresh Produce, Inc	Congregate Supplies	26.70
Check	03/19/2024	156054	Gordon Food Service	Congregate Supplies	203.28
Check	03/20/2024	156172	Get Fresh Produce, Inc	Congregate Supplies	64.67
Check	03/20/2024	156173	Gordon Food Service	Congregate Supplies	91.09
Check	03/22/2024	156197	Get Fresh Produce, Inc	Congregate Supplies	15.02
Check	03/22/2024	156205	Gordon Food Service	Congregate Supplies	743.89
Total 1105553 · Congregate Supplies					1,428.02
1105558 · Home Delivered Meals Food					
Check	03/06/2024	155987	Pur Foods LLC dba Mom's Meals	Inv# MM02292024-HT Special Dietary Meals	2,826.95
Check	03/12/2024	155998	Get Fresh Produce, Inc	HDM Food	1,212.86
Check	03/12/2024	155999	Gordon Food Service	HDM Food	1,138.10
Check	03/19/2024	156052	Get Fresh Produce, Inc	HDM Food	637.41
Check	03/19/2024	156054	Gordon Food Service	HDM Food	1,192.95
Check	03/20/2024	156172	Get Fresh Produce, Inc	HDM Food	418.45
Check	03/20/2024	156173	Gordon Food Service	HDM Food	319.19
Check	03/22/2024	156197	Get Fresh Produce, Inc	HDM Food	195.50
Check	03/22/2024	156205	Gordon Food Service	HDM Food	9,482.71
Total 1105558 · Home Delivered Meals Food					17,424.12
1105560 · Home Delivered Meals Supplies					
Check	03/12/2024	155998	Get Fresh Produce, Inc	HDM Supplies	119.12
Check	03/12/2024	155999	Gordon Food Service	HDM Supplies	111.03
Check	03/12/2024	156013	Pier Laundry	Inv# 2521 Dishtowels	7.00
Check	03/12/2024	156013	Pier Laundry	Inv# 2523 HDM Supplies	34.60
Check	03/19/2024	156052	Get Fresh Produce, Inc	HDM Supplies	15.10
Check	03/19/2024	156054	Gordon Food Service	HDM Supplies	203.28
Check	03/20/2024	156172	Get Fresh Produce, Inc	HDM Supplies	64.68
Check	03/20/2024	156173	Gordon Food Service	HDM Supplies	166.47
Check	03/22/2024	156197	Get Fresh Produce, Inc	HDM Supplies	15.03
Check	03/22/2024	156205	Gordon Food Service	HDM Supplies	735.12
Total 1105560 · Home Delivered Meals Supplies					1,471.43
Total 1104NUT · Nutrition					34,843.39
1104PRO · Enrichment Programs					
1104515 · Programming					

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Type	Date	Num	Name	Memo	Amount
Check	03/05/2024	155883	James Murrell	Computers Made Easy Instruction March 2024	200.00
Check	03/12/2024	155996	Dundee Township Park District	Lunch and Dueling Pianos Performance (28)	560.00
Check	03/12/2024	156013	Pier Laundry	Inv# 2521 Tablecloths Cleaning	41.00
Check	03/12/2024	156022	Giuseppa Bartolomeo	Cooking Class Supplies 3/6/24	92.01
Check	03/19/2024	156045	Accurate Office Supply Co	Inv# 611505 Cases Of Water (6)	31.68
Check	03/19/2024	156053	Giuseppa Bartolomeo	Supplies For 15 Participants 3/13/24	77.09
Check	03/19/2024	156070	Tammy Cambra (v)	Supplies For 3 Programs - March 2024	48.83
Check	03/20/2024	156173	Gordon Food Service	Coffee Supplies	457.93
Check	03/22/2024	156186	Zalesny, Donna	Out Trip Volunteer Expense	54.38
Check	03/22/2024	156187	Linda Kay (2)	Mileage Reimbursement	15.08
Check	03/22/2024	156205	Gordon Food Service	Coffee Supplies	670.03
Total 1104515 · Programming					2,248.03
1104520 · Volunteer Services					
Check	03/06/2024	155992	Verify (XHTSSE)	Inv# 1581844 Background Checks Feb 24	126.00
Check	03/12/2024	155995	Dorthy Archer	Home Delivered Meals Mllege Reimbursement Feb	76.31
Check	03/12/2024	156001	James Lemonides	Home Delivered Meals Mileage Reimbursement Feb	33.90
Check	03/12/2024	156002	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement Feb	75.04
Check	03/12/2024	156004	Maureen Howard	Home Delivered Meals Mileage Reimbursement Feb	38.66
Check	03/12/2024	156011	Pat Zickler	Home Delivered Meals Mileage Reimbursement Jan-Mar	166.83
Check	03/12/2024	156012	Phil Roth	Home Delivered Meals Mileage Reimbursement Jan-Mar	57.62
Check	03/12/2024	156014	Priscila Dixon	Home Delivered Meals Mileage Reimbursement Feb	43.55
Check	03/12/2024	156020	Wayne Ruttenburg	Home Delivered Meals Mileage Reimbursement Feb	109.88
Check	03/12/2024	156021	Charles Valerio	Home Delivered Meals Mileage Reimbursement Feb	50.99
Check	03/19/2024	156047	Alan Lenoci	Home Delivered Meals Mileage Reimbursement Jan-Mar	131.99
Check	03/19/2024	156051	Debora Johnston	Home Delivered Meals Mileage Reimbursement Dec-Mar	87.78
Check	03/19/2024	156071	William Nagle	Home Delivered Meals Mileage Reimbursement Feb-Mar	41.54
Check	03/22/2024	156180	Robert Sorensen	Home Delivered Meals Mileage Reimbursement Jan-Mar	201.00
Check	03/22/2024	156181	Lori Knaub	Home Delivered Meals Mileage Reimbursement Oct- Mar	127.45
Total 1104520 · Volunteer Services					1,368.54
1104532 · Visual Arts					
Check	03/19/2024	156060	Mimi Krall	Art Class Supplies Reimbursement	56.75
Total 1104532 · Visual Arts					56.75
Total 1104PRO · Enrichment Programs					3,673.32
1104SOC · Social Services					
1104569 · Senior Home Care Program					
Check	03/12/2024	156021	Charles Valerio	Home Care Client Reimbursement Feb	131.19
Check	03/12/2024	156023	Joann Gante (v)	Mileage Reimbursement Feb-Mar	19.10
Total 1104569 · Senior Home Care Program					150.29
Total 1104SOC · Social Services					150.29
1104TRN · Transportation					
1104518 · Vehicle Maintenance					

Hanover Township Board Audit Report

March 5 - 25, 2024

Type	Date	Num	Name	Memo	Amount
Check	03/06/2024	155990	Valvoline	Inv #61597 Oil change and battery #147	297.46
Check	03/12/2024	156025	Preventative Maintenance Systems, Inc	Inv# 402415 139 ECM, 2 Tows	2,961.50
Check	03/20/2024	156174	Kammes Auto & Truck Repair, Inc.	Inv #143972 Parking break repair 147	396.14
Total 1104518 · Vehicle Maintenance					3,655.10
1104551 · Training					
Check	03/19/2024	156066	Rudolph Muzzarelli	Inv# 031824 RTAC Training On 3/18/24	675.00
Check	03/19/2024	156066	Rudolph Muzzarelli	Inv# 031124 RTAC Training On 3/11/24	675.00
Total 1104551 · Training					1,350.00
Total 1104TRN · Transportation					5,005.10
Total 1104 · Aging Services - Expenditures					51,450.68
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	03/06/2024	155989	Staples	Inv #3559404290 Electric tower heater	51.48
Check	03/12/2024	156017	Staples	Inv# 3559876643 Copy Paper/Markers	68.30
Check	03/12/2024	156017	Staples	Inv# 3559876641 Credit	-122.56
Check	03/12/2024	156017	Staples	Inv# 3560308390 12 Oz Hot 500ct	80.70
Total 2024202 · Office Supplies					77.92
2024204 · Equipment					
Check	03/06/2024	155988	Quench USA, Inc.	Inv #7086037 Water Machine Rental 3/4/24-4/3/24	48.75
Check	03/20/2024	156175	Leaf (618-010)	Inv# 16176425 March Astor Copier Lease	164.02
Total 2024204 · Equipment					212.77
2024507 · Professional Services					
Check	03/06/2024	155986	NJS Enterprises, Inc	Inv# 240445 VisualGA.net Software Service Contract 2024-2025	3,150.00
Check	03/06/2024	155991	Verify (XHANGA)	Inv# 1581870 Background Checks	72.00
Total 2024507 · Professional Services					3,222.00
2024510 · Miscellaneous					
Check	03/12/2024	156003	Kwik Print	Inv# 75323 IL Township Assoc. Of General Assit. Caseworkers Labels	116.50
Total 2024510 · Miscellaneous					116.50
Total 2024ADM · Administration					3,629.19
2024HOM · Home Relief					
2024119 · Emergency Assistance					
Check	03/19/2024	6501	Fifth Third Bank	Shelter Assistance	1,211.19
Check	03/19/2024	6502	Nitin Kashid	Shelter Assistance	2,000.00
Total 2024119 · Emergency Assistance					3,211.19

Hanover Township Board Audit Report

March 5 - 25, 2024

Type	Date	Num	Name	Memo	Amount
Total 2024HOM · Home Relief					3,211.19
202PAN · Pantry					
1014161 · Utilities					
Check	03/12/2024	156008	Nicor 65	Acct# 65-08-57-1000 5 (Meter 1) Monthly Charges 1/26-2/13	191.61
Check	03/12/2024	156009	Nicor 75	Acct# 75-08-57-1000 4 (Meter 2) Monthly Charges 1/12-2/13	201.28
Check	03/12/2024	156019	Village of Hanover Park	Acct 3940-001 Water/Sewer 2/26	17.46
Total 1014161 · Utilities					410.35
Total 202PAN · Pantry					410.35
Total 2024 · Human Services - Expenditures					7,250.73
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034705 · Dues, Subs & Publications					
Check	03/13/2024	156037	Continental Weather Svc	Inv# 195649 Weather Forecasting - March	150.00
Total 3034705 · Dues, Subs & Publications					150.00
3034711 · Utilities					
Check	03/19/2024	156050	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges/Supply Services 2/1-3/8	139.79
Check	03/22/2024	156193	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges 2/7-3/13	21.47
Check	03/22/2024	156200	Nicor 91	Acct# 91-98-58-5112 9 Monthly Charges 1/16-2/14	395.33
Total 3034711 · Utilities					556.59
Total 3034ADM · Administration					706.59
3034BLD · Buildings					
3034613 · Building Maintenance					
Check	03/22/2024	156202	Home Depot, The 7816	Access Panels/Scraper/	113.89
Total 3034613 · Building Maintenance					113.89
Total 3034BLD · Buildings					113.89
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	03/05/2024	155880	Menards - Hanover Park	Inv# 20444 Mailbox, Address Numbers - Snow Plow Damage	57.44
Check	03/19/2024	156061	Motorola Solutions Inc	Inv# 8241720240201 Monthly Communication Fee	88.00
Check	03/22/2024	156202	Home Depot, The 7816	Wire	202.38
Total 3034602 · Operating Supplies & Materials					347.82
3034606 · Engineering					
Check	03/19/2024	156042	Commercial Funding Inc.	Inv # 24-095 Road resurfacing project engineering - Feb	15,328.18
Total 3034606 · Engineering					15,328.18
3034616 · Salt					

Hanover Township Board Audit Report

March 5 - 25, 2024

Type	Date	Num	Name	Memo	Amount
Check	03/22/2024	156204	Cargill Inc	Inv# 2909337044 Road Salt	2,071.12
Check	03/22/2024	156204	Cargill Inc	Inv# 2909337106 Road Salt	1,931.96
Check	03/22/2024	156204	Cargill Inc	Inv# 2909337071 Road Salt	35,113.86
Check	03/22/2024	156204	Cargill Inc	Inv# 2909337105 Road Salt	27,085.45
Total 3034616 · Salt					66,202.39
Total 3034ROD · Road Maintenance					81,878.39
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	03/13/2024	156032	Alta Equipment Company	Inv #SS4/41436 Road chain saw Routine Maintenance	190.37
Check	03/13/2024	156032	Alta Equipment Company	Inv #SS4/41441 Road seat mower Routine Maintenance	1,917.04
Check	03/13/2024	156032	Alta Equipment Company	Inv #SS4/41435 Road chain saw Routine Maintenance	235.37
Check	03/13/2024	156032	Alta Equipment Company	Inv #SS4/41515 Road walk behind mower Routine Maintenance	1,948.86
Check	03/13/2024	156032	Alta Equipment Company	Inv #SS4/41487 Road seat mower Routine Maintenance	2,723.71
Check	03/20/2024	156168	Secretary of State	License Plate Replacement- Van #317	6.00
Check	03/20/2024	156168	Secretary of State	License Plate Replacement- Truck #501	9.00
Total 3034609 · Maintenance Vehicles & Equip					7,030.35
Total 303EQM · Equipment					7,030.35
Total 3034 · Road Maintenance - Expenditures					89,729.22
4045 · Comm/SR Citizens Svcs - Expense					
4045100 · Gift Shop					
Check	03/19/2024	156062	Naomi Walters-Lenoci	Refreshments For Gift Shop Volunteer Meeting (15)	41.70
Total 4045100 · Gift Shop					41.70
4045105 · Soda/Snack Vending					
Check	03/12/2024	156024	Megan Conway	Vending Machine Supplies	177.63
Total 4045105 · Soda/Snack Vending					177.63
Total 4045 · Comm/SR Citizens Svcs - Expense					219.33
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054537 · Community Relations					
Check	03/12/2024	156000	Hanover Township Foundation	Fiesta del Sol Donation Made 6/6/23 mistakenly dposited to MHB	250.00
Total 5054537 · Community Relations					250.00
Total 5054ADM · Administration					250.00
5054SVC · Service Contracts					
5054123 · Easter Seals					
Check	03/12/2024	156027	Easter Seals DuPage & Fox Valley Region	Family Support Services	5,367.75

Hanover Township Board Audit Report

March 5 - 25, 2024

Type	Date	Num	Name	Memo	Amount
			Total 5054123 · Easter Seals		5,367.75
			5054141 · Shelter Inc Healthy Families		
Check	03/12/2024	156016	Shelter, Inc	Youth Emergency Housing	2,250.00
			Total 5054141 · Shelter Inc Healthy Families		2,250.00
			5054162 · Tide Transportation		
Check	03/19/2024	156044	A#1 Cab Dispatch Inc	Inv# 2547654 Tide Transportation - February Invoices	2,419.00
			Total 5054162 · Tide Transportation		2,419.00
			5054180 · Capital Grant Fund		
Check	03/20/2024	156167	Clearbrook	Capital funds awarded to purchase equipment	3,089.00
			Total 5054180 · Capital Grant Fund		3,089.00
			5054204 · Easter Seals Family Support		
Check	03/12/2024	156027	Easter Seals DuPage & Fox Valley Region	Family Support Services	468.75
			Total 5054204 · Easter Seals Family Support		468.75
			5054205 · Mental Health Housing		
Check	03/12/2024	156030	UP Hanover Landing, LP	Inv# April2024 Hanover Landing Rent Subsidy - April 2024	5,263.00
			Total 5054205 · Mental Health Housing		5,263.00
			Total 5054SVC · Service Contracts		18,857.50
			Total 5054 · Mental Health - Expenditures		19,107.50
			7004 · Vehicle Replcmnt - Expenditures		
			7004408 · Vehicle Purchase		
Check	03/15/2024	156040	Illinois Secretary of State	ES Vehilce License Plate	173.00
Check	03/19/2024	156046	Air One Equipment, Inc.	Inv# 204319 New Vehicle 9125 Hydraulic Tools	2,779.30
Check	03/19/2024	156064	Rush Truck Centers	Inv# 3035713032 Paint Hood/Doors 9125	1,638.75
			Total 7004408 · Vehicle Purchase		4,591.05
			7004540 · Bus Purchase		
Check	03/12/2024	156010	Pace	Inv# 632709 Bus Lease	100.00
Check	03/12/2024	156010	Pace	Inv# 632762 Bus Lease	100.00
Check	03/12/2024	156010	Pace	Inv# 632770 Bus Lease	100.00
			Total 7004540 · Bus Purchase		300.00
			Total 7004 · Vehicle Replcmnt - Expenditures		4,891.05
			8084 · Capital Projects - Expenditures		
			8084414 · Emergency Services Station		
Check	03/12/2024	155997	FGM Architects	January Progress payment- Emergency Services project	1,620.00

Hanover Township Board Audit Report

March 5 - 25, 2024

Type	Date	Num	Name	Memo	Amount
Total 8084414 · Emergency Services Station					1,620.00
8084425 · Building & Perm Improvements					
Check	03/05/2024	155880	Menards - Hanover Park	Inv# 20567 Stormwater Drainage Fitting - EMA Station	3.26
Check	03/05/2024	155880	Menards - Hanover Park	Inv# 20510 Stormwater Drainage Pipe, Fittings, Tape - EMA Station	172.00
Check	03/12/2024	156026	A&D Home Improvement	Inv# 107196 50% Main House Roof Replacement Expansion Property	14,900.00
Check	03/12/2024	156028	Hot Top Restoration	Inv Date 3/6/24 1st 1/2 Payment - WIndow Replacement Expansion Prope...	14,500.00
Check	03/12/2024	156029	Midwest Mechanical	Inv# 112152244 Boiler & Pump Repairs Senior Center	16,730.69
Check	03/19/2024	156069	S.J. Carlson Fire Protection, Inc.	Inv# 44439-1 Final Retention/House Sprinkler System	3,724.20
Check	03/22/2024	156202	Home Depot, The 7816	Town Office Renovation Supplies	490.01
Total 8084425 · Building & Perm Improvements					50,520.16
Total 8084 · Capital Projects - Expenditures					52,140.16
TOTAL					312,289.01



- I. Call to Order: Clerk Dolan Baumer called the Board meeting to order at 7:00 p.m.

Clerk Dolan Baumer called the roll; present were Trustees Beattie, Essick and Martinez. Absent were Supervisor McGuire and Trustee Noyola.

Others present were Facilities and Road Maintenance Director Caleb Hanson, Aging Services Director Megan Conway, Human Services Director Mary Jo Imperato, Community Health Director Kristen Smith, Community Affairs Director Tom Kuttentberg, Youth and Family Services Director Tina Houdek, Deputy Administrator Kristin Vana, Assistant to the Administrator Hailey Matich, Administrator James Barr, Emergency Services Director Mike Crews, Mental Health Board Manager Amanda Teachout, Management Intern Muhammed Yahya, and Attorney Mark Kimzey.

Clerk Dolan Baumer reported that Supervisor McGuire will not be in attendance at this evening's Board meeting and asked for a motion to appoint a Chairman Pro Tem to preside over the meeting. Trustee Martinez moved that the Board appoint Trustee Essick as Chairman Pro Tem to preside over the meeting; motion seconded by Trustee Beattie. There being no discussion on the motion, Clerk Dolan Baumer called the roll: Ayes: Trustees Essick, Martinez and Beattie. Nays: none. Motion carried.
- II. Trustee Essick invited everyone to stand and join him in the Pledge of Allegiance.
- III. Town Hall: Trustee Essick asked if there was anyone in the audience who had comments to make or questions to ask of the Board; there were no responses. Trustee Essick closed the Town Hall.
- IV. Reports:
 - A. Supervisor's Report: Supervisor McGuire was absent.
 - B. Clerk's Report: Clerk Dolan Baumer that the T.O.I. Scholarship applications will be reviewed this month.
 - C. Assessor's Report: Assessor Moinuddin reported that a seminar would be held on March 12 in the Senior Center.
 - D. Trustee Liaison Committee Reports: No Trustee brought a report forward.
 - E. Department Reports: Reports were submitted to the Board for review during the February 20 meeting. Highlights since then include Director Conway reporting that implementation of the Care Management software is ongoing with a go live date of April 1. Nutrition services reports that meals served numbers are going up month over month over last year. Home delivered meals is seeking additional volunteers. Three department positions are still unfilled; search is ongoing. Director Kuttentberg reported that SB2704 (synopsis as introduced: "Amends the Illinois Income Tax Act. In provisions concerning the volunteer emergency worker credit, provides that "volunteer emergency worker" also includes a person who is a volunteer member of a county or municipal emergency services and disaster agency pursuant to the Illinois Emergency Management Agency Act. Makes conforming changes concerning notifications to the Illinois Emergency Management Agency. Effective immediately." With a Senate Committee amendment: "Replaces everything after the enacting clause. Reinserts the provisions of the introduced bill. Provides that, if a taxpayer is a volunteer member of a county or municipal emergency services and disaster agency, then the taxpayer must serve as a volunteer emergency worker for at least 100 hours during the taxable year. Makes corresponding changes in provisions concerning reports by the Illinois Emergency Management Agency and Office of Homeland Security. Effective immediately." The third reading would be March 20. The Director met with Representative Krishnamoorthi regarding the Rohrssen Road project. Director Smith reported that March is colon cancer awareness month. Activities are planned to draw attention to awareness. She and Nurse Kramer are teaching elementary students puberty education in select

Minutes of a Meeting of the Hanover Township Board

Tuesday, March 5, 2024

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U-46 schools. The department welcomed an undergrad from UIC who is studying community health nursing. This month, the department will be at The Oaks to gather health histories and assessments of residents there. Director Crews reported that he would attend FEMA sponsored classes on large scale incident management. This month, the unit assisted with emergencies in St. Charles, South Elgin, and Elgin. Severe weather watch was a major activity by the unit this past week. The Illinois State Police will be offering traffic management classes this month and they will participate in them. Vertex made roof repairs (to maintain the warranty) on the new Emergency Services building. The well hydrant and sillcock will be installed next week. He has met with Berna to discuss renovations on the main house, town hall ADA modifications, the Senior Center freezer, and the aviary space. 61 employers have signed up to be represented at the upcoming job to date, reported Director Imperato. Participation by veterans at veteran events is increasing. The spring veterans dinner is scheduled for April 2. The Veteran wellness even will be held on March 15 at the Community Center. The Mental Health Board met on February 27 and awarded several grants, including the funding of the Hanover Landing Disability Services Coordinator for another year. Director Houdek reported that Open Gym would be open for spring break on March 25. Celebration of Leadership applications would be available March 21. Hoppin' for Hanover would be held on April 16. Student Government Day would be held on April 24. Deputy Vana reported that there has been another change in personnel at the DCO agency. The required documents are still be collated for submission and reimbursement of funds. Administrator Barr reminded the Board that the next Board meeting would be held on March 26, then April 9 at 7:30 p.m. following the Annual Town Meeting at 7 p.m., and then the following meeting would be held on April 23.

- V. Bill Paying: Mr. Barr presented the bills for payment from February 20, 2024 through March 4, 2024 as follows:

a.	Town	\$102,084.23
b.	Senior Services	31,655.33
c.	General Assistance	8,120.02
d.	Road Maintenance	3,651.62
e.	Mental Health Board	29,583.81
f.	Vehicle	1,1909.00
f.	Capital	<u>1,692.98</u>
	Total	<u>\$177,977.99</u>

A motion was made by Trustee Beattie and seconded by Trustee Martinez, to approve payment of the bills as presented from February 20, 2024 through March 4, 2024. Roll call: Ayes: Trustees Beattie, Martinez and Essick,. Motion carried. Nays: none. Motion carried and the bills will be paid.

- VI. Unfinished Business: No other business was discussed.

- VII. New Business:

- A. Board Meeting Minutes of February 20, 2024: Clerk Dolan Baumer presented the Board meeting minutes of February 20, 2024 for review and approval. Trustee Beattie moved to approve the Board meeting minutes of February 20, 2024 as presented; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- B. Resolution to Approval a Contract for Services for the Provision of a Bilingual Therapist: Trustee Martinez moved to approve resolution #030524 a contract for services for the provision of a bilingual therapist between Hanover Township and the Hanover Township Mental Health Board. Motion seconded by Trustee Beattie. Mr. Barr noted that this and the following are annual service contracts between Hanover Township and the Hanover Township Mental Health Board. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- C. Resolution to Approval a Contract for Services for the Provision of Psychiatric Back-up Services: Trustee Beattie moved to approve resolution #0305241 a contract for services for the

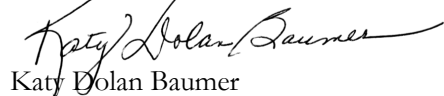
provision of psychiatric back-up services between Hanover Township and the Hanover Township Mental Health Board. Motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.

- D. Resolution to Approval a Contract for Services for the Provision of the Alternative to Suspension Program: Trustee Martinez moved to approve resolution #0305242 a contract for services for the provision of the Alternative to Suspension Program between Hanover Township and the Hanover Township Mental Health Board. Motion seconded by Trustee Beattie. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- E. Resolution to Approval a Contract for Services for Senior Citizen Mental Health (C-HOPE): Trustee Beattie moved to approve resolution #0305243 a contract for services for Senior Citizen Mental Health between Hanover Township and the Hanover Township Mental Health Board. Motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- F. Resolution to Approve a Contract for Services for the Home Delivered Meals Program: Trustee Martinez moved to approve resolution #0305244 a contract for services for the Home Delivered Meals program between Hanover Township and the Hanover Township Mental Health Board. Motion seconded by Trustee Beattie. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- G. Resolution to Approval a Contract for Services for the Senior In-Home Care Program: Trustee Beattie moved to approve resolution #0305245 a contract for services for the Senior In-Home Care program between Hanover Township and the Hanover Township Mental Health Board. Motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- H. Resolution to Approval a Contract for Services for the Provision of Substance Abuse Prevention Services: Trustee Martinez moved to approve resolution #0305246 a contract for services for the provision of Substance Abuse Prevention Services between Hanover Township and the Hanover Township Mental Health Board. Motion seconded by Trustee Beattie. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- I. Resolution to Approve an Extension of the Hanover Township Strategic Action Plan through Fiscal Year 2025: Trustee Beattie moved that the Board approve resolution #0305247 approving of an extension of the Hanover Township Strategic Action Plan through FY25. The motion was seconded by Trustee Martinez. Administrator Barr reminded the Board members that this extension of the five-year strategic plan was discussed during the last meeting and the consensus was to extend it for the fifth year. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- J. Resolution to Approve an Agreement with Northern Illinois University's Center for Governmental Studies for Strategic Planning Services: Trustee Martinez moved that the Board approve resolution #0305248 approving of an agreement with NIU's Center for Governmental Studies for strategic planning services. Trustee Beattie seconded the motion. Mr. Barr explained that this agreement with NIU allows the Township to engage and adopt a new strategic plan by the end of the year. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- K. Resolution to Approve a Building Lease Between Hanover Township and the Bartlett Volunteer Fire Association: Trustee Beattie moved that the Board approve resolution #0305249 approving of a building lease agreement between Hanover Township and the Bartlett Volunteer Fire Association; Trustee Martinez seconded the motion. This resolution follows prior discussions the Board has had to extend the lease on the Bartlett Volunteer Fire Barn facility and create a new lease at half the previous 10-year rate. The barn will be used for storage of off-season

equipment for both FARM and Emergency Services. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.

- L. Resolution to Adopt a Policy Providing for Additional Services Under the Hanover Township General Assistance Program: Trustee Martinez moved that the Board approve resolution #03052410 to adopt a policy providing for additional services under the Hanover Township General Assistance program; Trustee Beattie seconded the motion. Administrator Barr explained that this resolution is in recognition of the new state law allowing townships to use General Assistance funds for other assistance as described in the Township Code, including community health and other activities. Our legal team has reviewed the resolution and found it appropriate and clearly written for passage today. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- M. Approval of the 2024 Annual Town Meeting Agenda: Clerk Dolan Baumer presented a draft of the 2024 Annual Town Meeting agenda for review and approval; Trustee Beattie moved that the 2024 Annual Town Meeting Agenda be approved as presented; Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- N. Appointments to the Senior Citizen Services Committee: Trustee Martinez moved that the Board concur with the Supervisor's appointments of Mr. Larry Bretz, Ms Lynn Nelles, and Ms Naomi Walters-Lenoci to the Senior Citizens Services Committee. Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried.
- IX. Executive Session: No motion to go into Executive Session was made.
- X. Other Business: Mr. Barr reported that currently four vacancies exist in Aging Services.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:35 p.m. was made by Trustee Martinez and seconded by Trustee Beattie, followed by a roll call vote. Ayes: Trustees Beattie, Martinez and Essick. Nays: none. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer
Clerk

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

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE THE HANOVER TOWNSHIP PAID LEAVE
FOR ALL WORKERS ACT POLICY**

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

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

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

WHEREAS, the Board has reviewed the Personnel Policy and deems it necessary and appropriate to amend the Personnel Policy to implement the provisions of the Paid Leave for All Workers Act (the “Act”), 820 ILCS 192/1 *et seq.*, and set forth the rules and procedures related to employees’ use of paid time off provided for under the Act; and

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

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

SECTION TWO: ADOPTION. The Hanover Township Paid Leave for All Workers Act Policy, as provided in the amendments to the Personnel Policy set forth herein, is hereby adopted and approved.

SECTION THREE: DIRECTION TO STAFF. The Township Administrator, or his designee, is directed to delete the stricken text (indicated textually in the same manner as the following example: “~~stricken text~~”) from, and to add the underlined text (indicated textually in the same manner as the following example: “underlined text”) to, the Personnel Policy, as follows:

A. Article XI, Section H, Subsection 3 of the Personnel Policy is stricken in its entirety, and the following is replaced therefor:

3.) Paid Leave for All Workers

- a. All employees are eligible for paid leave under this provision.
- b. Employees may take paid leave for any reason and will not be required to provide the Township with a reason for taking paid leave.
- c. An employee may choose whether to use paid leave provided under this provision prior to using any other paid time off provided by the Township.
- d. When an employee takes paid leave, the employee will not be required to look for or find a replacement worker to cover the hours during which the employee takes paid leave.
- e. Beginning January 1, 2024, all current hourly employees will begin accruing paid leave. Hourly employees hired after January 1, 2024, will begin accruing paid leave on their first day of employment.
 - i. Hourly employees will accrue paid leave at a rate of one (1) hour of paid leave for every forty (40) hours worked.
 - ii. Hourly employees can accrue up to forty (40) hours of paid leave every calendar year.
 - iii. Any unused and accrued paid leave at the end of the calendar year will carry over to the next calendar year.
- f. Beginning January 1, 2024, all current salaried employees will receive forty (40) hours of accrued paid leave. Salaried employees hired after January 1, 2024, will receive a pro rata number of hours of paid leave on their first day of employment up

to forty (40) hours of accrued paid leave based on the first day of employment.

- i. Salaried employees will receive 40 hours of accrued paid leave every year on January 1.
 - ii. Salaried employees must use their accrued paid leave prior to the expiration of the calendar year or forfeit the paid leave.
- g. Employees can use a maximum of forty (40) hours of accrued paid leave every calendar year.
 - i. Paid leave can only be taken on days an employee is scheduled to work.
 - ii. Hourly employees can take paid leave in two-hour increments sufficient to cover the employees' scheduled work hours missed.
 - iii. Salaried employees can take paid leave in two-hour increments up to a maximum of eight (8) hours of paid leave per workday.
- h. Employees hired on or before January 1, 2024, will be able to use accrued paid leave beginning March 31, 2024. Employees hired after January 1, 2024, can begin using accrued paid time after 90 days of service.
- i. Employees will be paid their regular rate of pay for any paid leave used.
- j. Paid leave under this policy must be approved and scheduled by the Department Head. Requests for paid leave may be verbal or in writing, which may include text messages or other electronic communications. Such requests must be made far enough in advance to ensure that the employee's absence does not disrupt the Township's operations and, in no event, less than seven (7) days prior to the employee's absence; provided, however, that when the need for paid leave is unforeseeable, the employee must notify the Department Head as soon as practicable.
- k. Upon separation of employment, accrued and unused paid leave is not paid out. Separated employees who return to the Township within twelve (12) months will have their previously accrued paid leave balance restored.
- l. The Township will maintain health insurance coverage during any period an employee uses paid leave.

- m. This policy supersedes the “Personal Days” policy, rendering the “Personal Days” policy no longer applicable.
- n. This Paid Leave for All Workers provision is intended to align with the requirements stipulated in the Illinois Paid Leave for All Workers Act (820 ILCS 192/).
- o. For more information on the Paid Leave for All Workers Act or to file a complaint, contact the Illinois Department of Labor at:

524 South 2nd St, Suite 400
Springfield, IL 62701
Springfield 217-782-6206

160 N. LaSalle, St, Suite C-1300
Chicago, IL 60601
Chicago 312-793-2800

Marion 618-993-7090

- B. With respect to Article XI, Section I, Subsection 4d.2. of the Personnel

Policy:

- 2. With written permission from their Department Head, employees are allowed compensated time-off for professional development activities and/or licensing examinations. Any time taken in excess of the allowed time shall be paid as available vacation or personal paid leave for all workers time. Where no vacation or personal paid leave for all workers time is available, the time will be unpaid.

- C. With respect to Article XI, Section I, Subsection 4e.3. of the Personnel

Policy:

- 3. If a required class is available only during regularly scheduled work hours, the employee may submit a written request to his or her immediate supervisor and the Department Head explaining the circumstances. Recommendation from the immediate supervisor is required. Prior approval of the Township Administrator is needed before registering for or attending such a class for which the employee intends to receive reimbursement. If approved, the employee can make up unpaid time away from work during the same workweek or use available paid vacation or personal paid leave for all workers time. Where no vacation or personal paid leave for all workers time is available, the time will be unpaid.

D. With respect to Article IX, Section D, Subsection 5 of the Personnel Policy:

- 5.) During partial closures, employees that report to work may be compensated ~~personal~~ paid leave for all workers days to be determined by the Township Administrator.

E. With respect to Article IX, Section J, Subsection 2 of the Personnel Policy:

- 2.) The Township Board retains the discretionary authority to grant special leaves to full-time employees. The employee must exhaust all accrued paid leave (vacation, sick and ~~personal~~ paid leave for all workers) before being granted unpaid leave. The granting of special leaves, and the length of the leave, will be determined by the Township Board or Appointing Authority upon the recommendation of the Township Administrator.

F. With respect to Article IX, Section K, Subsection 4 of the Personnel Policy:

- 4.) After the 30 days of paid maternity/parental leave has concluded, subsequent leave shall be covered under appropriate policies, including, but not limited to, leave under the Family Medical Leave Act (FMLA). The balance of FMLA leave beyond the 30 days of paid maternity/parental leave for eligible employees shall be in accordance with Article IX of the Personnel Policy. Maternity/parental leave is considered time used against the maximum twelve weeks of Family Medical Leave and runs concurrently with FMLA or any other leaves for which the employee is eligible. Any employee taking FMLA leave may substitute and use any remaining paid leave benefits which are available or become available during the FMLA leave. This includes vacation, ~~personal~~ paid leave for all workers, floating holiday and sick days.

G. With respect to Article X, Section F, Subsection 1 of the Personnel Policy:

- 1.) Any employee taking FMLA leave is required to substitute and use any remaining paid leave benefits which are available or become available during the FMLA leave. This includes vacation, ~~personal~~ paid leave for all workers, floating holiday and sick days.

H. With respect to Article XI, Section H, Subsection 2e. of the Personnel Policy:

- e. If sick leave has been exhausted, ~~personal~~ paid leave for all workers time and vacation time must be used, unless otherwise prohibited by law.

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 26, 2024

APPROVED: March 26, 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 26, 2024, and approved on March 26, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

RESOLUTION NO. _____

**A RESOLUTION
TO AUTHORIZE JOINT PARTICIPATION AGREEMENTS
WITH THE STATE OF ILLINOIS**

WHEREAS, the Governmental Joint Purchasing Act (the “Act”), 30 ILCS 525/0.01, *et seq.*, authorizes Hanover Township (the “Township”) to purchase personal property, supplies, and services jointly with other governmental units through competitive solicitation; and

WHEREAS, the Act explicitly supersedes the provisions of any other acts which regulate the purchasing procedures of the Township, including, but not limited to, the competitive bidding requirements set forth in the Township Code (the “Code”), 60 ILCS 1/85-30; and

WHEREAS, the Supervisor and Board of Trustees of the Township find it to be in the best interests of the Township to authorize the execution of joint purchasing agreements with the State of Illinois to conserve and leverage resources and realize savings to the Township; and

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

SECTION ONE: AUTHORIZATION.

(A) The Township Supervisor and the Township Clerk are hereby authorized to sign and attest, respectively, contracts which comply with the Act, including, but not limited to joint purchasing and joint participation agreements, with the State of Illinois on behalf of the Township and any of its agencies or departments, and the Township Supervisor is hereby authorized to execute any documents and undertake any actions which may, in his judgment, be desirable or necessary to effect the execution of such contracts or the transactions contemplated therein.

(B) The Township Clerk is hereby authorized and directed to complete and attest the Certificate of Authority by Vote, a copy of which is appended hereto and expressly incorporated herein by reference, on behalf of the Township to reflect the authority granted herein and return

the same to the Township Administrator, or his designee, for submission to the Illinois Department of Central Management Services on or before April 6, 2024.

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 Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 26, 2024

APPROVED: March 26, 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 _____, enacted on May 2, 2023, and approved on May 2, 2023, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk