



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

August 20, 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. Presentations
 - A. Veterans Honor Roll - SDSN Alberto V. Simbulan
 - B. Recognition of Chief Thomas Roman
 - C. Kiwanis Club of Streamwood
- 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. Rescheduled Meeting Minutes of July 23, 2024
 - B. Resolution to Approve the Proposals from Bluestem Ecological Services, Inc. for an Emergency Purchase of Native Stewardship and Restoration Services
 - C. Resolution to Approve a Professional Services Agreement with Thomas Engineering Group
 - D. OSLAD Grant Program Resolution of Authorization
 - E. Removal of a Member of the Committee on Youth
 - F. Consideration of Age Options Funded Services Staffing
 - G. Update on Izaak Walton Youth Center Utilization
- IX. Executive Session
- X. Other Business
- XI. Adjournment

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



HANOVER TOWNSHIP

VETERANS HONOR ROLL

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

NAME: ALBERTO V. SIMBULAN

ADDRESS: 21 WILDFLOWER WAY

CITY/ZIP CODE: STREAMWOOD IL. 60107

PHONE #: H-630-497-0695 - CELL 630 935-8482

DATE OF BIRTH: 2-15-47

BRANCH OF SERVICE: U.S. NAVY

HIGHEST RANK ATTAINED: E-3

YEARS OF SERVICE: FROM 1969 **TO** 1974

MEDALS AWARDED OR OTHER CITATIONS:

NATIONAL DEFENSE SERVICE MEDAL, ARMED
FORCES EXPEDITIONARY MEDAL, VIETNAM SERV. MEDAL
INJURIES: VIETNAM CAMPAIGN MEDAL, COMBAT ACTION,
"100% DIS-ABLE"

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

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

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

Thank you,

Brian P. McGuire

Supervisor

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for July 2024

SERVICE PROVIDED	JULY 2024	JULY 2023	FYTD 2025	FYTD 2024
<i>Passports</i>	349	374	1,403	1,453
Photo Fees	\$4,100	\$3,680	\$15,540	\$15,140
Fee deposits	\$12,566	\$13,450	\$50,224	\$54,890
<i>Fishing/Hunting licenses</i>	4	7	24	35
<i>Handicap Placards</i>	13	11	76	58
<i>Vehicle Sticker Renewals</i>	63	36	223	129
<i>Human Resources Requests</i>	124	119	498	525
<i>New Employee Orientations</i>	4	4	16	22
<i>Technology work orders</i>	50	51	255	266
<i>Resident Contacts</i>	2,058	1,631	7,228	8,290
<i>Percent of Budget Expended (100% of year)</i>	7.2%	5.6%	24%	25.7%
<i>Hanover Landing Client Contacts (Duplicated)</i>	115	N/A*	439	N/A*

* Reporting began April 1, 2024

Department Highlights

- Disability Services Coordinator Bartels met with 33 of 39 tenants at Hanover Landing in the month of July. Weekly gatherings such as Coffee with a Case Manager and Game Days continue to provide tenant engagement opportunities regularly.
- Disability Services Coordinator Bartels partnered with the Northern Illinois Food Bank for a 3-class series with cooking demonstrations on healthy eating. The final piece of this series is a trip to a local grocery store to tour and review healthy grocery shopping on a budget. Aging Services will provide bus transportation to tenants that would like to attend the grocery store tour in August.
- Township Administrator Barr and Deputy Township Administrator Vana attended the Spalding School Heritage Marker Dedication on July 2.
- Township Administrator Barr, Deputy Township Administrator Vana, and Director Hanson continued to meet with Hitchcock Design Group to review the upcoming Open Space Land and Acquisition Development (OSLAD) grant application needs for the Tiknis Campus expansion project. Staff also coordinated with Hitchcock Design Group to host a public meeting on July 23 to share project plans with the community.
- Township Administrator Barr, Deputy Township Administrator Vana, and Mental Health Board Manager Teachout participated in orientation for two new Mental Health Board members whose terms began June 1.
- Deputy Township Administrator Vana, Director Crews, and Director Imperato met with the Hanover Park and Bartlett Fire Chiefs to review Human Services' Residential Fire Response Program.
- Township Administrator Barr and Deputy Township Administrator Vana met with Disability Services Coordinator Bartels at Hanover Landing on July 30 to tour the facility and review services and programs currently offered to tenants.
- Human Resources Manager Callahan completed four new hire orientations: Juna Talbot (Aging Services), Juliana Moreno, Maurissa Murakami, and Rosa Hernandez (Youth and Family Services).
- Human Resources Manager Callahan participated in first round interviews for the Nutrition Assistant, Bilingual Therapist, Youth and Family Services Receptionist, and Youth Program Assistant/Driver positions.

Hanover Township Mission Statement:

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

DEPARTMENT OF AGING SERVICES



Report for July 2024

SERVICE PROVIDED	JULY 2024	JULY 2023	FYTD 2025	FYTD 2024
<i>Programming Division</i>				
Planned programs	256	248	984	1,000
Participants	1,804	1,597	7,431	6,539
Participants (unduplicated)	485	558	1,111	1,020
Wait listed (duplicated)*	85	0	401	104
New volunteers	3	2	11	8
Total volunteers (unduplicated)	148	138	195	174
Volunteer hours reported	2,145	1,848	8,290	7,249
<i>Nutrition Division</i>				
Meals served	1,957	2,239	9,484	7,928
Meals delivered by volunteers	3,284	3,004	13,055	11,390
Clients served (unduplicated)	630	707	1,176	1,118
<i>Social Services Division</i>				
Clients served (unduplicated)	128	127	493	464
Clients served (duplicated)	188	163	1,002	837
Energy Assistance	10	6	49	81
Prescription drugs & health insurance assistance	62	88	456	391
Social Service programs	10	10	41	42
Social Service program participants	106	134	477	479
Lending Closet transactions	114	165	535	555
Home Services direct care hours	53	14	127	165
<i>Transportation Division</i>				
One way rides given	1,327	1,160	4,543	4,449
Clients served (unduplicated)	176	175	289	321
New riders	65	36	289	321
Unmet requests for rides	55	28	191	121

*Prior year report lists unduplicated wait list participants.

Department Highlights

- Bus Driver Renee Stein provided shuttle service for 92 people on July 5 and 6 for the Bartlett 4th Fest.
- A weekly program for Martial Arts and Self-Defense launched July 11 with great interest.
- Nutrition Assistant Sherry Messler resigned from her position effective July 19.
- The Senior Center hosted an on-site Fiesta Summer Party with 64 participants enjoying Mexican food and a Latin dance performer on July 25.
- C-HOPE Therapist Abbey, presented to 25 attendees at the monthly Women's Empowerment Group held in partnership with the American Association of Retired Asians (AARA) on "Mental Health Impact on Women" on July 26.
- Programming staff and volunteers created a festive float for the Village of Streamwood Summer Celebration's *Under the Paris Stars*-themed Parade which won Best Themed Float on July 27.
- The Illinois Department of Public Health conducted an on-site survey of Home Services on July 29.
- Elgin Community College Student Intern Diana Perez concluded with Social Services on July 31.

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

OFFICE OF THE ASSESSOR



Report for July 2024

SERVICE PROVIDED	JULY 2024	JULY 2023	FYTD 2025	FYTD 2024
<i>Administration</i>				
Office visits	412	195	972	1,518
Building permits processed	588	401	3,013	878
Change of Name	15	6	28	44
Property tax appeals	0	0	0	173
Certificates of Error	289	22	461	319
Property location updates	0	0	1	0
Sales Recording	0	435	0	435
New owner mailing	0	208	0	208
<i>Exemptions</i>				
Homeowner exemptions	0	18	85	221
Senior homeowner exemptions	0	18	66	188
Senior Freeze exemptions	0	48	257	796
Disabled Veteran exemptions	0	4	45	56
Disabled person exemptions	0	4	7	50
Miscellaneous exemptions	0	0	2	11

Department Highlights

- The total number of email addresses on the Assessor's Office contact list is now 2,672 after 66 new contacts were added in July.
- Chief Deputy Assessor Silverstein attended the Cook County Assessor's Office Train the Trainer Meeting regarding Tax Year 2023 Certificates of Error on July 1.
- Chief Deputy Assessor Silverstein attended the Spaulding Schoolhouse Heritage Marker Dedication Event on July 2.
- Chief Deputy Assessor Silverstein met with the Department of Human Services to discuss Veterans with Disabilities Exemptions.
- Chief Deputy Assessor Silverstein met with Assistant to the Administrator Matich and Human Resources Manager Callahan in preparation for Town Hall's new extended hours schedule on July 30.
- The final deadline to file Certificates of Error for Tax Year 2018 is August 1.

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 July 2024

SERVICE PROVIDED	JULY 2024	JULY 2023	FYTD 2025	FYTD 2024
<i>Website Visits (total)</i>	8,748	5,541	26,399	22,650
<i>Website Visits (unique)</i>	8,350	5,225	23,157	26,551
<i>Facebook Followers (new and total FYTD)</i>	44	53	6,188	5,587
<i>Facebook Reach</i>	27,142	17,651	90,142	95,150
<i>X (Twitter) Followers (new and total FYTD)</i>	15	3	1,431	1,415
<i>X (Twitter) Impressions (new and total FYTD)</i>	N/A*	5,456	5,812	22,045
<i>YouTube Views</i>	260	189	795	1,071
<i>Media Releases</i>	5	6	21	21

*(Twitter is no longer offering analytics to non-premium accounts)

Department Highlights

- The Office of Community Affairs (OCA) coordinated the Township's Spaulding Schoolhouse Heritage Marker Dedication on July 2. Speakers included resident Norm Nissen, Pam Rohleder from the Village of Bartlett, State Representative Maura Hirschauer, Cook County Commissioner Kevin Morrison, and Supervisor McGuire.
- Director Kuttenberg virtually attended the July 10 quarterly meeting of the Metropolitan Township Association (MTA) and presented the legislative report to members.
- Director Kuttenberg chaired the July 11 bimonthly meeting of the Township Communicators of Illinois at the Township of Schaumburg. Staff from Schaumburg presented on social media videos, Reels and engagement strategies.
- Director Kuttenberg and Communications Coordinator Celeste Smith met virtually with staff from the Village of Villa Park on July 15 to discuss their usage of Audio Eye, a website accessibility software. Hanover Township staff received a demonstration of the product in June.
- Director Kuttenberg virtually attended the monthly Membership Committee meeting of the Government Social Media Organization on July 23.
- Director Kuttenberg virtually served on a panel with other Township communications staff on July 24 for an MTA training on Next Level Communications and Outreach.
- Director Kuttenberg and Emergency Services Director Crews coordinated a tour of the Emergency Services station on July 24 with Representative Hirschauer and Village of Schaumburg Trustee Jamie Clar with Supervisor McGuire and Township Administrator Barr.
- Communications Coordinator Smith attended the July 24 meeting of the Elgin Hispanic Network.
- Director Kuttenberg and Communications Coordinator Smith virtually attended a training on Artificial Intelligence and Social Media on July 25 hosted by Government Social Media, LLC.
- Director Kuttenberg met with staff from the Three Fires Scouting Council on July 31 to discuss partnership and outreach strategies.

Hanover Township Mission Statement:

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

OFFICE OF COMMUNITY HEALTH



Report for July 2024

SERVICE PROVIDED	JULY 2024	JULY 2023	FYTD 2025	FYTD 2024
<i>Appointments</i>				
ProTimes	6	7	18	27
TB skin test	9	1	23	9
Cholesterol	4	2	49	16
Pharmaceutical Assistance Programs	0	0	0	0
Miscellaneous labs	13	4	69	24
Wellness Screening (BP, diabetes, anemia)	42	29	203	129
Other	104	71	360	230
<i>Clinic Clients</i>				
Senior Center/ home visits	156	90	580	327
Astor Avenue	10	15	42	45
Offsite clinics	12	10	60	59
Total clients (unduplicated)	64	39	336	192
<i>Public Education & Health Promotion</i>				
Media coverage	0	1	2	2
Informational seminars/Program	4	5	23	18
Program Participants	231	192	875	567
<i>Primary Care Provider Support</i>	0	0	7	4

Department Highlights

- Director Smith and Community Health Nurse Kramer provided 30 home visits for residents in the month of July.
- The Office of Community Health provided laboratory services for 8 residents at The Oaks lab clinic in the month of July.
- Community Health Nurse Kramer provided a weekly balance exercise class for residents that focused on fall prevention and stretching.
- The Office of Community Health hosted the National Kidney Foundation and assisted with providing free kidney health screenings for 58 residents on July 10.
- Director Smith and Community Health Nurse Kramer attended the quarterly Northwest Municipal Nurses Meeting at the Village of Mount Prospect on July 23.
- Community Health Nurse Kramer provided free preventive health screenings for 7 residents at the Poplar Creek Library on July 24.
- Director Smith attended the Streamwood Summer Celebration on July 26 and provided attendees with information and resources on Township programs and services.
- Director Smith and Community Health Nurse Kramer attended the Alexian Municipal Forum at Alexian Brothers Behavioral Health Hospital on July 30 and learned about behavioral health services for residents in the community.

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 July 2024

SERVICE PROVIDED	JULY 2024	JULY 2023	FYTD 2025	FYTD 2024
<i>Hours</i>				
Volunteer Detail Hours	1,307	732	3,292	1,639
Volunteer Work Hours	1,605	409	6,130	1,416
Volunteer Training Hours	168	93	1,052	395
<i>Total Volunteer Hours</i>	3,080	1,234	10,474	2,216
<i>Details</i>				
Emergency Call Outs	39	26	104	86
Safety Patrols	1	0	2	6
Township Sponsored Events	0	9	1	16
Other Community Events	14	0	17	0
Miscellaneous	0	3	2	3
<i>Total Details</i>	54	39	126	111

The Department of Emergency Services is in the process of updating all Fiscal Year 2024 report statistics.

Department Highlights

- HTES Officers responded to three reported structure fires in Burlington and Elgin on July 4.
- HTES Officers responded to a reported structure fire in South Elgin on June 5.
- HTES Officers responded to a drone team request to locate a missing person on July 6. The victim was located by HTES members while deploying to the flight area.
- HTES Officers responded for traffic management in Elgin during a shooting incident on July 8.
- HTES Officers responded to a reported structure fire in Algonquin on July 9.
- HTES Officers responded to reported structure fires in Fox River Grove and Carpentersville on July 14.
- HTES Officers provided weather spotting and damage assessment on July 14 during a severe weather event.
- From July 14 through 16, HTES members responded to 8 traffic management callouts in Bartlett, Fox River Grove, South Elgin, and Schaumburg.
- HTES Officers responded to a vehicle extrication in Hanover Park on July 15.
- HTES Officers provided weather spotting and damage assessment on July 15 during a severe weather event.
- HTES Officers responded to a drone team request to locate a missing person on July 15 in Burr Ridge.
- HTES Officers responded to a reported structure fire in Pingree Grove on July 17.
- HTES Officers performed a basement pump out in Bartlett on July 18.
- HTES Officers responded to a structure fire in Schaumburg on July 18.
- HTES Officers responded for traffic management in Hoffman Estates on July 22 due to downed powerlines.
- HTES Officers responded to a structure fire in Streamwood on July 23 providing scene lighting.
- HTES Officers responded to a reported structure fire in Pingree Grove on July 26.
- HTES Officers responded to structure fires in Streamwood on July 28 and 30 providing scene lighting.
- HTES Officers responded to a structure fire in Barrington Hills on July 27.
- In July, Deputy Township Administrator Vana, Director Imperato and Director Crews met with the Bartlett Fire Protection District Command Staff and Hanover Park Fire Department Fire Chief to discuss the new Township Fire Victim Response Program.
- During the Hanover Township Board meeting July 23, HTES swore-in five new Lieutenants and four new general members.

Hanover Township Mission Statement:

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

DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for July 2024

SERVICE PROVIDED	JULY 2024	JULY 2023	FYTD 2025	FYTD 2024
<i>Administration</i>				
Vehicle service calls	0	6	4	10
Work orders	604	392	2,358	1,496
Event set-ups/tear downs	208	154	855	515
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,917	5,242	17,726	18,975
Town Hall	12,420	12,780	39,900	36,780
Senior Center	42,698	46,063	157,668	163,684
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	1.04	0.00	291.11	325.91
Town Hall	11.52	11.48	738.26	885.88
Senior Center	697.28	1,180.73	4,068.26	6,698.51
<i>Road Maintenance</i>				
Salt Usage (Tons)	0	0	0	0

Department Highlights

- Facilities and Road Maintenance staff completed the installation of the Spalding Road heritage marker for the dedication on July 2. Director Hanson and Road Maintenance Associate Crane attended as well as completed the setup and breakdown of the dedication ceremony.
- Director Hanson continued with quote acquisition for the sprinkler system and fire alarm work portions of the Senior Center walk in freezer conversion project.
- Director Hanson managed the Village of Bartlett water meter update to the Senior Center's municipal water supply meter.
- Director Hanson managed multiple warranty issues for the Emergency Services Station. Warranty issues included intermittent fault on fire alarm system, replacement of faulty carbon dioxide sensor in the ToxAlert system, and overhead door weatherstripping.
- Road Maintenance Associate Crane assisted in both setup, maintenance during, and breakdown of the July Summer Concert Series held at the Izaak Walton Reserve.
- Facilities and Road Associate Rico and Summer Seasonal staff completed the setup and takedown of the Township's 20' by 30' tent requested for the Hanover Park Cops Day event.
- Director Hanson, Township Administrator Barr, and Deputy Township Administrator Vana met virtually with representatives from Hitchcock Design Group and Thomas Engineering to coordinate design and engineering for the Expansion Property Phase II and Master Plan Open Space and Land Acquisition Development (OSLAD) grant application in preparation for submission to the Village of Bartlett.
- Annual mulch installation was completed at all facilities and reserves with additional drainage upgrades and erosion control completed at the Astor Avenue Community Center, the Senior Center, and Runzel Reserve.

DEPARTMENT OF HUMAN SERVICES



Report for July 2024

SERVICE PROVIDED	JULY 2024	JULY 2023	FYTD 2025	FYTD 2024
<i>General Assistance</i>				
General Assistance clients	9	9	31	35
General Assistance appointments	16	19	61	72
Emergency Assistance appointments	37	10	119	65
Emergency Assistance approved	4	2	11	6
Crisis intake clients	292	247	824	892
<i>Veterans' Services</i>				
Office Visits	21	22	70	55
<i>Social Services</i>				
CEDA Applications (LIHEAP, LIWAP, PIPP)	26	0	141	191
Financial assistance applications*	3	4	11	18
<i>Food Pantry</i>				
Served (Households)	1,391	1,053	5,503	4,636
Unduplicated	321	201	1,149	1,226
New applications	48	27	188	148
Food Donations	29	38	129	168
<i>Community Center Walk-Ins</i>	152	143	595	588

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

Department Highlights

- In celebration of Independence Day, 28 veterans attended the monthly Veteran Group and enjoyed a luncheon from Portillos, raffle prizes, and a movie screening.
- With the increased food pantry hours on Tuesdays, the pantry continues to see an increased number of visits and residents have expressed the increased hours are very helpful.
- The Northern Illinois Food Bank UNITE Cohort Group has ended and the food pantry was awarded \$1,000 for participation.
- Human Services staff and auxiliary staff Terrie Kuenker completed and passed CEDA's Weatherization training.
- CEDA performed a site visit at the Astor Avenue Community Center with no violations. The Department of Human Services continues to maintain a Tier 1 status.
- Case Manager Corona has met with several apartment complexes located within the Township boundaries and will begin keeping monthly office hours in September at Blackhawk Apartments in Elgin. The purpose is to make the application process for Emergency Assistance more convenient for residents with transportation and technology issues.
- The Summer Lunch Program continued to run through July with strong community participation.
- Backpack registration continued through the month of July.

Human Services Mission Statement
Empowering Residents to Achieve Self-Sustainability

OFFICE OF THE MENTAL HEALTH BOARD



Report for July 2024

SERVICE PROVIDED	JUNE 2024	JUNE 2023	FYTD 2024	FYTD 2023
<i>Grant Funding</i>				
New clients	75	199	1,672	1,494
Ongoing clients	888	1,370	2,090	2,490
Closed cases	107	50	238	1,212
Prevention programming presentations	0	9	0	9
Number in audience	0	74	0	104
<i>TIDE</i>				
Participants	33	29	33	56
Rides	117	221	574	414

*Effective June 15, A1 Taxi, the provider of the TIDE Program closed their doors. The TIDE program transitioned to temporary Uber vouchers and began working with eligible riders to enroll in the Rideshare Access Program through the Regional Transportation Authority.

Department Highlights

- The Mental Health Board made contact with a new taxi company interested in taking over the TIDE program. Contract discussions are ongoing.
- Manager Teachout coordinated interviews with four organizations that responded to the Mental Health Board's request for proposal to conduct the tri-annual community needs assessment. Township Administrator Barr, Deputy Township Administrator Vana, and Manager Teachout conducted interviews in July.
- Manager Teachout met with the Dundee Township Mental Health Board to discuss transportation for people with disabilities on July 2.
- Manager Teachout responded to communication from the Director of Mobility Services at the Regional Transportation Authority to further understand the requirements of the Rideshare Access Program and how to support residents in enrollment.
- Fiscal Year 2026 Annual Service Applications were made available to the public and advertised.
- Two new members of the Mental Health Board completed their orientations.
- Manager Teachout conducted a survey at the request of Youth and Family Services to gauge how many funded agencies pay interns and what benefits are offered.
- Manager Teachout and Mental Health Board member Matt Steichmann conducted a site visit to Centro De Informacion's Hanover Park office. This visit resulted in connecting the agency's staff with several Township departments.
- Manager Teachout visited About Change Recovery's West Dundee location and discussed staff development funding and ideas to provide ongoing support to funded agencies.
- Manager Teachout participated in the Streamwood Celebration on Saturday, July 27.
- Manager Teachout attended the Alexian Brothers Municipal Forum on July 30.
- Manager Teachout continues to provide support to TIDE riders in enrollment in the RTA Rideshare Access Program. Two riders have successfully gone through the process and the feedback has been positive.

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 July 2024

SERVICE PROVIDED	JULY 2024	JULY 2023	FYTD 2025	FYTD 2024
<i>Outreach & Prevention</i>				
Open Gym participants	926	580	2,761	2,436
Open Gym participants (unduplicated)	159	117	369	370
Alternative to Suspension referrals	0	0	97	159
Alternative to Suspension participants	57	61	476	616
Alternative to Suspension participants (unduplicated)	17	20	98	159
<i>Clinical</i>				
Therapy clients	86	149	719	1,700
Therapy clients (unduplicated)	24	58	290	506
New clients (unduplicated)	2	16	10	25
Clinical hours	208	174	723	1,230
Group session participants	25	0	202	248
<i>Tutoring Participants</i>				
Total	44	25	192	126
Unduplicated	12	7	70	57

Department Highlights

- Director Houdek and Manager Dickinson met with U-46 Plant Operation Assistant Director Ashley McHaney on July 1 to discuss summer and fall Open Gym sites and potential issues.
- Julian Moreno joined the department on July 5 as the new Substance Abuse Prevention Specialist.
- Director Houdek and Township staff conducted several first and second round interviews throughout July for the Bilingual Spanish Speaking Family Therapist position.
- Substance Abuse Prevention Specialist Moreno, Prevention Specialist Trujillo and seven youth leaders participated in the annual Cebrin Goodman Teen Institute from July 14 through July 18 at Eastern Illinois University. The Institute provided the youth leaders with education, skill development and opportunities to advance their leadership abilities.
- Manager Dickinson met with the new NOPE (Neighborhood Officer Program of Elgin) Police Officer Jackson on July 15 to discuss programs and services offered at the Izzak Walton Youth Center.
- Twenty participants from the Open Gym program participated in the annual Association of Illinois Townships Committee on Youth Summer Olympics on July 16 which was held at Wayne Township.
- Assistant Director of Clinical Services Pamphile met with Assistant Principal Mary Perkins from Tefft Middle School to discuss clinical programming for the upcoming school year.
- Assistant Director of Clinical Services Pamphile and Manager Dickinson participated in the Hanover Park COPS Day even on July 19.
- Manager Dickinson met with leadership from Glenbrook Elementary School on July 23 to discuss programming for the upcoming school year.
- Rosa Hernandez joined the department on July 25 as the new Part-time Receptionist.
- Director Houdek and Manager Dickinson met with Israel Vargas from Centro De Informacion to discuss programs and services and potential partnership.

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 7/23/24 -8/19/24

	<u>Total</u>
Total Town Fund	102,927.07
Total Senior Services Fund	64,974.65
Total General Assistance Fund	14,171.68
Total Road Maintenance Fund	414,136.83
Total Committee for Senior Citizens Services	509.42
Total Mental Health Board Fund	16,539.32
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	100.00
Total Capital Fund	15,730.19
 Total All Funds	 <u><u>629,089.16</u></u>

Supervisor

Town Clerk
Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

July 23 through August 19, 2024

Type	Date	Num	Name	Memo	Amount
5053 · Mental Health - Revenue					
5053850 · Tide Revenues					
Check	07/30/2024	158084	Kawika Jeremiah	TIDE Refund 8 Vouchers	152.00
Total 5053850 · Tide Revenues					152.00
Total 5053 · Mental Health - Revenue					152.00
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014410 · Equipment Purchases					
Check	07/30/2024	158069	Alphabet Shop, Inc	Inv# 63193 Entrance Sign @ Hanover Landing	875.00
Total 1014410 · Equipment Purchases					875.00
1014430 · Computer Equipment & Software					
Check	07/24/2024	158052	Access 1 Source	Inv# 101973 July 2024 base clock connection fee (2 clocks)	366.99
Check	07/30/2024	158100	ProxiT Technology Solutions	Inv# 24178 Computer Replacement (Social Services Reception)	620.00
Check	07/31/2024	158103	ProxiT Technology Solutions	Inv #24250 Laptop replacement (Community Affairs)	771.00
Check	08/06/2024	158137	Access 1 Source	Inv# INV-102244 Monthly Base Clock (2) TimeWorks Plus (61) HR Service	358.99
Total 1014430 · Computer Equipment & Software					2,116.98
Total 101CAP · Capital Expenditures					2,991.98
101CHN · Community Health					
1014452 · Office Supplies					
Check	08/16/2024	158312	Accurate Office Supply Co	Inv# 620572 Ink/Paper/Folders	79.63
Total 1014452 · Office Supplies					79.63
1014453 · Printing					
Check	07/24/2024	158056	COTG	Inv# IN5333720 Color Copier Charges	6.75
Total 1014453 · Printing					6.75
1014456 · Community Affairs					
Check	07/30/2024	158097	The Fun Ones	Special Event Game Rental Food Truck Fest Booth	215.00
Check	08/13/2024	158294	Zoos Are Us Inc.	Inv# 3503 Health Expo Petting Zoo - Last Half Payment	390.00
Total 1014456 · Community Affairs					605.00
1014457 · Furniture and Computer Equip					
Check	07/24/2024	158060	Leaf (379-002)	Inv# 16826715 Copier Lease	65.44
Check	08/02/2024	158129	Quench USA, Inc.	Inv# 07762579 Water Cooler Lease	75.75
Check	08/13/2024	158266	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 959917 Copier Charges	3.53
Total 1014457 · Furniture and Computer Equip					144.72
1014465 · Medical Supplies					
Check	08/02/2024	158125	McKesson Medical Surgical	Inv# 22420885 Sharps Containers	138.93

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Type	Date	Num	Name	Memo	Amount
Check	08/02/2024	158125	McKesson Medical Surgical	Inv# 22420813 Hemoglobin Tests/Splinter Removal	273.53
			Total 1014465 · Medical Supplies		412.46
			1014492 · Dental, Vision & Life Insurance		
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	154.65
			Total 1014492 · Dental, Vision & Life Insurance		154.65
			1014493 · Unemployment		
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #RBC000000033559 2nd Quarter Unemployment Premium	276.79
			Total 1014493 · Unemployment		276.79
			Total 101CHN · Community Health		1,680.00
			101CVA · Community Affairs		
			101CMA · Community Relations		
			1014617 · Equipment & Furniture		
Check	07/30/2024	158101	Verizon Wireless (00002)	Acct 742025529-0002 Department IPAD Data Service	36.01
Check	07/31/2024	158103	ProxiT Technology Solutions	Inv #24250 Computer Replacement	253.00
			Total 1014617 · Equipment & Furniture		289.01
			1014619 · Office Supplies		
Check	07/23/2024	157944	Staples	Inv# 600644807 Clipboards	6.26
Check	07/23/2024	157944	Staples	Inv# 600644809 HP Black Combo	83.31
			Total 1014619 · Office Supplies		89.57
			1014627 · Community Affairs		
Check	07/30/2024	158097	The Fun Ones	Special Event Game Rental - Zap a Mole HT Fest	288.75
Check	08/02/2024	158120	Elgin Area Chamber of Commerce	Inv# 1537 Annual Membership	375.00
			Total 1014627 · Community Affairs		663.75
			1014631 · Community Festivals		
Check	08/13/2024	158273	Entertainment Management Group	Food Truck Festival Band 9/19/24	2,575.00
Check	08/16/2024	158303	Ayre Staging	Inv# 24062 Fodd Truck Fest Stage	1,300.00
			Total 1014631 · Community Festivals		3,875.00
			1014692 · Dental, Vision & Life Insurance		
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	103.10
			Total 1014692 · Dental, Vision & Life Insurance		103.10
			1014693 · Unemployment		
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	205.03
			Total 1014693 · Unemployment		205.03

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Type	Date	Num	Name	Memo	Amount
Total 101CMA · Community Relations					5,225.46
Total 101CVA · Community Affairs					5,225.46
101ES · ES - Expenditures					
1014802 · Equipment					
Check	07/23/2024	157937	Air One Equipment, Inc.	Inv# 208996 Repair to Cascade Fill Station	173.80
Check	07/23/2024	157937	Air One Equipment, Inc.	Inv# 209138 Helmets X 3	1,266.00
Check	07/23/2024	157938	W.S. Darley & Co	Inv# 17533274 Compartment Fittings for 9124	91.90
Check	07/30/2024	158066	RollINRack LLC	Inv# 24236 Power Roller 5"	7,919.00
Check	07/30/2024	158067	Aerial Influence LLC	Inv# 8222037 New Drone Batteries (2)	658.00
Check	08/16/2024	158314	Air One Equipment, Inc.	Inv# 209936 Dive Bottle Fill Valve	150.00
Check	08/16/2024	158314	Air One Equipment, Inc.	Inv# 209805 Nozzle	439.50
Total 1014802 · Equipment					10,698.20
1014803 · Uniforms					
Check	07/30/2024	158093	Ray O'herron Co., Inc.	Inv# 2355200 Shirt, Flag, Pant, Tie, Belt, Cap	641.72
Check	07/30/2024	158093	Ray O'herron Co., Inc.	Inv# 2355177 1st LT Gold Pin	9.79
Check	07/30/2024	158093	Ray O'herron Co., Inc.	Inv# 2355169 Name Bar	137.09
Check	07/30/2024	158093	Ray O'herron Co., Inc.	Inv# 2356000 Helmet Shields (10)	1,126.51
Check	08/02/2024	158127	Ray O'herron Co., Inc.	Inv# 2355961 Uniform Shirts/Pants/Jackets/Belt/Tie (2)	640.43
Total 1014803 · Uniforms					2,555.54
1014804 · Printing					
Check	07/23/2024	157943	Precise Printing Network, Inc.	Inv# 55475 Emergency Services Training Manuals (15)	1,785.00
Total 1014804 · Printing					1,785.00
1014806 · Office Supplies					
Check	08/06/2024	158157	Staples	Inv# 6007806793 Training Manual Supplies	73.40
Check	08/16/2024	158312	Accurate Office Supply Co	Inv# 619297 Binder Tab Dividers (12)	62.76
Total 1014806 · Office Supplies					136.16
1014808 · Education & Training					
Check	08/02/2024	158132	Village of Hanover Park	Inv# 2024-102 CPR Classes (3)	195.00
Total 1014808 · Education & Training					195.00
1014809 · Pre-Volunteer Screening					
Check	07/23/2024	157942	Physicians Immediate Care	Inv #4405762 ES Screenings (16)	275.00
Check	07/30/2024	158068	Air One Equipment, Inc.	Inv# 209293 Facepiece Fit Test Sykes	45.00
Check	08/02/2024	158114	Air One Equipment, Inc.	Inv# 209492 Facepiece Fit Test Benson	45.00
Check	08/16/2024	158337	Physicians Immediate Care	Volunteers Screenings (3)	860.00
Check	08/16/2024	158342	Verify (XHANEM)	Inv# 1602642 Pre Volunteer Screenings	72.00
Check	08/16/2024	158342	Verify (XHANEM)	Inv# 1608732 Pre Volunteer Screenings	108.00
Total 1014809 · Pre-Volunteer Screening					1,405.00

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Type	Date	Num	Name	Memo	Amount
1014811 · Station Utilities					
Check	08/02/2024	158117	Comcast (067)	ESHQ Monthly Internet Fee	172.92
Check	08/16/2024	158322	Com Ed (8000) ES	Acct 1819128000 Emergency Services Station 7/5/24-8/5/24	20.37
Total 1014811 · Station Utilities					193.29
1014812 · Volunteer Appreciation					
Check	08/02/2024	158108	Geri Wittenburg	Volunteer Refreshments	64.08
Total 1014812 · Volunteer Appreciation					64.08
1014813 · Vehicle Fuel & Maintenance					
Check	07/23/2024	157931	KO Fleet Maintenance, Inc	Inv# 38411 Brakes Repair (front) Oil Change 9134	0.00
Check	07/23/2024	157927	Village of Hanover Park	Inv# 2024-00018038 June Fuel	1,463.98
Check	07/23/2024	157939	KO Fleet Maintenance, Inc	Inv# 38411 Brakes Repair (front) Oil Change 9134	680.45
Check	07/30/2024	158078	Fornarelli Motorsports	Inv# 14865 Full Service #9140	300.00
Check	07/30/2024	158085	KO Fleet Maintenance, Inc	Inv# 38442 PM Service w/Cooling System Filter	784.66
Check	07/30/2024	158092	Preventative Maintenance Systems, Inc	Inv# 31048 Diagnostic Work Squad 9124	4,525.00
Check	08/16/2024	158345	Village of Hanover Park (Fuel)	Inv# 2024-00018041 July 2024 Fuel	4,201.72
Total 1014813 · Vehicle Fuel & Maintenance					11,955.81
1014814 · Communications					
Check	07/23/2024	157941	Motorola Solutions Starcom21 Network	Inv# 8528720240604 Monthly Radio Fee - July	788.00
Check	07/30/2024	158101	Verizon Wireless (00002)	Acct 742025529-0002 Emergency Services (ES Drone Device)	122.11
Check	08/16/2024	158334	Motorola Solutions Inc	Inv# 8618620240701 Starcom July 2024	788.00
Total 1014814 · Communications					1,698.11
1014892 · Dental, Vision & Life Insurance					
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	51.55
Total 1014892 · Dental, Vision & Life Insurance					51.55
1014893 · Unemployment					
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	67.66
Total 1014893 · Unemployment					67.66
Total 101ES · ES - Expenditures					30,805.40
101ISE · Insurance & Employee Benefits					
1014503 · General Insurance					
Check	08/16/2024	158346	Arachas Group LLC	Inv# 39238 Annual Cyber Lliability Policy 8.24-8.25	7,752.00
Total 1014503 · General Insurance					7,752.00
1014514 · Employee Recognition					
Check	08/06/2024	158140	Big Tent Events	Inv# 86673 Tables & Chairs 2024 All Staff Picnic	471.48
Total 1014514 · Employee Recognition					471.48

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Type	Date	Num	Name	Memo	Amount
Total 101ISE · Insurance & Employee Benefits					8,223.48
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	08/16/2024	158351	Airdo Werwas LLC	Inv# 190-0001-41057 Legal Fees	7,492.10
Check	08/16/2024	158351	Airdo Werwas LLC	Inv# 190-0018-41059 Legal Fees	6,330.45
Total 1014502 · Legal Services					13,822.55
Total 101LEA · Legal & Auditing					13,822.55
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	07/24/2024	158055	Bade Supply	Inv #88621 Hand soap, liners, multi-fold towels, floor pads	712.31
Check	08/02/2024	158116	Bade Supply	Inv #88952 Towels/Toilet Paper	203.76
Check	08/16/2024	158318	Bade Supply	Inv# 89180 Air Freshener/Floor Pads	136.76
Total 1014205 · Janitorial Supplies					1,052.83
1014209 · Building Contracts					
Check	08/06/2024	158135	Midwest Mechanical	Inv# MC0000136319 3/1-5/31 Preventative Maintenance Contract	1,518.00
Total 1014209 · Building Contracts					1,518.00
1014210 · Building Maintenance - Town					
Check	08/16/2024	158338	Home Depot, The 7816	Thermostat	29.98
Total 1014210 · Building Maintenance - Town					29.98
1014211 · Building Maintenance - Senior					
Check	07/30/2024	158072	Chicago Metro Fire Prevention	Inv# IN00439697 5 Additional Panic Buttons	695.00
Check	08/16/2024	158321	Canine Detection Inspection Svcs, LLC	Inv# 6571 Bed Bug Inspection	600.00
Check	08/16/2024	158326	Elgin Key & Lock Co., Inc.	Inv# 241203 Cabinet Keys	18.42
Check	08/16/2024	158338	Home Depot, The 7816	Emergency Light	69.97
Check	08/16/2024	158338	Home Depot, The 7816	Pest Control Traps	6.97
Check	08/16/2024	158338	Home Depot, The 7816	Pesticide	48.31
Check	08/16/2024	158338	Home Depot, The 7816	Pest Control Traps	13.94
Check	08/16/2024	158338	Home Depot, The 7816	Credit	-261.53
Check	08/16/2024	158339	Tierra Environmental Industrial Services	Inv# 24-7847 Grease Trap Cleaning	165.00
Total 1014211 · Building Maintenance - Senior					1,356.08
1014212 · Building Maintenance - Astor					
Check	07/30/2024	158077	Ewing Irrigation Products Inc.	Inv# 22941002 Downspout Extensions Astor Ave	381.57
Total 1014212 · Building Maintenance - Astor					381.57
1014214 · Equipment Maintenance - Senior					
Check	07/30/2024	158088	Midwest Mechanical	Inv# 112158545 RTU #2 Chilled Water Activation Replacement	2,076.53
Total 1014214 · Equipment Maintenance - Senior					2,076.53

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Type	Date	Num	Name	Memo	Amount
1014218 · Vehicle Maintenance - Town					
Check	08/02/2024	158131	Valvoline	Inv# 65324 Oil Change 344	98.58
Total 1014218 · Vehicle Maintenance - Town					98.58
1014219 · Vehicle Fuel - Town					
Check	07/23/2024	157927	Village of Hanover Park	Inv# 2024-00018038 June Fuel	755.27
Check	08/16/2024	158345	Village of Hanover Park (Fuel)	Inv# 2024-00018041 July 2024 Fuel	994.70
Total 1014219 · Vehicle Fuel - Town					1,749.97
1014220 · Seasonal Projects Assistance					
Check	07/23/2024	157942	Physicians Immediate Care	Inv #4405762 FARM Screenings	75.00
Total 1014220 · Seasonal Projects Assistance					75.00
1014221 · Cell Phone/Communications					
Check	07/23/2024	157941	Motorola Solutions Starcom21 Network	Inv# 8528720240604 Monthly Radio Fee - July	88.00
Check	07/30/2024	158101	Verizon Wireless (00002)	Acct 742025529-0002 Facilities & Road	252.07
Check	08/16/2024	158334	Motorola Solutions Inc	Inv# 8618620240701 Radio Subscription July 2024	88.00
Total 1014221 · Cell Phone/Communications					428.07
1014222 · Trash Removal - Town					
Check	08/02/2024	158121	Groot, Inc (68246)	Inv# 12939016T107 Trash/Recycling Collection	1,138.70
Total 1014222 · Trash Removal - Town					1,138.70
1014223 · Trash Removal - Senior					
Check	08/02/2024	158122	Groot, Inc (61390)	Inv# 12938900T107 Trash Collection Senior Center	1,435.05
Total 1014223 · Trash Removal - Senior					1,435.05
1014225 · Grounds/Reserve Maintenance					
Check	07/30/2024	158089	Midwest Trading	Inv# I531770 Mulch For Astor Ave	180.00
Check	07/30/2024	158089	Midwest Trading	Inv# I531765 Mulch For Lenoci	240.00
Check	08/16/2024	158327	Ewing Irrigation Products Inc.	Inv# 22941002 Drain Pipe/Herbicide/Adapters	381.57
Check	08/16/2024	158327	Ewing Irrigation Products Inc.	Order 013256690 Gloves/Herbicide/Backpack Sprayer	141.42
Check	08/16/2024	158336	Quality Roque's Inc	Expansion Property Tree Trimming (6)	1,400.00
Check	08/16/2024	158338	Home Depot, The 7816	Archery Range Sign	77.60
Check	08/16/2024	158338	Home Depot, The 7816	Sod	39.92
Total 1014225 · Grounds/Reserve Maintenance					2,460.51
1014226 · Uniforms					
Check	08/16/2024	158316	Bartlett Sports	Inv# 6789 Seasonal Staff Uniforms	939.75
Check	08/16/2024	158329	Fullife Safety Center	Inv# 70567 Rain Jacket	114.00
Total 1014226 · Uniforms					1,053.75
1014230 · Trash Removal - Izaac					

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Type	Date	Num	Name	Memo	Amount
Check	08/02/2024	158123	Groot, Inc (54379)	Inv #12939530T107 Trash/Recycling Collection	253.89
Total 1014230 · Trash Removal - Izaac					253.89
1014232 · Work Order Software					
Check	07/24/2024	158065	UpKeep Technologies	Inv #INV00071772 Additional upkeep subscription	1,116.39
Total 1014232 · Work Order Software					1,116.39
1014233 · Recruitment & pre Employment					
Check	08/16/2024	158337	Physicians Immediate Care	Pre Employment Screening	95.00
Total 1014233 · Recruitment & pre Employment					95.00
1014235 · Equipment Maint ES Station					
Check	07/24/2024	158057	Fox Valley Fire & Safety	Inv #IN00700410 Fire alarm system service & repair	1,711.00
Check	08/16/2024	158330	Fox Valley Fire & Safety	Inv# 00701828 Annual Alarm Inspection - EMA	43.00
Total 1014235 · Equipment Maint ES Station					1,754.00
1014292 · Dental, Vision & Life Insurance					
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	642.21
Total 1014292 · Dental, Vision & Life Insurance					642.21
1014293 · Unemployment					
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	822.16
Total 1014293 · Unemployment					822.16
Total 101MAIN · Facilities Maintenance					19,538.27
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	07/30/2024	158073	Comcast (185)	Inv# 209156396 Monthly Phone Service July 2024	466.33
Total 1014402 · Telephone - Town					466.33
1014403 · Utilities - Town					
Check	08/06/2024	158154	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 6/14/24-7/16/24	304.78
Check	08/16/2024	158324	Com Ed (8000) Town	Acct 9545328000 Town Hall 7/5/24-8/5/24	1,825.15
Check	08/16/2024	158340	Village of Bartlett	Acct 63818 Water/Sewer Runzel Reserve	34.65
Check	08/16/2024	158340	Village of Bartlett	Acct 51470 Water/Sewer Town	101.38
Total 1014403 · Utilities - Town					2,265.96
1014405 · Internet Access - Town					
Check	07/30/2024	158099	Comcast (098)	Acct 933670098 Monthly Cable/Internet Charges June and July 2024	1,908.10
Total 1014405 · Internet Access - Town					1,908.10
1014416 · Equipment Rental - Town					

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Type	Date	Num	Name	Memo	Amount
Check	07/30/2024	158098	Canteen Rfrsh Svc 05635/002/00002 Admin	Inv# 275000 Town Hall Water Machine Rental April 2024	51.47
Check	07/30/2024	158098	Canteen Rfrsh Svc 05635/002/00002 Admin	Inv# 286863 Town Hall Water Machine Rental June 2024	51.47
Check	07/30/2024	158098	Canteen Rfrsh Svc 05635/002/00002 Admin	Inv# 292169 Town Hall Water Machine Rental July 2024	51.47
Check	07/30/2024	158098	Canteen Rfrsh Svc 05635/002/00002 Admin	Inv# 297339 Town Hall Water Machine Rental Aug 2024	51.47
Check	07/30/2024	158101	Verizon Wireless (00002)	Acct 742025529-0002 Administrative Services (Hanover Landing)	97.04
Check	08/16/2024	158333	Leaf (618-010)	nv# 16945052 Town Hall Main Copier Lease Aug 2024	230.43
Total 1014416 · Equipment Rental - Town					533.35
Total 101THE · Town Hall Expense					5,173.74
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	07/30/2024	158095	Staples	Inv# 6006735326 Coffee Supplies, Highlighters, File Folders	85.05
Check	08/02/2024	158115	Accurate Office Supply Co	Inv# 619537 HR File Folders	153.03
Check	08/06/2024	158157	Staples	Inv# 6007806793 Training Manual Supplies	45.49
Check	08/06/2024	158157	Staples	Inv# 6007806791 Manila File Folders	17.56
Check	08/16/2024	158312	Accurate Office Supply Co	Order 326048 HR Employee File Folders	153.03
Total 1014404 · Office Supplies					454.16
1014406 · Printing					
Check	07/31/2024	158102	Kwik Print	Inv #76216 HT No Soliciting window clings	161.10
Check	08/16/2024	158332	Kwik Print	Inv# 76253 Business Cards - Bartels	48.20
Total 1014406 · Printing					209.30
1014414 · Memberships, Subs & Publication					
Check	08/16/2024	158315	Bartlett Rotary Club	Inv# 100 2nd Qtr Dues - J. Barr	195.00
Total 1014414 · Memberships, Subs & Publication					195.00
1014429 · Miscellaneous					
Check	07/30/2024	158070	Bartlett Sports	Inv# 6775 Staff HT Uniform	50.00
Check	07/30/2024	158097	The Fun Ones	Special Event Game Rental - Zap a Mole HT Fest	288.75
Check	08/13/2024	158283	Pier Laundry	Board Meeting Tablecloth Cleaning	56.25
Total 1014429 · Miscellaneous					395.00
1014530 · Financial Administration					
Check	08/02/2024	158133	Governmental Accounting, Inc	Inv# 59919 August 2024 Contract Billing	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014531 · Community Affairs					
Check	07/30/2024	158086	Kwik Print	Inv# 76148 Car Magnets (8)	453.60
Check	08/06/2024	158139	Alignment Collaborative for Education	Inv# 80524 2024 Sponsorship	1,000.00
Total 1014531 · Community Affairs					1,453.60
1014535 · Legal Notices					

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Type	Date	Num	Name	Memo	Amount
Check	07/30/2024	158091	Paddock Publications, Inc	Inv# 296785 Community Public Meeting Notice	29.70
			Total 1014535 · Legal Notices		29.70
			1014592 · Dental, Vision & Life Insurance		
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	500.23
			Total 1014592 · Dental, Vision & Life Insurance		500.23
			1014593 · Unemployment		
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	615.05
			Total 1014593 · Unemployment		615.05
			Total 101TOE · Town Office Expense		9,252.04
			104ASR · Assessor's Division		
			1044415 · Dues, Subs & Publications		
Check	08/06/2024	158136	Sidwell Company	Inv# SIDXT0007505 Paper & Digital Parcel Map Lease Book	815.00
			Total 1044415 · Dues, Subs & Publications		815.00
			1044492 · Dental, Vision & Life Insurance		
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	13.06
			Total 1044492 · Dental, Vision & Life Insurance		13.06
			1044493 · Unemployment		
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	143.52
			Total 1044493 · Unemployment		143.52
			Total 104ASR · Assessor's Division		971.58
			109YFS · Youth & Family Services		
			109ADM · Administration & Clinical		
			1094617 · Equipment Maintenance		
Check	07/30/2024	158083	Juan Escutia (v)	Office Chair	108.24
Check	08/16/2024	158333	Leaf (618-010)	Inv# 16945052 Youth and Family Main Copier Lease Aug 2024	164.02
			Total 1094617 · Equipment Maintenance		272.26
			1094620 · Community Affairs		
Check	07/30/2024	158097	The Fun Ones	Special Event Game Rental Food Truck Fest Booth	195.00
			Total 1094620 · Community Affairs		195.00
			1094621 · Recruitment and Pre Employment		
Check	08/16/2024	158341	Verify (XHANOV)	Inv# 1608734 Background Checks	18.00
			Total 1094621 · Recruitment and Pre Employment		18.00

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Type	Date	Num	Name	Memo	Amount
1094623 · Travel					
Check	07/30/2024	158082	Marina Herrera (v)	Mileage Reimbursement Jul 2024	10.05
Total 1094623 · Travel					10.05
1094692 · Dental, Vision & Life Insurance					
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	391.13
Total 1094692 · Dental, Vision & Life Insurance					391.13
1094693 · Unemployment					
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	1,148.15
Total 1094693 · Unemployment					1,148.15
Total 109ADM · Administration & Clinical					2,034.59
109OUT · Outreach & Prevention					
1094627 · Open Gym Program.					
Check	07/24/2024	158058	Valdez, Kayla	Open gym supplies	6.05
Total 1094627 · Open Gym Program.					6.05
1094644 · Travel					
Check	07/30/2024	158090	Taylor Nohl (v)	Mileage Reimbursement July 2024	61.64
Check	07/30/2024	158094	Ryan Dickinson	Mileage Reimbursement June 2024	176.88
Check	08/14/2024	158299	Gisel Trujillo (v)	Mileage Reimbursement June	64.32
Check	08/14/2024	158299	Gisel Trujillo (v)	Mileage Reimbursement July	22.11
Check	08/14/2024	158300	Moreno, Juliana	Mileage Reimbursement July	320.93
Total 1094644 · Travel					645.88
1094651 · Cellphones					
Check	07/30/2024	158101	Verizon Wireless (00002)	Acct 742025529-0002 Youth and Family	196.80
Total 1094651 · Cellphones					196.80
1094656 · Youth Center Equipment					
Check	08/14/2024	158296	Canteen Rfrsh Svc 05637/002/00002 YFS ...	Inv# ORD270482 Water Machine Rental 3/4/24-3/31/24	51.49
Check	08/14/2024	158296	Canteen Rfrsh Svc 05637/002/00002 YFS ...	Inv# ORD292168 Water Machine Rental 6/24/24-7/21/24	51.49
Check	08/14/2024	158296	Canteen Rfrsh Svc 05637/002/00002 YFS ...	Inv# ORD286862 Water Machine Rental 5/27/24-6/23/24	51.49
Check	08/14/2024	158296	Canteen Rfrsh Svc 05637/002/00002 YFS ...	Inv# ORD274999 Water Machine Rental 4/1/24-4/28/24	51.49
Check	08/16/2024	158333	Leaf (618-010)	nv# 16945052 Youth and Family IWYC Copier Lease Aug 2024	164.02
Total 1094656 · Youth Center Equipment					369.98
1094658 · Youth Center Utilities					
Check	07/30/2024	158071	Canteen Rfrsh Svc 05637/002/00002 YFS ...	Inv# ORD297338 Water Machine Rental 7/22/24-8/18/24	51.49
Check	07/30/2024	158074	Com Ed (7000)	Acct 0423237000 Monthly Charges	342.50
Check	08/14/2024	158298	City of Elgin	Acct# 413720-6423 Water Monthly Charges 6/10/24-7/9/24	44.85

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Type	Date	Num	Name	Memo	Amount
			Total 1094658 · Youth Center Utilities		438.84
			1094659 · Youth Center Phone & internet		
Check	08/14/2024	158297	Comcast (276 IWC Internet)	8/4/24-9/3/24 Monthly Charges	220.85
			Total 1094659 · Youth Center Phone & internet		220.85
			1094792 · Dental, Vision & Life Insurance		
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	447.96
			Total 1094792 · Dental, Vision & Life Insurance		447.96
			1094793 · Unemployment		
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	881.62
			Total 1094793 · Unemployment		881.62
			Total 109OUT · Outreach & Prevention		3,207.98
			Total 109YFS · Youth & Family Services		5,242.57
			Total 1014 · Town Fund - Expenditures		102,927.07
			1104 · Aging Services - Expenditures		
			1104ADM · Administration		
			1104523 · Recruitment		
Check	08/16/2024	158341	Verify (XHANOV)	Inv# 1608734 Background Checks	54.00
			Total 1104523 · Recruitment		54.00
			1104524 · Utilities		
Check	08/16/2024	158340	Village of Bartlett	Acct# 62447 Water/Sewer Senior Center	254.62
Check	08/16/2024	158348	Com ed (8111)	Acct# 9275608111 Monthly Charges 7/5-8/5	5,841.86
			Total 1104524 · Utilities		6,096.48
			1104525 · Telephone & High Speed Internet		
Check	07/30/2024	158101	Verizon Wireless (00002)	Acct 742025529-0002 Aging Services	84.61
			Total 1104525 · Telephone & High Speed Internet		84.61
			1104527 · Equipment		
Check	07/24/2024	158060	Leaf (379-002)	Inv# 16826715 Copier Lease	65.45
Check	07/24/2024	158063	Pitney Bowes Global Financial Services	Inv# 3106757013 Postage Machine Lease 6/4/24-9/3/24	373.32
Check	07/30/2024	158100	ProxiT Technology Solutions	Inv# 24178 Computer Replacement	310.00
Check	08/02/2024	158129	Quench USA, Inc.	Inv# 07762579 Water Cooler Lease	227.25
Check	08/13/2024	158282	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges 6.24.24-7.24.24	536.31
Check	08/16/2024	158343	Wells Fargo Financial Leasing Inc	Inv# 5030905398 Color Copier Lease	289.85
			Total 1104527 · Equipment		1,802.18
			1104528 · Office Supplies		

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Type	Date	Num	Name	Memo	Amount
Check	08/02/2024	158115	Accurate Office Supply Co	Inv# 619296 Paper/Pencils/Erasers	446.62
Check	08/02/2024	158119	Crown Trophy #116	Inv# 18737 Name Badges (16)	254.25
Check	08/13/2024	158263	Accurate Office Supply Co	Inv# 619773 Dish Soap	4.04
Check	08/13/2024	158277	Kwik Print	Inv# 76156 Notary Stamp	73.60
Total 1104528 · Office Supplies					778.51
1104533 · Printing					
Check	07/24/2024	158056	COTG	Inv# IN5333720 Color Copier Charges	247.29
Check	08/02/2024	158118	COTG	Inv# IN5344512 Front Desk/Library Copy Charges	56.59
Check	08/13/2024	158266	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 959917 Copy Charges LL	20.16
Check	08/13/2024	158277	Kwik Print	Inv# 76207 Business Cards - M. Endean	80.00
Total 1104533 · Printing					404.04
1104534 · Dues, Subs, & Publications					
Check	07/24/2024	158054	American Society on Aging	Inv #19430 Annual ASA Membership	275.00
Total 1104534 · Dues, Subs, & Publications					275.00
1104535 · Travel					
Check	07/30/2024	158076	Megan Conway	Mileage Reimbursement July	82.40
Total 1104535 · Travel					82.40
1104538 · Community Affairs					
Check	07/30/2024	158097	The Fun Ones	Special Event Game Rental Food Truck Fest Booth	450.00
Total 1104538 · Community Affairs					450.00
1104592 · Dental, Vision & Life Insurance					
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	28.50
Total 1104592 · Dental, Vision & Life Insurance					28.50
1104593 · Unemployment					
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	202.98
Total 1104593 · Unemployment					202.98
Total 1104ADM · Administration					10,258.70
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	07/23/2024	157947	Get Fresh Produce, Inc	Congregate Food	371.01
Check	07/23/2024	157950	Gordon Food Service	Congregate Food	2,873.46
Check	07/30/2024	158079	Get Fresh Produce, Inc	Congregate Food	428.72
Check	07/30/2024	158081	Gordon Food Service	Congregate Food	1,226.27
Check	08/13/2024	158274	Get Fresh Produce, Inc	Congregate Food	551.92
Check	08/16/2024	158302	Lisa Perrone (v)	Congregate Food Corned Beef	40.93
Check	08/16/2024	158331	Get Fresh Produce, Inc	Congregate Food	629.26

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Type	Date	Num	Name	Memo	Amount
Check	08/16/2024	158347	Gordon Food Service	Congregate Food	4,624.11
Total 1105551 · Congregate Food					10,745.68
1105552 · Congregate Equipment					
Check	08/13/2024	158268	Charlene Thomason	iPad Charger for Cafe	47.50
Total 1105552 · Congregate Equipment					47.50
1105553 · Congregate Supplies					
Check	07/23/2024	157947	Get Fresh Produce, Inc	Congregate Supplies	13.25
Check	07/23/2024	157950	Gordon Food Service	Cafe Supplies	494.97
Check	07/30/2024	158079	Get Fresh Produce, Inc	Congregate Supplies	11.60
Check	07/30/2024	158081	Gordon Food Service	Cafe Supplies	151.67
Check	08/13/2024	158274	Get Fresh Produce, Inc	Congregate Supplies	37.80
Check	08/13/2024	158283	Pier Laundry	Dish Towel Cleaning Cafe Supplies	25.80
Check	08/16/2024	158331	Get Fresh Produce, Inc	Congregate Supplies	37.80
Check	08/16/2024	158347	Gordon Food Service	Cafe Supplies	578.48
Total 1105553 · Congregate Supplies					1,351.37
1105558 · Home Delivered Meals Food					
Check	07/23/2024	157947	Get Fresh Produce, Inc	HDM Food	370.99
Check	07/23/2024	157950	Gordon Food Service	HDM Food	2,873.45
Check	07/30/2024	158079	Get Fresh Produce, Inc	HDM Food	428.73
Check	07/30/2024	158081	Gordon Food Service	HDM Food	1,145.86
Check	08/13/2024	158274	Get Fresh Produce, Inc	HDM Food	551.88
Check	08/13/2024	158279	Pur Foods LLC dba Mom's Meals	Inv# MM07312024-HT Special Dietary Meals	3,354.96
Check	08/16/2024	158302	Lisa Perrone (v)	HDM Food Corned Beef	40.94
Check	08/16/2024	158331	Get Fresh Produce, Inc	HDM Food	629.24
Check	08/16/2024	158347	Gordon Food Service	HDM Food	4,624.12
Total 1105558 · Home Delivered Meals Food					14,020.17
1105559 · Home Delivered Meals Equipment					
Check	08/13/2024	158284	Redi Heat	Inv# 19338 Hot Delivery Bag Cords (8)	66.21
Total 1105559 · Home Delivered Meals Equipment					66.21
1105560 · Home Delivered Meals Supplies					
Check	07/23/2024	157947	Get Fresh Produce, Inc	HDM Supplies	13.25
Check	07/23/2024	157950	Gordon Food Service	HDM Supplies	494.94
Check	07/30/2024	158081	Gordon Food Service	HDM Supplies	40.71
Check	08/13/2024	158274	Get Fresh Produce, Inc	HDM Supplies	37.80
Check	08/13/2024	158283	Pier Laundry	HDM Supplies	25.80
Check	08/16/2024	158331	Get Fresh Produce, Inc	HDM Supplies	37.80
Check	08/16/2024	158347	Gordon Food Service	HDM Supplies	578.46
Total 1105560 · Home Delivered Meals Supplies					1,228.76
1105792 · Dental, Vision & Life Insurance					

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Type	Date	Num	Name	Memo	Amount
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	51.55
Total 1105792 · Dental, Vision & Life Insurance					51.55
1105793 · Unemployment					
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	404.93
Total 1105793 · Unemployment					404.93
Total 1104NUT · Nutrition					27,916.17
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	07/23/2024	157945	Accurate Office Supply Co	Inv# 618752 Cups, Water, Pop	118.61
Check	07/23/2024	157950	Gordon Food Service	Program Supplies, Coffee, Cups	391.25
Check	07/30/2024	158080	Giuseppa Bartolomeo	Supplies 7/24/24 (11)	50.79
Check	08/02/2024	158110	Laura Trujillo	Inv# 24 October 2024 Yoga 13 Sessions	455.00
Check	08/02/2024	158110	Laura Trujillo	Inv# 23 September 2024 Yoga 12 Sessions	420.00
Check	08/02/2024	158111	Joy Andreassen	Inv# 2024-9 Zumba Gold September 3 Classes	150.00
Check	08/02/2024	158111	Joy Andreassen	Inv# 2024-10 Zumba Gold October 5 Classes	250.00
Check	08/02/2024	158112	Giuseppa Bartolomeo	In the Kitchen Cooking Class - October	800.00
Check	08/02/2024	158115	Accurate Office Supply Co	Inv# 619296 Water	55.54
Check	08/06/2024	158142	Heather Braoudakis	Inv# 92724 Music Entertainment 9/27/24	115.00
Check	08/06/2024	158144	Jim Gibbons	Presentation 9/11	275.00
Check	08/06/2024	158145	John Muhlenfeld	Music Performance 9/10/24	115.00
Check	08/06/2024	158148	Liz Goss	Inv# 103124 Music Presentation 10/31/24	225.00
Check	08/06/2024	158149	Mark L Lyons	Inv# 1045 Senior Presentation Home Cheese Makin 10/23/24	175.00
Check	08/06/2024	158150	Mark L Lyons	Inv# 1044 Senior Presentation Harvest Activities 9/18/24	175.00
Check	08/06/2024	158152	Michelle Gibbons Presents	Inv# 10040 Senior Presentation - Sereal Killers Last Meals 10/28/24	275.00
Check	08/06/2024	158158	The Wildbird Shack	Senior Presentation - BIRD Influences 9/30/24	200.00
Check	08/06/2024	158159	The Wildbird Shack	Senior Presentation - Penguins 10/14/24	200.00
Check	08/13/2024	158263	Accurate Office Supply Co	Inv# 619676 Pop For Programs	70.38
Check	08/13/2024	158264	Albert Olsen	Inv #6002 Sept/Oct Martial Arts	320.00
Check	08/13/2024	158267	Cesar Grimaldo	French/Spanish Instruction Sept/Oct 2024	450.00
Check	08/13/2024	158270	Cynthia Sutherland	Tai Chi Instructor Sept/Oct 2024	280.00
Check	08/13/2024	158271	Dance Alternatives, Inc.	Inv# HT09102024Line Dance Classes Sept/Oct 2024	520.00
Check	08/13/2024	158275	James Murrell	Computers Made Easy Instruction Sept/Oct 2024	200.00
Check	08/13/2024	158291	Very Smart People LLC	Instruction for October 2024	200.00
Check	08/13/2024	158292	Vicki Boyle	Instruction for Meditation for Well-Being Sept/Oct 2024	30.00
Check	08/13/2024	158293	Yvonne Preston	Inv# 8 Senior Stretch & Flex Classes Sept/Oct 2024	200.00
Check	08/13/2024	158295	Very Smart People LLC	Instruction for September 2024	200.00
Check	08/16/2024	158301	The Fireside Theatre	Inv# 925713 Rocky the Musical/Lunch (37)	3,112.68
Check	08/16/2024	158306	Nonno Pino's	Senior Trip Dinner (40)	1,104.00
Check	08/16/2024	158307	Giuseppa Bartolomeo	In the Kitchen Cooking Class Supplies	112.52
Check	08/16/2024	158347	Gordon Food Service	Coffee Cups/Lids	596.28
Total 1104515 · Programming					11,842.05
1104520 · Volunteer Services					
Check	07/24/2024	158059	Larry Piemonte	Home Delivered Meals Mileage Reimbursement June	36.92

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Type	Date	Num	Name	Memo	Amount
Check	07/24/2024	158064	Ray & Peg Deyne	Home Delivered Meals Mileage Reimbursement May-July	253.93
Check	07/30/2024	158087	Alan Lenoci	Home Delivered Meals Mileage Reimbursement May/June	83.62
Check	08/02/2024	158104	Edward Baus	Home Delivered Meals Mileage Reimbursement July	63.85
Check	08/02/2024	158105	Wayne Ruttenburg	Home Delivered Meals Mileage Reimbursement July	93.80
Check	08/02/2024	158106	Lynn Marinelli	Home Delivered Meals Mileage Reimbursement June/July	97.82
Check	08/02/2024	158107	Charles Valerio	Home Delivered Meals Mileage Reimbursement July	37.65
Check	08/02/2024	158109	James Lemonides	Home Delivered Meals Mileage Reimbursement July	55.07
Check	08/02/2024	158113	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement July	73.70
Check	08/06/2024	158138	Alan Lenoci	Home Delivered Meals Mileage Reimbursement July	92.53
Check	08/06/2024	158143	Jay Busse	Home Delivered Meals Mileage Reimbursement July	107.20
Check	08/06/2024	158155	Phil Roth	Home Delivered Meals Mileage Reimbursement July	54.94
Check	08/06/2024	158156	Priscilla Dixon	Home Delivered Meals Mileage Reimbursement July	56.95
Check	08/13/2024	158289	Verify (XHTSSE)	Inv# 1608745-IN Volunteer Background Check	71.76
Check	08/16/2024	158308	Dorothy Archer	Home Delivered Meals Mileage Reimbursement July	51.86
Check	08/16/2024	158309	Larry Piemonte	Home Delivered Meals Mileage Reimbursement July	42.55
Total 1104520 · Volunteer Services					1,274.15
1104526 · Senior Newsletter					
Check	08/13/2024	158286	USPS	Club 59 Newsletter Postage Nov/Dec	1,311.08
Total 1104526 · Senior Newsletter					1,311.08
1104532 · Visual Arts					
Check	08/06/2024	158151	Marcella's Ceramics, Inc	Greenware for Ceramic Class	108.56
Check	08/06/2024	158153	Mimi Krall	HT Creates/Classroom/Gas	11.39
Check	08/06/2024	158153	Mimi Krall	HT Creates/Classroom/Gas	60.43
Check	08/13/2024	158278	Megan Conway	Glaze	36.00
Check	08/16/2024	158310	Marcella's Ceramics, Inc	Greenware for Ceramic Class	23.68
Total 1104532 · Visual Arts					240.06
1104892 · Dental, Vision & Life Insurance					
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	349.10
Total 1104892 · Dental, Vision & Life Insurance					349.10
1104893 · Unemployment					
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	472.59
Total 1104893 · Unemployment					472.59
Total 1104PRO · Enrichment Programs					15,489.03
1104SOC · Social Services					
1104569 · Senior Home Care Program					
Check	08/02/2024	158107	Charles Valerio	Mileage Home Care July	169.04
Check	08/06/2024	158146	Juna Talbot.	Travel Reimbursement 7/15-7/19	28.41
Check	08/06/2024	158146	Juna Talbot.	Travel Reimbursement 7/22-7/26	22.58
Check	08/13/2024	158276	Juna Talbot.	Travel Reimbursement 7/30/24-8/2/24	16.62

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Type	Date	Num	Name	Memo	Amount
Check	08/16/2024	158304	Juna Talbot.	Travel Reimbursement 8/3-8/15	16.42
Total 1104569 · Senior Home Care Program					253.07
1104992 · Dental, Vision & Life Insurance					
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	549.54
Total 1104992 · Dental, Vision & Life Insurance					549.54
1104993 · Unemployment					
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	472.59
Total 1104993 · Unemployment					472.59
Total 1104SOC · Social Services					1,275.20
1104TRN · Transportation					
1104512 · Travel					
Check	08/06/2024	158141	Dino Kazeos	Mileage Reimbursement VIA Conference	44.56
Total 1104512 · Travel					44.56
1104518 · Vehicle Maintenance					
Check	07/23/2024	157946	Complete Fleet Services Inc.	Inv# 45236 Replace Studs 140	2,331.88
Check	07/23/2024	157948	Kammes Auto & Truck Repair, Inc.	Inv# 145256 Oil Filte, Repair Wheel Bearing 141	167.16
Check	07/23/2024	157949	Valvoline	Inv# 65348 Oil Change 147	99.37
Check	08/06/2024	158147	Kammes Auto & Truck Repair, Inc.	Inv#145336 Repair Bus 142	65.24
Check	08/13/2024	158287	Valvoline	Inv# 65854 Oil Change 141	103.67
Total 1104518 · Vehicle Maintenance					2,767.32
1104549 · Employee Screenings					
Check	08/16/2024	158337	Physicians Immediate Care	Credit	-55.00
Check	08/16/2024	158341	Verify (XHANOV)	Inv# 1608734 Background Checks	36.00
Total 1104549 · Employee Screenings					-19.00
1104550 · Telephone					
Check	08/13/2024	158290	Verizon Wireless	Inv# 9969371532 Monthly Charges 6.19-7.18 Transp. Phone/Tablets	446.18
Total 1104550 · Telephone					446.18
1104552 · Fuel					
Check	07/23/2024	157927	Village of Hanover Park	Inv# 2024-00018038 June Fuel	3,951.40
Check	08/16/2024	158345	Village of Hanover Park (Fuel)	Inv# 2024-00018041 July 2024 Fuel	1,799.13
Total 1104552 · Fuel					5,750.53
1104692 · Dental, Vision & Life Insurance					
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	438.06

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Type	Date	Num	Name	Memo	Amount
			Total 1104692 · Dental, Vision & Life Insurance		438.06
			1104693 · Unemployment		
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	607.90
			Total 1104693 · Unemployment		607.90
			Total 1104TRN · Transportation		10,035.55
			Total 1104 · Aging Services - Expenditures		64,974.65
			2024 · Human Services - Expenditures		
			2024ADM · Administration		
			2024202 · Office Supplies		
Check	08/02/2024	158130	Staples	Inv# 6006735324 Printer Ink	63.54
Check	08/02/2024	158130	Staples	Inv# 6006735328 Folders	95.03
Check	08/13/2024	158285	Staples	Inv# 6007154211 Copy Paper	107.08
			Total 2024202 · Office Supplies		265.65
			2024204 · Equipment		
Check	08/16/2024	158333	Leaf (618-010)	nv# 16945052 Astor Copier Lease Aug 2024	164.02
			Total 2024204 · Equipment		164.02
			2024205 · Travel & Training		
Check	07/23/2024	157940	Lori Orozco	Mileage Reimbursement July 2024	31.57
			Total 2024205 · Travel & Training		31.57
			2024213 · Community Affairs		
Check	07/30/2024	158097	The Fun Ones	Special Event Game Rental Food Truck Fest Booth	115.00
			Total 2024213 · Community Affairs		115.00
			2024507 · Professional Services		
Check	08/13/2024	158288	Verify (XHANGA)	Inv# 1608733-IN Background Checks	18.00
			Total 2024507 · Professional Services		18.00
			2024511 · Phone and Internet		
Check	07/30/2024	158101	Verizon Wireless (00002)	Acct 742025529-0002 Human Services	110.43
			Total 2024511 · Phone and Internet		110.43
			2024592 · Dental, Vision & Life Insurance		
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	118.94
			Total 2024592 · Dental, Vision & Life Insurance		118.94
			2024593 · Unemployment		

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Type	Date	Num	Name	Memo	Amount
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	205.03
Total 2024593 · Unemployment					205.03
Total 2024ADM · Administration					1,028.64
2024HOM · Home Relief					
2024102 · Rent					
Check	07/23/2024	6561	Nature Homes of the Meadows HOA	Shelter Assistance	275.00
Check	07/23/2024	6562	State Farm Del Vassey	Shelter Assistance	108.87
Check	07/23/2024	6563	Shellpoint	Shelter Assistance	525.39
Check	07/23/2024	6564	Trust Bank	Shelter Assistance	965.68
Check	07/23/2024	6565	Canterbury Fields Homeowners Association	Shelter Assistance	975.00
Check	07/23/2024	6566	Shellpoint Mortgage Servicing	Shelter Assistance	975.00
Check	07/23/2024	6567	Spring Lakes Estates	Shelter Assistance	780.00
Check	07/23/2024	6569	Larry Bennett	Shelter Assistance	700.00
Check	08/13/2024	6575	Orchard Hill Apartments	Shelter Assistance	825.00
Total 2024102 · Rent					6,129.94
2024105 · Personal Essentials					
Check	07/23/2024	6570	Walmart	Personal Essentials - August 2024 (4)	600.00
Check	08/02/2024	6574	Walmart	Personal Essentials - July 2024 (1)	150.00
Check	08/02/2024	6574	Walmart	Personal Essentials - August 2024 (1)	150.00
Total 2024105 · Personal Essentials					900.00
2024106 · Travel Expenses					
Check	07/23/2024	6560	State Farm Del Vassey	Transportation Assistance	65.74
Check	07/23/2024	6568	State Farm Salah, Neal	Transportation Assistance	34.91
Check	07/23/2024	6571	BP Gas Station	Transportation Assistance	50.00
Total 2024106 · Travel Expenses					150.65
2024119 · Emergency Assistance					
Check	07/30/2024	6572	AMW Holdings	Emergency Assistance	1,666.25
Check	07/30/2024	6573	Hanover Blu Apartments	Emergency Assistance	2,050.00
Total 2024119 · Emergency Assistance					3,716.25
Total 2024HOM · Home Relief					10,896.84
202PAN · Pantry					
1014161 · Utilities					
Check	08/13/2024	158280	Nicor 75	Acct# 75-08-57-1000 4 (Meter 2) Monthly Charges 6.13.24-7.15.24	44.61
Check	08/13/2024	158281	Nicor 65	Acct# 65-08-57-1000 5 (Meter 1) Monthly Charges 6.13.24-7.15.24	45.26
Check	08/16/2024	158325	Com Ed (9000)	Acct 9268009000 Monthly Charges 7/8-8/6	742.28
Total 1014161 · Utilities					832.15
1014166 · Trash Removal					

Hanover Township Board Audit Report

July 23 through August 19, 2024

Type	Date	Num	Name	Memo	Amount
Check	08/06/2024	158134	Groot, Inc (69323)	Inv# 12939017T107 Trash Collection Astor Aug 2024	1,210.18
		Total 1014166 · Trash Removal			1,210.18
		1014192 · Dental, Vision & Life Insurance			
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	136.21
		Total 1014192 · Dental, Vision & Life Insurance			136.21
		1014193 · Unemployment			
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	67.66
		Total 1014193 · Unemployment			67.66
		Total 202PAN · Pantry			2,246.20
		Total 2024 · Human Services - Expenditures			14,171.68
		3034 · Road Maintenance - Expenditures			
		3034ADM · Administration			
		3034701 · Legal			
Check	08/16/2024	158351	Airdo Werwas LLC	Inv# 190-0007-41058 Legal Fees	1,795.50
		Total 3034701 · Legal			1,795.50
		3034709 · Uniforms & Safety Equipment			
Check	08/16/2024	158316	Bartlett Sports	Inv# 6789 Seasonal Staff Uniforms	939.75
		Total 3034709 · Uniforms & Safety Equipment			939.75
		3034711 · Utilities			
Check	08/02/2024	158126	Nicor 91	Acct# 91-98-58-5112 9 Monthly Charges	32.44
Check	08/16/2024	158320	Com Ed (6000)	Acct# 0741276000 Douglas Road De-Icer 7/11-8/11/24	22.19
Check	08/16/2024	158323	Com Ed (8000)	Acct 7029328000 Road Garage 7/5/24-8/5/24	261.79
		Total 3034711 · Utilities			316.42
		3034792 · Dental, Vision & Life Insurance			
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	103.10
		Total 3034792 · Dental, Vision & Life Insurance			103.10
		3034793 · Unemployment			
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	594.58
		Total 3034793 · Unemployment			594.58
		Total 3034ADM · Administration			3,749.35
		3034BLD · Buildings			
		3034613 · Building Maintenance			

Hanover Township Board Audit Report

July 23 through August 19, 2024

Type	Date	Num	Name	Memo	Amount
Check	07/24/2024	158061	Midwest Mechanical	Inv #112158198 Road garage AC compressor repair	1,363.50
Total 3034613 · Building Maintenance					1,363.50
Total 3034BLD · Buildings					1,363.50
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	07/23/2024	157941	Motorola Solutions Starcom21 Network	Inv# 8528720240604 Monthly Radio Fee - July	88.00
Check	08/02/2024	158124	HOLCIM - MAMR Inc	Inv #719895682 Erosion Control River Stone	299.15
Check	08/16/2024	158313	Allied Asphalt Paving Company	Inv# 253333 Asphalt Spoils Disposal	35.00
Check	08/16/2024	158317	Beverly Materials, L.L.C.	Inv #308802 Culvert Stone	38.78
Check	08/16/2024	158317	Beverly Materials, L.L.C.	INV# 308601 Culvert Stone	28.28
Check	08/16/2024	158334	Motorola Solutions Inc	Inv# 8618620240701 Radio Subscription July 2024	88.00
Check	08/16/2024	158338	Home Depot, The 7816	Bug Spray/Trowels	47.32
Check	08/16/2024	158338	Home Depot, The 7816	Sod/Topsoil	70.46
Check	08/16/2024	158344	Welch Bros., Inc	Inv# 3288052 Culvert Pipe	739.20
Check	08/16/2024	158344	Welch Bros., Inc	Inv# 3286865 Culvert Pipe	2,442.21
Total 3034602 · Operating Supplies & Materials					3,876.40
3034603 · Fuel					
Check	07/23/2024	157927	Village of Hanover Park	Inv# 2024-00018038 June Fuel	924.87
Check	08/16/2024	158345	Village of Hanover Park (Fuel)	Inv# 2024-00018041 July 2024 Fuel	989.39
Total 3034603 · Fuel					1,914.26
3034606 · Engineering					
Check	08/16/2024	158353	Commercial Funding Inc.	Inv # 7 Bridlewood Resurfacing Project- July Engineering	7,165.48
Total 3034606 · Engineering					7,165.48
3034607 · Contract Work					
Check	08/16/2024	158350	Schroeder Asphalt Services, Inc	Pay#1 Bridlewood Resurfacing Project	391,275.74
Total 3034607 · Contract Work					391,275.74
3034610 · Street Lighting					
Check	07/30/2024	158075	Com Ed (4000)	6/7-7/9 Berner & Dale Street Lights	410.48
Total 3034610 · Street Lighting					410.48
3034614 · Signs, Stripping & Tree Removal					
Check	08/16/2024	158336	Quality Roque's Inc	Right of Way Tree/Stump Removal (7)	1,900.00
Total 3034614 · Signs, Stripping & Tree Removal					1,900.00
Total 3034ROD · Road Maintenance					406,542.36
303EQM · Equipment					
3034608 · Equipment Purchase					

Hanover Township Board Audit Report

July 23 through August 19, 2024

Type	Date	Num	Name	Memo	Amount
Check	08/16/2024	158327	Ewing Irrigation Products Inc.	Inv# 23124105 Plate Compactor	2,212.50
Total 3034608 · Equipment Purchase					2,212.50
3034609 · Maintenance Vehicles & Equip					
Check	07/30/2024	158096	Suburban Tire Auto Care Centers	Inv# 0542447 Tire For Small Trailer	103.49
Check	08/16/2024	158335	O'Reilly Auto Parts	Inv# 3421-409389 Truck 501 Battery	165.63
Total 3034609 · Maintenance Vehicles & Equip					269.12
Total 303EQM · Equipment					2,481.62
Total 3034 · Road Maintenance - Expenditures					414,136.83
4045 · Comm/SR Citizens Svcs - Expense					
4045105 · Soda/Snack Vending					
Check	08/13/2024	158278	Megan Conway	Vending Machine Restock	127.34
Check	08/13/2024	158278	Megan Conway	Vending Machine Restock	158.84
Check	08/16/2024	158305	Megan Conway	Vending Machine Supplies	223.24
Total 4045105 · Soda/Snack Vending					509.42
Total 4045 · Comm/SR Citizens Svcs - Expense					509.42
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054540 · Special Events					
Check	07/30/2024	158097	The Fun Ones	Special Event Game Rental Food Truck Fest Booth	215.00
Total 5054540 · Special Events					215.00
5054592 · Dental, Vision & Life Insurance					
Check	08/16/2024	158328	Euclid Managers	Monthly Dental/Life Insurance Premium Sept 2024	190.21
Total 5054592 · Dental, Vision & Life Insurance					190.21
5054593 · Unemployment					
Check	08/13/2024	158261	Illinois Counties Risk Management Trust	Inv #S-INV003289 2nd Quarter Unemployment Premium	71.76
Total 5054593 · Unemployment					71.76
Total 5054ADM · Administration					476.97
5054SVC · Service Contracts					
5054102 · CAC Family Support					
Check	08/13/2024	158269	Children's Advocacy Center of NW Cook	July 2024 Invoice for Family Support Service	1,435.00
Total 5054102 · CAC Family Support					1,435.00
5054123 · Easter Seals					
Check	08/13/2024	158272	Easter Seals DuPage & Fox Valley Region	July 2024 Invoice for Family Support Services	1,900.00

Hanover Township Board Audit Report

July 23 through August 19, 2024

Type	Date	Num	Name	Memo	Amount
			Total 5054123 · Easter Seals		1,900.00
			5054165 · Amita Alexian		
Check	08/13/2024	158265	Alexian Bros Center Mental Health (MHB)	Outpatient Therapy and Psychiatry July 2024	1,312.35
			Total 5054165 · Amita Alexian		1,312.35
			5054175 · WINGS Transitional Shelter		
Check	08/13/2024	158262	Wings	April 2024 Invoice 6 Clients	6,000.00
			Total 5054175 · WINGS Transitional Shelter		6,000.00
			5054205 · Mental Health Housing		
Check	08/16/2024	158349	UP Hanover Landing, LP	Hanover Landing Rent Subsidy - September 2024	5,263.00
			Total 5054205 · Mental Health Housing		5,263.00
			Total 5054SVC · Service Contracts		15,910.35
			Total 5054 · Mental Health - Expenditures		16,387.32
			7004 · Vehicle Replcmnt - Expenditures		
			7004540 · Bus Purchase		
Check	08/02/2024	158128	Pace	Inv# 639411 Bus Lease	100.00
			Total 7004540 · Bus Purchase		100.00
			Total 7004 · Vehicle Replcmnt - Expenditures		100.00
			8084 · Capital Projects - Expenditures		
			8084401 · Tیکنis Campus Expansion		
Check	07/24/2024	158053	Alexander Plumbing	Inv #10053 Well hydrant installation	1,028.00
Check	07/24/2024	158062	Oxford Engineering, Ltd.	Inv #115081 Final payment for mechanic & plumbing plans + drawings	240.00
Check	08/16/2024	158311	Alliance Industrial Services, LLC	Inv# 13598 Farm renovation dumpster	601.40
Check	08/16/2024	158338	Home Depot, The 7816	FARM HQ Exterior Columns	644.64
Check	08/16/2024	158338	Home Depot, The 7816	FARM HQ Flooring	58.56
Check	08/16/2024	158338	Home Depot, The 7816	FARM HQ Flooring	285.32
Check	08/16/2024	158352	Hansen Palmer Associates Ltd	Inv# 48045 FARM HQ Electrical Drawings for Permit	7,820.00
Check	08/16/2024	158353	Commercial Funding Inc.	Inv# 18 ES HQ Engineering	984.77
			Total 8084401 · Tیکنis Campus Expansion		11,662.69
			8084425 · Building & Perm Improvements		
Check	08/16/2024	158319	FJ Bero	Inv# 59564 Frost Proof Wall Hydrants	4,067.50
			Total 8084425 · Building & Perm Improvements		4,067.50
			Total 8084 · Capital Projects - Expenditures		15,730.19
TOTAL					629,089.16

- I. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 7:00 p.m.
Clerk Dolan Baumer called the roll; present were Trustees Beattie, Essick, Noyola, and Martinez, and Supervisor McGuire.
Others present were Assessor Khaja Moinuddin, Facilities and Road Maintenance Director Caleb Hanson, Aging Services Director Megan Conway, Community Health Director Kristen Smith, Emergency Services Director Mike Crews and Deputy Chief Lonnie Williams, Youth and Family Services Director Tina Houdek, Human Services Director Mary Jo Imperato, Deputy Administrator Kristin Vana, Administrator James Barr, Administrative Assistant Hailey Matich, Attorney Mike Airdo, Mr. Fred Holdmann of Streamwood and his family and friends, representatives from the Hanover Township Emergency Services team, and Village of Streamwood Trustee Mike Baumer.
- II. Pledge of Allegiance: Supervisor McGuire invited everyone to stand and join him in the Pledge of Allegiance to the Flag.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. Hearing none, Mr. McGuire closed the Town Hall.
- IV. Presentations:
 - A. The Board welcomed SP4 Frederick S. Holdmann Jr. of Streamwood into the Hanover Township Veterans Honor Roll. He served in the U.S. Army from 1974 to 1977.
 - B. Clerk Dolan Baumer administered the oath of office to newly promoted Hanover Township Emergency Services Lieutenants Justin Luke, Greg Hoshaw, John Grim, Cal Leiser, and Michael Brauer; and to the Officers Michael Maida, James Weaver, Daniel Alves, and John Montefalco.
- V. Reports:
 - A. Supervisor's Report: Supervisor McGuire offered no report this evening.
 - B. Clerk's Report: Clerk Dolan Baumer offered no report this evening.
 - C. Assessor's Report: Assessor Moinuddin reported that the 2018 Certificate of Errors can only be filed through August 1.
 - D. Department Reports: Reports were submitted for review by the Board; highlights include upcoming special event dates: Streamwood Summer Celebration July 26-28, September 19 Township Day Food Truck Festival. A summer intern is being sought, reported Director Kuttentburg. Deputy Vana reported that Human Resources Manager Callahan has sent out the employee survey earlier this month. The Staff summer picnic would be held on August 15 at 11:30 AM. Manager Teachout reported that the Mental Health Board has identified a taxi service out of Schaumburg that may be willing to accommodate TIDE riders, although she is still working on the Ride Share program. Ride Share did respond to the Board's requires that for potential riders to go downtown to apply for the program poses a hardship, however that is how they manage the program. The needs assessment should be completed by the end of 2024 for FY26. Applications are on the website for FY26 funding. Director Conway reported that Hanover Township Create would run August 1-30, kicking off with the meet the artist reception on August 1 from 1-4 PM. Nutrition Services has filled one position; and while Marilyn Perri was out, Mary Krick and Florie Sposito pitched in admirably to fill the void. The State association of senior services has changed its name to ITSSA – Illinois Township Senior Services Association. Director Houdek reported that meetings for the 2024-25 school year have begun with U-46 for sessions to start in September. Back to school events would take place through August. She thanked everyone for supporting the recent fundraising events for the youth events. Back to school leagues will start in the fall with the Streamwood Park District. The ATCOY summer Olympics entertained over sixty people and was sponsored by Hanover, DuPage, and Wayne Townships. A part-time receptionist has been hired. The August 23 ATCOY meeting would be

Minutes of a Rescheduled Meeting of the Hanover Township Board

Tuesday, July 23, 2024

Page 2

held at Hanover Township. Remember that the National Night Out would be held at the Izaak Walton Center on August 6. Director Imperato noted that the Home Residential Fire Response program is active with teams ready to respond. Meetings have been held with Elgin Fire Chief and Bartlett Fire Chief to introduce the program. Veterans are taking part in the monthly groups and will be going to Cantigny in August. Up to 80 families have visited the food pantry daily; stock is difficult to maintain and reaching out through social media for assistance is the next step to increase donations. Backpack registrations have over 550 township residents with a total of 900 backpacks to be distributed. Thank you to Jason Foods who is a supporter of the backpack program. She would be presenting at the MTA Educational Training on August 21 on the topic of GA and EA updates. Director Smith reported that Nurse James has been successful in the elementary school outreach sessions this summer. Health screenings would be held at Poplar Creek Public Library during specified times through August. The department has seen an uptick in requests for TB tests. The COVID rates are less currently than they were in 2022-23. Director Crews reported that the members contributed over 3,000 hours on fire responses, traffic incidents, search and rescue efforts, and drone usages. Currently, the department is holding at a three-minute response time, and they are generally the first to arrive and the last to leave a call. The drone program has been showcased to the Hanover Park Police Department. Bartlett and Hampshire emergency services have participated in the tabletop exercises. Cook County reported that the Hanover Township Emergency Services has met the requirement of IEMA for certification. Director Hanson reported that the 2024 Bridge Inspection, required for initiating the Bridge repairs has been sent to the County. Landscaping and walkthroughs are ongoing with staff and Thomas Engineering on the Tiknis campus extension. Material has been ordered for the Facilities building and non-structural modifications are ongoing. Thomas Engineering and Hitchcock Design are working on the OSLAD Grant submission documents. Phase II has been presented to the Village of Bartlett for their approval.

VI. Bill Paying: Mr. Barr presented the bills for payment from July 2, 2024 through July 22, 2024 as follows:

a.	Town	\$97,571.13
b.	Senior Services	46,910.29
c.	General Assistance	10,953.30
d.	Road Maintenance	21,975.19
e.	Senior Citizens Svcs.	383.00
f.	Mental Health Board	218,842.34
g.	Vehicle	200.00
h.	Capital	<u>146,244.04</u>
	Total	<u>\$543,079.29</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from July 2, 2024 through July 22, 2024. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Noyola, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

VII. Unfinished Business: No unfinished business was brought forward.

VIII. New Business:

- A. Hanover Township Board Meeting Minutes of July 2, 2024: Clerk Dolan Baumer presented the Hanover Township Board Meeting minutes of July 2, 2024 for approval. Trustee Beattie moved that the Board approve the Board meeting minutes of July 2, 2024 as presented; motion seconded by Trustee Noyola. Roll call: Ayes: Trustees Beattie, Martinez, and Noyola, and Supervisor McGuire. Abstain: Trustee Essick. Nays: None. Motion carried.
- B. Consideration of Proposed Village of Bartlett Lake Street Corridor Tax Increment Financing District: A motion to consider the Village of Bartlett TIF for the Lake Street corridor was made by Trustee Essick, and seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick,

Martinez, and Noyola, and Supervisor McGuire. Nays: None. Discussion on the Village of Bartlett Lake Street corridor TIF was led by Administrator Barr. The Lake Street corridor project area meets the requirement to qualify as a blighted area. The projected costs of the TIF is \$67,385,000. The anticipated outcomes include construction and occupancy of commercial redevelopment, growth in tax base from \$5,032,311 to about \$67 million, and a growth in annual property taxes from the TIF from \$528,000 to \$7 million. The Township will need to pass three ordinances as follows in order to approve the TIF.

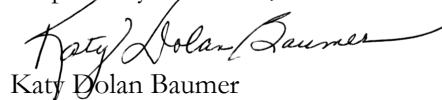
- C. Consideration of holding the August 6, 2024 Board Meeting at the Izaak Walton Youth Center: A motion to hold the August 6, 2024 Hanover Township Board meeting at the Izaak Walton Youth Center was made by Trustee Beattie and seconded by Trustee Essick. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Noyola, and Supervisor McGuire. Nays: None.

IX. Executive Session: No motion to go into Executive Session was made.

X. Other Business: Administrator Barr noted that the Township would host a table at the Hanover Park Park District Soiree. The Hanover Township Planning Retreat would be held on December 7 at 8 AM. A Community Meeting would be held at the Lenoci-Walters Reserve on August 20 at 5:30 p.m. prior to the regular Board meeting. Coffee with the Board would be held in October, November, January, February and March and then the Board would consider continuing to offer it to the residents.

XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:04 p.m. was made by Trustee Martinez and seconded by Trustee Noyola, followed by a roll call vote. Ayes: Trustees Beattie, Essick, Noyola, and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer

Clerk

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

RESOLUTION _____

**A RESOLUTION
TO APPROVE THE PROPOSALS FROM BLUESTEM ECOLOGICAL SERVICES, INC.,
FOR AN EMERGENCY PURCHASE OF NATIVE STEWARDSHIP AND RESTORATION
SERVICES FOR THE WILLIAM TIKNIS CAMPUS EXPANSION PROJECT**

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: EMERGENCY. Pursuant to Section 1/85-30 of the Illinois Township Code, the emergency purchase of native stewardship and restoration services, in connection with the Hanover Township William Tiknis Campus Expansion Project, by contract let without advertising for bid is hereby authorized.

SECTION TWO: APPROVAL. That the proposals for native stewardship and restoration services by Bluestem Ecological Services, Inc., (the “Proposals”) for the Hanover Township William Tiknis Campus Expansion Project are hereby approved, subject to review and approval by the Township Attorney.

SECTION THREE: AUTHORIZATION. The Township Supervisor and Township Clerk of Hanover Township are authorized to sign and attest, respectively, on behalf of Hanover Township such agreements as may be necessary and appropriate in connection with the approval of the Proposal, subject to review and approval by the Township Attorney.

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: REPEALER. All prior Ordinances or 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: August 20, 2024

APPROVED: August 20, 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 August 20, 2024, and approved on August 20, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



19812 West Coral Road • Marengo, IL 60152
815.568.2927 • www.bluestemeco.com

Native Restoration Proposal

Hanover Township Emergency Services

240 S. IL Route 59 , Bartlett, IL, 60103

Project Description:

OVERSEEDING: Bluestem proposes to overseed the newly restored natural areas with native seed as needed in Fall of 2024. A total of 2 acres is included here.

Overseed - 1 acres Prairie Seed

\$2,613

Initials

<i>Qty</i>	<i>Size</i>	<i>Item</i>
1	Acre	Seed - Agrecol Economy Prairie EP1 - Acre (Seed - Economy Prairie) - Sub SPM

Overseed - 0.75 acres Wet Mesic Seed

\$1,634

Initials

<i>Qty</i>	<i>Size</i>	<i>Item</i>
0.75	Acre	Seed - Agrecol Low Profile Moist Meadow LPMD - Acre (Seed - Low Profile Moist Meadow)

Overseed - 0.25 acres Savanna Seed

\$871

Initials

<i>Qty</i>	<i>Size</i>	<i>Item</i>
0.25	Acre	Seed - Savanna and Woodland Edge - Acre

Proposal Amount: \$5,118.00

Bluestem will furnish all of the labor, materials, tools and equipment necessary to perform work and duties in a professional workmanship-like manner creating as little disruption, as possible, to the environment and the client.

I/We represent and warrant that I/we have authority to enter into this Contract. We accept the aforementioned and further accept the Bluestem Ecological Services Terms and Conditions, attached and hereby made part of this contract. We do hereby authorize Bluestem Ecological Services to perform the work as stated.

Sarah Voska

4/18/2024

Authorized Representative / Date

Bluestem Representative / Date



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Terms and Conditions

Contract Validity

As site conditions can change, Restoration proposals are valid for NINETY DAYS from date of issuance. Stewardship proposals are valid for SIX MONTHS from date of issuance.

Existing Landscape Plantings and Hardscaping

Existing landscape plantings, including turf grass, may suffer damage, if located in close proximity to work area, and shall not be covered by any warranty or insurance policy. The Customer shall hold Bluestem harmless for damages that result of a prescribed burn, chipping, herbiciding or clearing in their natural areas.

Please note that any work that is being done that requires excavation of soil greater will need to be called into J.U.L.I.E. underground utilities. Owner is responsible for marking private utilities. Bluestem cannot be responsible for unmarked utilities, structures, irrigation systems etc. damaged in the work process.

Watering

Watering of newly installed trees, shrubs, perennials, and native seed can be performed as an additional item, at an additional cost, as an addendum to this contract.

Warranty

Bluestem warranties trees and shrubs for 1 year after installation. Herbaceous perennial plants are warrantied for 30 days after installation. Proper watering is required in order for the warranty to be valid. In the case of emergent or submergent plant installations, water depth must be controlled for the warranty to be valid. Bluestem warrants that all Products delivered hereunder shall be of Bluestem's standard quality. Bluestem makes no other warranties, express or implied. Bluestem is not liable for damages caused by acts of God, animal foraging, oversalting, failed engineering, failure to water/maintain, plant disease, changes in laws, rules or regulations or other acts of any governmental authority, labor troubles, or any other cause beyond Bluestem's reasonable control.

Insurance

Bluestem Ecological Services will maintain the following types of insurance: worker's compensation, complete automotive coverage, and general liability in commercially reasonable coverage amounts. Bluestem will provide the Owner a Certificate of Insurance upon request.

General Liability - \$1,000,000.00

Automotive Liability - \$1,000,000.00

Umbrella Liability - \$10,000,000.00

Workers Comp - \$500,000.00.

Billing

Lump Sum of the total restoration amount is due upon completion of the restoration project or phase of project. In the event your account is placed for collection, all associated costs and reasonable attorney's fees will be charged to your account. All services and materials will be considered property of Bluestem Ecological Services until such items are paid in full. Any additional work not specified and performed on a written acceptance of proposal request of the customers shall be subject to terms hereof and shall be charged on a time and material basis.



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Terms and Conditions

Residential Billing

Residential customers will pay Bluestem a deposit for restoration services, with 50% down at time of signing. Upon completion of restoration activity, the remaining 50% will be due.

Time and Materials

In T&M portions of a contract, Customer can specify a Not-to-Exceed amount, or request for work to continue until the job is complete. This must be specified in writing prior to commencement of work. Where no Not-to-Exceed amount is specified, Bluestem will work until completion.

Gas and Oil Prices

Bluestem's proposal is based on the average daily price for diesel gasoline not exceeding \$5.00 per gallon as determined by the Department of Energy ("DOE") National Mid-West Average Price of Fuel. All "DOE" prices include taxes and the National Mid-West Average Price of Fuel is generally updated and available after 4:00 p.m., each Monday, on the DOE website at www.eia.doe.gov. In the event that the National Mid-West Average Price of Fuel for diesel gasoline increases to \$5.00 per gallon, a four percent (4%) fuel fee will be added to your monthly invoice.

Burning

Bluestem will implement a controlled burn, using fire as a tool to clear debris, recycle nutrients and stimulate native plant and animal species. Our fire crew is comprised of S130/S190 trained crew leaders knowledgeable in the fuel types present, and crew members are certified through the Chicago Wilderness. Prior to burning, the fire crew will create needed firebreaks and place noticeable signage. The areas to be burned will contain unburned refuge for animal species. Bluestem will file a permit with the Illinois EPA prior to burning. The Owner/Agent shall notify any neighbors, when applicable.

Due to the unpredictability of the weather, it may be necessary to postpone the burn to the next burn season. It is possible that local conditions could cause the burn unit to burn poorly when all conditions are within parameters. While Bluestem will make every effort to burn as much of the areas as possible, conditions such as areas being too wet can impede 100% of vegetation and debris burning completely. The burn shall be deemed successful if 50% or more of the area is burned, and the client will be charged the full amount. If burning is 50% complete or less, despite best efforts by Bluestem, Bluestem will mow the remaining vegetation.

Termination

In the event the Customer is dissatisfied with said services, the Customer must give Bluestem thirty (30) days written notice to correct the problem. If the problem is not corrected within the said thirty (30) days, then the Customer has the right to cancel this agreement upon payment of all accrued charges. This agreement may be canceled with or without cause upon thirty (30) days written notice by either party. This agreement will become null and void and all services rendered will become due and payable within the terms of this agreement. All correspondence regarding cancellation shall be via Certified Mail/Return Receipt Requested.

This agreement shall inure to the benefit on the parties, heirs, executors, administrators, assignees, and successors of the parties. This agreement contains the entire understanding of the parties that no statements, promises, or inducements made by either party or agent that are not contained in this written agreement shall not be valid or binding. In the event of a dispute between parties, then the status of any litigation shall be in DuPage County, Illinois, and the laws of the State of Illinois shall govern.

CUSTOMER INFORMATION

Billing Information

Attn:			
E-Mail:			
Company:			
Address:			
City / State/ Zip			
Phone:		Fax:	
PO#		Tax Exempt: Yes No	

If Tax Exempt - please supply a copy of certificate.

Property Location Information

Same as Billing Information

☐

Contact:	
Property Location:	
Address:	
City / State/ Zip	
Phone:	Fax:
E-Mail:	
Additional Insured Information	

***Any additional necessary information please direct to the following:**

Deidre Joynt
deidre@bluestemeco.com
Administrator
815-568-2927 (O)
630-479-1908 (C)
1550 W. Bartlett Road
Bartlett, IL 60103





19812 West Coral Road • Marengo, IL 60152
815.568.2927 • www.bluestemeco.com

Native Restoration Proposal

Hanover Township Emergency Services

240 S. IL Route 59 , Bartlett, IL, 60103

Project Description:

Bluestem proposes to provide tree replacements at the Hanover Township Emergency Services site based on the below quantities. Species subject to availability. Optional watering bags are included as a recommended system for reducing watering costs and protecting tree health long-term.

Tree warranty subject to adequate watering. Please note any unmarked/private underground utilities prior to project start.

Tree Installation

\$8,400

Initials

Qty	Size	Item
2	3" Caliper	Native Canopy Tree - 3" Caliper - Bur Oak
3	6' HT - Ornamental	Native Ornamental Tree - 6' HT - Ornamental - Serviceberry
1	6' HT - Ornamental	Native Ornamental Tree - 6' HT - Ornamental - Witchhazel
3	3" Caliper	Native Canopy Tree - 3" Caliper - White Oak

Watering Bags (Recommended)

\$860

Initials

Qty	Size	Item
10	EA	Misc Material - EA - Tree Diaper Watering System

Proposal Amount: \$9,260.00

Bluestem will furnish all of the labor, materials, tools and equipment necessary to perform work and duties in a professional workmanship-like manner creating as little disruption, as possible, to the environment and the client.

I/We represent and warrant that I/we have authority to enter into this Contract. We accept the aforementioned and further accept the Bluestem Ecological Services Terms and Conditions, attached and hereby made part of this contract. We do hereby authorize Bluestem Ecological Services to perform the work as stated.

Sarah Voska

8/15/2024

Authorized Representative / Date

Bluestem Representative / Date



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815.568.2927 • www.bluestemeco.com

Terms and Conditions

Contract Validity

As site conditions can change, Restoration proposals are valid for NINETY DAYS from date of issuance. Stewardship proposals are valid for SIX MONTHS from date of issuance.

Existing Landscape Plantings and Hardscaping

Existing landscape plantings, including turf grass, may suffer damage, if located in close proximity to work area, and shall not be covered by any warranty or insurance policy. The Customer shall hold Bluestem harmless for damages that result of a prescribed burn, chipping, herbiciding or clearing in their natural areas.

Please note that any work that is being done that requires excavation of soil greater will need to be called into J.U.L.I.E. underground utilities. Owner is responsible for marking private utilities. Bluestem cannot be responsible for unmarked utilities, structures, irrigation systems etc. damaged in the work process.

Watering

Watering of newly installed trees, shrubs, perennials, and native seed can be performed as an additional item, at an additional cost, as an addendum to this contract.

Warranty

Bluestem warranties trees and shrubs for 1 year after installation. Herbaceous perennial plants are warrantied for 30 days after installation. Proper watering is required in order for the warranty to be valid. In the case of emergent or submergent plant installations, water depth must be controlled for the warranty to be valid. Bluestem warrants that all Products delivered hereunder shall be of Bluestem's standard quality. Bluestem makes no other warranties, express or implied. Bluestem is not liable for damages caused by acts of God, animal foraging, oversalting, failed engineering, failure to water/maintain, plant disease, changes in laws, rules or regulations or other acts of any governmental authority, labor troubles, or any other cause beyond Bluestem's reasonable control.

Insurance

Bluestem Ecological Services will maintain the following types of insurance: worker's compensation, complete automotive coverage, and general liability in commercially reasonable coverage amounts. Bluestem will provide the Owner a Certificate of Insurance upon request.

General Liability - \$1,000,000.00

Automotive Liability - \$1,000,000.00

Umbrella Liability - \$10,000,000.00

Workers Comp - \$500,000.00.

Billing

Lump Sum of the total restoration amount is due upon completion of the restoration project or phase of project. In the event your account is placed for collection, all associated costs and reasonable attorney's fees will be charged to your account. All services and materials will be considered property of Bluestem Ecological Services until such items are paid in full. Any additional work not specified and performed on a written acceptance of proposal request of the customers shall be subject to terms hereof and shall be charged on a time and material basis.



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815.568.2927 • www.bluestemeco.com

Terms and Conditions

Residential Billing

Residential customers will pay Bluestem a deposit for restoration services, with 50% down at time of signing. Upon completion of restoration activity, the remaining 50% will be due.

Time and Materials

In T&M portions of a contract, Customer can specify a Not-to-Exceed amount, or request for work to continue until the job is complete. This must be specified in writing prior to commencement of work. Where no Not-to-Exceed amount is specified, Bluestem will work until completion.

Gas and Oil Prices

Bluestem's proposal is based on the average daily price for diesel gasoline not exceeding \$5.00 per gallon as determined by the Department of Energy ("DOE") National Mid-West Average Price of Fuel. All "DOE" prices include taxes and the National Mid-West Average Price of Fuel is generally updated and available after 4:00 p.m., each Monday, on the DOE website at www.eia.doe.gov. In the event that the National Mid-West Average Price of Fuel for diesel gasoline increases to \$5.00 per gallon, a four percent (4%) fuel fee will be added to your monthly invoice.

Burning

Bluestem will implement a controlled burn, using fire as a tool to clear debris, recycle nutrients and stimulate native plant and animal species. Our fire crew is comprised of S130/S190 trained crew leaders knowledgeable in the fuel types present, and crew members are certified through the Chicago Wilderness. Prior to burning, the fire crew will create needed firebreaks and place noticeable signage. The areas to be burned will contain unburned refuge for animal species. Bluestem will file a permit with the Illinois EPA prior to burning. The Owner/Agent shall notify any neighbors, when applicable.

Due to the unpredictability of the weather, it may be necessary to postpone the burn to the next burn season. It is possible that local conditions could cause the burn unit to burn poorly when all conditions are within parameters. While Bluestem will make every effort to burn as much of the areas as possible, conditions such as areas being too wet can impede 100% of vegetation and debris burning completely. The burn shall be deemed successful if 50% or more of the area is burned, and the client will be charged the full amount. If burning is 50% complete or less, despite best efforts by Bluestem, Bluestem will mow the remaining vegetation.

Termination

In the event the Customer is dissatisfied with said services, the Customer must give Bluestem thirty (30) days written notice to correct the problem. If the problem is not corrected within the said thirty (30) days, then the Customer has the right to cancel this agreement upon payment of all accrued charges. This agreement may be canceled with or without cause upon thirty (30) days written notice by either party. This agreement will become null and void and all services rendered will become due and payable within the terms of this agreement. All correspondence regarding cancellation shall be via Certified Mail/Return Receipt Requested.

This agreement shall inure to the benefit on the parties, heirs, executors, administrators, assignees, and successors of the parties. This agreement contains the entire understanding of the parties that no statements, promises, or inducements made by either party or agent that are not contained in this written agreement shall not be valid or binding. In the event of a dispute between parties, then the status of any litigation shall be in DuPage County, Illinois, and the laws of the State of Illinois shall govern.

CUSTOMER INFORMATION

Billing Information

Attn:		
E-Mail:		
Company:		
Address:		
City / State/ Zip		
Phone:	Fax:	
PO#	Tax Exempt:	Yes No

If Tax Exempt - please supply a copy of certificate.

Property Location Information

Same as Billing Information

☐

Contact:	
Property Location:	
Address:	
City / State/ Zip	
Phone:	Fax:
E-Mail:	
Additional Insured Information	

***Any additional necessary information please direct to the following:**

Deidre Joynt
deidre@bluestemeco.com
Administrator
815-568-2927 (O)
630-479-1908 (C)
1550 W. Bartlett Road
Bartlett, IL 60103





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815.568.2927 • www.bluestemeco.com

Native Stewardship Proposal

Hanover Township Emergency Services

240 S. IL Route 59, Bartlett, IL 60103

Project Description:

Bluestem proposes to provide maintenance & monitoring of the newly seeded William Tiknis Campus Expansion at Hanover Township, in accordance with the Maintenance & Monitoring Plan (Tab 9 / Vegetated Bottom PCBMP & Wetland buffer mitigation areas). Activities include mowing, weed whipping, hand removal, and herbicide applications to control and remove non-native species. Activities may be combined during each of the site visits. A prescribed burn will occur in Year 3.

Bluestem cannot guarantee that performance standards will be met. As part of monitoring services, Bluestem will provide recommendations for any additional work required to meet DuPage County stormwater requirements, such as supplemental seeding.

Native Stewardship:

Bluestem's stewardship services include applying selective herbicide applications to non-native and invasive species, and spot-mowing/trimming of non-native and invasive species. Bluestem will use professional ecological discretion to determine the appropriate species to target during each visit using integrated pest management best practices to set methodology of work.

Herbicide Application - Our licensed herbicide application crew will spot treat invasive species.

Selective Mowing and Trimming - Our crew will use spot-mowing to treat invasive herbaceous annuals.

Selective Mowing and Trimming - Our crew will trim small woody material.

Removal of Selective Seed Heads - Our crew will use discretion to remove the seed heads from select invasive species in high priority areas of the site.

Supplemental Seeding and Plugs - Our crew will monitor area for bare spots, in order to offer supplemental seeding and plugs as a separate contract.

Mow Fire Breaks - In seasons when a Prescribed burn is scheduled, our crew will mow needed breaks throughout the natural areas.

Year 1: 2024

Bluestem's stewardship services includes (3) occurrences.

Year 2: 2025

Bluestem's stewardship services includes (6) occurrences.

Year 3: 2026

Bluestem's stewardship services includes (5) occurrences.



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815.568.2927 • www.bluestemeco.com

Prescribed Burn:

Bluestem will implement a controlled burn, using fire as a tool to clear debris, recycle nutrients and stimulate native plant and animal species. Our fire crew is comprised of S130/S190 trained crew leaders knowledgeable in the fuel types present. Prior to burning, the fire crew will create needed firebreaks and place noticeable signage. The areas to be burned will contain unburned refuge for animal species. Bluestem will use this opportunity to burn the cut vegetation from Brush Clearing activities. Bluestem will file a permit with the Illinois EPA prior to burning. The Owner/Agent shall notify any neighbors, when applicable. Due to the unpredictability of the weather, it may be necessary to postpone the burn to the next burn season. It is possible that local conditions could cause the burn unit to burn poorly when all conditions are within parameters. While Bluestem will make every effort to burn as much of the areas as possible. Conditions such as areas being too wet can impede 100% completion. The burn shall be deemed successful if 50% or more of the area is burned, and the client will be charged the full amount. If burning is 50% complete or less, despite best efforts by Bluestem, Bluestem will mow the remaining vegetation.

Native Stewardship Compensation:

The Customer will pay Bluestem for the aforementioned stewardship services on a per visit basis.

Bluestem Ecological Services - Stewardship Services Summary				
Task	Per Visit Cost	Rx Burn	Monitor/Reporting	Total Amount Due
2024	\$1,925.00	\$0.00	\$3,000.00	\$8,775.00
2025	\$1,925.00	\$0.00	\$3,000.00	\$14,550.00
2026	\$1,925.00	\$5,800.00	\$3,000.00	\$18,425.00

Acceptance:

I/We represent and warrant that I/we have authority to enter into this Contract. We accept the aforementioned and further accept the Bluestem Ecological Services Terms and Conditions, attached and hereby made part of this contract. We do hereby authorize Bluestem Ecological Services to perform the work as stated.

Authorized Representative / Date

Sarah Voska

Sarah Voska

8/14/2024

Date



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Watering

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Insurance

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General Liability - \$1,000,000.00

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Terms and Conditions

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19812 West Coral Road • Marengo, IL 60152
815.568.2927 • www.bluestemeco.com

CUSTOMER INFORMATION

Billing Information

Attn:		
E-Mail:		
Company:		
Address:		
City / State/ Zip		
Phone:	Fax:	
PO#	Tax Exempt:	Yes No

If Tax Exempt - please supply a copy of certificate.

Property Location Information

Same as Billing Information

☐

Contact:		
Property Location:		
Address:		
City / State/ Zip		
Phone:	Fax:	
E-Mail:		
Additional Insured Information		

***Any additional necessary information please direct to the following:**

Deidre Joynt
deidre@bluestemeco.com
Administrator
815-568-2927 (O)
630-479-1908 (C)
1550 W. Bartlett Road
Bartlett, IL 60103



RESOLUTION _____

**A RESOLUTION
TO APPROVE A PROFESSIONAL SERVICES AGREEMENT
WITH THOMAS ENGINEERING GROUP, LLC**

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

SECTION ONE: APPROVAL. The Professional Services Agreement (the “Agreement”) with Thomas Engineering Group, LLC, for for the William Tiknis Campus Expansion Project – Phase 2 in Hanover Township, Cook County, Illinois, 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: August 20, 2024

APPROVED: August 20, 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 August 20, 2024, and approved on August 20, 2024, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

August 7, 2024

Mr. Caleb Hanson
Director, Department of Facilities & Road Maintenance
Hanover Township
250 S. IL Route 59
Bartlett, Illinois 60103

762 Shoreline Drive
Suite 200
Aurora, IL 60504

Re: Proposal for Phase II Design Engineering Services for the William Tiknis Campus Expansion Project –Phase 2

Dear Mr. Hanson:

Thomas Engineering Group, LLC (TEG) respectfully submits this proposal to Hanover Township to provide Phase II Design Engineering Services for the William Tiknis Campus Expansion Project – Phase 2. TEG is enthusiastic about the opportunity to continue working with the Department of Facilities & Road Maintenance.

This proposal includes our understanding of the assignment, proposed scope of services, and estimated fee for providing construction engineering services for the above-mentioned development. TEG will continue to provide a professional and responsive team that is eager to fulfill the Township's needs and expectations.

If you have any questions or require additional information, please call me at (217) 201-9003 or by e-mail at maryc@thomas-engineering.com.

Sincerely,
thomas engineering group, llc

Mary E. Cave
Mary E. Cave, P.E.
Project Manager

cc: Mr. James Barr, Township Administrator, Hanover Township
Mr. Kevin C. VanDeWoestyne, P.E., ENV SP, Thomas Engineering Group, LLC



PROPOSAL
FOR
HANOVER TOWNSHIP
BARTLETT, ILLINOIS

WILLIAM TIKNIS CAMPUS EXPANSION – PHASE
2

PHASE 2 DESIGN ENGINEERING SERVICES

PREPARED BY:
Mary E. Cave, P.E.
Project Manager

August 7, 2024

Proposal for Phase 2 Design Engineering Services William Tiknis Campus Expansion Project – Phase 2 Hanover Township, Bartlett, IL

Thomas Engineering Group, LLC (TEG) respectfully submits this Proposal to Hanover Township to provide Phase II Design Engineering Services for the 2nd Phase of the William Tiknis Campus Expansion Project (Project). As the Phase 1 consulting engineers for the Project, TEG has excellent knowledge of this Project and we're looking forward to seeing it through completion.

TEG is extremely well suited for this project and is capable of providing the Township with outstanding service and exceptional value. Our staff's unique qualifications and local, relevant experience make TEG an excellent fit. Based on firm and staff experience, TEG fully understands this project. We are confident in our abilities, knowledge, and resources that we will be able to exceed Hanover Township's expectations on this important Project. TEG will provide the Township with the same dedication to service, expertise, innovation, and value that has enabled us to serve our clients and concurrently grow our company.

SCOPE OF SERVICES

The following Base Scope of Services will be provided by Thomas Engineering Group, LLC (TEG) for the Phase 2 Final PUD approval of the William Tiknis Campus Expansion through the Village of Bartlett and design and engineering plan approval for the Phase 2.

1) Administration, Meetings and Coordination

- 1.1 **Administration.** TEG's Project Manager will manage scope, schedule, and budget, and perform administrative tasks needed for the successful completion of this work. TEG's Project Manager will maintain regular communication with Township staff with periodic progress updates.
- 1.2 **Meetings.** TEG will provide coordination, preparation of exhibits/meeting materials, attend meetings, and prepare meeting minutes to help ensure a successful project. We anticipate the following meetings will be required:
 - a. Progress Meeting (1 total)
 - b. Meeting with Village of Bartlett (1 total)
- 1.3 **Coordination.** TEG will provide consistent and timely coordination and follow-up throughout the project related to all the appropriate items included in this Scope of Services.
 - a. TEG will prepare the Development Application on behalf of Hanover Township.
 - b. Submittals (2 anticipated)

2) Topographic Survey

2.1 Topographic Survey. Existing topography of the land with contours shown at intervals no greater than two feet (2'). Topographic data shall refer to the U.S.G.S. North American Datum--Mean Sea Level Elevation. Only areas affected by the Phase 2 construction will be surveyed.

3) Sub-Surface Geotechnical Investigation (TEG/Rubino Engineering Inc.)

3.1 CCDD Documentation: A CCDD LPC was previously performed for Phase 1 but has expired. The scope of the work includes the renewal of the Clean Construction or Demolition Debris LPC and CCDD facility acceptance.

4) Roadway Design

4.1 The Township plans to use the aggregate driveway to access the Facilities and Road Maintenance Building. Driveway re-alignment will be required to accommodate the design fire protection vehicle. Roadway pavement design will be performed to ensure adequate aggregate driveway design for the fire vehicles.

5) Stormwater

5.1 Drainage Study

- a. Perform a drainage study of existing and proposed conditions.

5.2 Volume Storage Calculations

- a. It is assumed that only one drainage outfall will be required.
- b. Calculations will be based on all proposed (current and future) impervious areas. If desired, these systems can be oversized to help alleviate existing drainage problems, but this would increase construction costs.

5.3 Proposed Drainage Plans 1"=20' scale -2 sheets assumed

5.4 Proposed Grading Plans 1"=20' scale

- a. Existing and proposed topography of the land with contours shown at intervals no greater than two feet (2'). Topographic data shall refer to the U.S.G.S. North American Datum--Mean Sea Level Elevation.

5.5 Final Stormwater Management Report

- a. A drainage calculation report will need to be submitted to the Bartlett Planning & Zoning Division for review and acceptance. This will require

assembly of exhibits, calculations, submittal, addressing comments, and resubmittal.

5.6 Permitting

- a. **Stormwater Permitting** - Bartlett is a partial waiver community. All stormwater requirements of the DuPage Ordinance are enforced by the stormwater administrator of the partial waiver community. Upon approval of the stormwater application, the County issues a Stormwater Authorization Letter to the partial waiver community that grants them permission to issue Stormwater Certifications for the development.
- b. **Wetland Permitting**
 - i. **Wetland Impact & Mitigation Plan.** A direct Wetland Impact Analysis and WIE form was performed during Phase 1. A mitigation plan will be required after identifying permanent and temporary impacts to the existing wetlands due to Phase 2 construction.
 - ii. **Maintenance and Monitoring Plan.** A planting, maintenance and monitoring plan to mitigate these impacts in accordance with USACE requirements.
- c. **Other Environmental Permitting.**
 - iii. **Natural Resource Inventory Report** from the North Cook County Soil and Water Conservation District located at 899 Jay Street, Elgin, IL 60120 (phone#847-468-0071).
 - iv. **Ecological Compliance Assessment Tool Report (EcoCAT)** An **Ecological Compliance Assessment Tool Report (EcoCAT)** from the Illinois Department of Natural Resources located at One Natural Resources Way, Springfield, IL 62702-1271 (phone #217-782-6302).

6) Traffic Analysis

6.1 Truck Turning Movement Plans – Analysis will be done and a plan created that shows the proposed driveway will accommodate emergency service vehicles.

7) Landscaping

- 7.1 Landscape Plans** will be provided in accordance with Chapter 11A Landscaping, Screening and Tree Preservation of the Bartlett Municipal Code. The following proposed details will be included in the Landscape Plan:
- a. Site Improvements
 - b. Setbacks
 - c. Dimensions

- d. Plantings and a Plant List that contains the name, size and quantity of all plant material shown on the plan
- e. Calculation of landscaped area- square footage and percentage

7.2 Landscape Plans and Details will be provided for the following areas:

- a. **Interior Parkway Landscaping:** A landscaped open space extending a minimum of ten feet (10') from all street rights of way.
- b. **Perimeter Landscape Area:** An area around the periphery of a property not facing a public road. The perimeter landscape area extends from the property line to the nearest building face, parking area, or access drive, exclusive of the foundation area and the interior parkway.
- c. **Site Interior/Parking Lot Islands:** The open space area behind and between buildings on a site with multiple structures, excluding the interior parkway, foundation area and perimeter landscape area.
- d. **Detention/Retention Basins:** Temporary and permanent seeding plans for the perimeter of the basins.

8) Final Engineering Plans 1"=20' scale

The plans will be prepared in accordance with all appropriate IDOT and Village standards. The following are the anticipated plan sheets that will be required:

- 1. Cover Sheet
- 2. General Notes/Index/Standards
- 3. Summary of Quantities
- 4. Typical Sections (Roadway and Detention Basin)
- 5. Alignment, Ties, and Benchmarks
- 6. Existing Conditions and Demolition Plans
- 7. Grading Plans
- 8. Drainage
- 9. Erosion Control Plan & SWPPP
- 10. Landscaping Plans
- 11. Proposed Pavement Markings & Signing
- 12. Construction Details, Village Standard Details

9) QC/QA Review

Plan Review. TEG will conduct QC/QA throughout the project. It is our experience this leads to smoother construction with fewer changes to cost and schedule.

10) Bid Assistance

TEG will support the Township to ensure a competitive bidding process. Issuing any plan revisions and addendums will be completed as necessary. TEG will also be prepared to answer any technical questions that arise during the bidding process.

Assumptions/Exclusions

1. Future phases, including the possible walking paths and other improvements included in the OSLAD grant, are excluded from this scope of work.
2. Unified Business Center Sign Plan not necessary.
3. Tax and School Impact Study not necessary.
4. In the event said Phase II environmental audit and/or soil toxicity analysis discloses the presence or likely presence of a release or a substantial threat of a release of any hazardous substances at, on, under, to or from the land to be conveyed, additional soil borings and site investigations will be necessary.
5. Landscape Maintenance and Monitoring program, if necessary, to be performed by others under separate contract.
6. All permit and application fees will be paid for directly by Hanover Township.
7. No water or sewer utility improvements are required, except for service connections to the FARM building.

WORK EFFORT AND FEE

We have utilized an IDOT standard Cost Estimate of Consultant Services (CECS) and cost plus fixed fee method of compensation, which is included herein. While we believe that this estimate accurately reflects our best effort at understanding the scope of work as described in our proposal, we understand that Hanover Township may interpret the scope differently and may seek to add, subtract, or modify the scope or level of effort contained herein. We look forward to being selected by the Township and can negotiate the scope and effort to meet the exact expectation of the Township. TEG is excited to serve Hanover Township and dedicated to providing outstanding service and content.

We look forward to answering any questions that you may have about our firm, staff, or experience. If you have any questions, or require additional information, please feel free to contact me direct at (847) 815-9500 or via email at kevinv@thomas-engineering.com.

In advance, thank you for your consideration.

Sincerely,
thomas engineering group, llc



Mary E. Cave, PE
Project Manager

cc:Kevin VanDeWoestyne, P.E., Env. Sp.
Municipal Department Head

(Direct Labor Multiple)

Firm	Thomas Engineering Group
Route	2024 William Tiknis Campus Expansion Phase 2
Section	
County	DuPage
Job No.	
PTB & Item	

Date	08/07/24
Overhead Rate	153.37%
Complexity Factor	0

ITEM	MANHOURS (A)	PAYROLL (B)	(2.80+R) TIMES PAYROLL (C)	DIRECT COSTS (D)	SERVICES BY OTHERS (E)	DBE TOTAL (C+D+E)	TOTAL (C+D+E)	% OF GRAND TOTAL
Planned Unit Development Revision								
Application and Exhibits	12	798.46	2,235.68		0.00		2,235.68	4.00%
PUD Design and Plan	22	1,239.46	3,470.50				3,470.50	6.21%
ZBA meeting	8	512.86	1,436.00				1,436.00	2.57%
Design Engineering								
Topographic Pickup Survey	16	968.18	2,710.92				2,710.92	4.85%
Pavement Design	4	285.60	799.68		2,500.00		3,299.68	5.90%
Engineering, Turning & Landscaping Plans	100	5,973.12	16,724.74				16,724.74	29.90%
Stormwater Design	60	4,284.00	11,995.20				11,995.20	21.45%
Permitting	28	1,509.40	4,226.31				4,226.31	7.56%
QA/QC Review	8	612.83	1,715.93				1,715.93	3.07%
Final Bid Documents/Bid Assistance	40	2,268.24	6,351.06				6,351.06	11.36%
Administration	8	629.60	1,762.88				1,762.88	3.15%
TOTALS	306	19,081.74	53,428.88	0.00	2,500.00	0.00	55,928.88	100.00%

OSLAD Grant Program Resolution of Authorization

Form OS/DOC-3

Applicant (Sponsor) Legal Name: Hanover Township

Project Title: Main Campus Expansion Master Plan

The Hanover Township (Sponsor) hereby certifies and acknowledges that it has the sufficient funds necessary (includes cash and value of donated land) to complete the pending OSLAD project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois IDNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

Acquisition and Development Projects

It is understood that the project must be completed within the timeframe established. The OSLAD timeframe is two years as is specified in the project agreement. The Billing Certification Statement must be submitted within 45 days of the grant expiration date and the last reimbursement request must be submitted within one year of the grant expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant.

The Hanover Township (Sponsor) further acknowledges and certifies that it will comply with all terms, conditions and regulations of 1) the Open Space Lands Acquisition and Development (OSLAD) program (17 IL Adm. Code 3025); 2) the Illinois Grant Funds Recovery Act (30 ILCS 705); 3) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable; 4) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.); 5) Title VI of the Civil Rights Act of 1964, (P.L. 83-352); 6) the Age Discrimination Act of 1975 (P.L. 94-135); 7) the Civil Rights Restoration Act of 1988, (P.L. 100-259); and 8) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property **acquired** with OSLAD assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the OSLAD programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years.

BE IT FURTHER PROVIDED that the Hanover Township (Sponsor) certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the Hanover Township (Sponsor) on the 20th day of August (month), 2024 (year)

Brian P. McGuire

Name (printed / typed)

Attested by: _____

Signature

Date: August 20, 2024

Hanover Township Supervisor

Title



Memorandum

Date: August 2, 2024

To: Hanover Township Board

Cc: James Barr, Township Administrator

From: Tina Houdek, Director of Youth and Family Services

Re: Removal of Committee on Youth Member Emily Fagan

Emily Fagan was appointed by the board on June 20, 2023, as a member of the Committee on Youth. She participated in a few meetings after her appointment. She then missed two meetings in a row, October and November of 2023. An email was sent on November 29, 2023, asking if she was still interested in continuing to be a member and she replied that she would. I informed her of the date of the next meeting in January and that, as usual, a reminder the week prior would be sent. Ms. Fagan again missed another meeting. An email was sent on January 29, 2024, requesting that we meet in person to discuss this matter further and her intentions to continue to be a member. During this meeting Ms. Fagan had indicated that she had another commitment on Mondays and assured me that her schedule would change and that she would be able to attend meetings. Emails continued to be sent to all members as reminders ahead of time as usual. Ms. Fagan did not respond to any of the emails after the meeting in January and has missed all the meetings since then. After missing three meetings in a row, a phone call was placed in April to see if she was still interested in continuing to be a member with no response to voicemail messages. A letter was sent on June 3, 2024, requesting that she contact me regarding this matter and requesting that she submit a letter and/or email that she was no longer interested and would be stepping down from the Committee on Youth. As of this date there has not been any response from Ms. Fagan. It is recommended that Emily Fagan be removed from the committee.



Memorandum

Date: August 16, 2024

To: Hanover Township Board

From: Megan Conway, Director of Aging Services

Re: AgeOptions Title IIIB and IIIE Funding

The Department of Aging Services recently applied for funding from AgeOptions, the Area Agency on Aging for suburban Cook County. In addition to programs already funded, AgeOptions notified the department that funding was awarded to Hanover Township for Aging and Disability Resource Network (ADRN), Mental Health Counseling, and Caregiver Resource Center (CRC). These funds are distributed on a local level from federal funds received due to the Older Americans Act.

The ADRN program includes three core elements: Information and Assistance, Options Counseling, and Senior Health Assistance Program. An ADRN must deliver these services to older adults (60+) and adults with disabilities (18-59) living within the service area. Funding for the ADRN services totals \$67,205. Agencies are required to match at least 15% of the award.

The Caregiver Resource Center includes eight required elements of the program. The eight components are Respite, Case Management, Counseling, Gap Filling, Group Training and Education, Information and Assistance, One-on-One Outreach, and Support Groups. It is important to note that the services of the CRC, while similarly named, are separate from the ADRN services. Funding for the CRC services totals \$85,570. Agencies are required to match at least 15% of the award as well.

In order to provide these services, the department proposes moving the current part-time Intake Assistant position into a full-time Intake Assistant. The Intake Assistant would be responsible for detailed information and referrals, in-depth initial phone screening for eligible services, and consistent customer service for all social services clients. The Intake Assistant will receive training in the Senior Health Insurance Program (SHIP) and Community Economic Development Association (CEDA) utility assistance programs to help clients during periods of high volume.

The grant award for the CRC requires a full-time equivalent staff member. The CRC also provides payments for respite care which includes short-term stays in a nursing facility or days at an adult day center. The CRC also hosts evidenced-based training workshops to community members as well as offering counseling, case management, and general information. Additional services covered under the program include Gap Filling (assistance in resolving a short-term financial crisis until other services are in place) and community support groups.

The proposed budget for the Aging and Disability Resource Network includes expansion of the part-time staff member and required services of the grant:

Income	
AgeOptions Funding	\$67,205
In-Kind Hanover Township (15%)	\$10,081
TOTAL	\$77,286
Expenses	
Full-Time Intake Assistant (Hourly at \$18.00)	\$37,440
Fringe Benefits of Intake Assistant	\$11,637
Social Services Manager Supervision (10%)	\$8,879
Social Services Specialists Salaries	\$16,830
Overtime (during periods of high volume)	\$2,500
TOTAL	\$77,286

The proposed budget for the Caregiver Resource Center includes the mandatory services of the grant:

Income	
AgeOptions Funding	\$85,570
In-Kind Hanover Township (15%)	\$12,836
Volunteer Support	\$3,180
TOTAL	\$101,586
Expenses	
One Full-Time Caregiver Support Specialist	\$48,000
Social Services Manager Supervision (10%)	\$8,879
Fringe Benefits of Caregiver Support Specialist	\$12,407
Respite	\$15,000
Gap Filling	\$5,000
Group Training Facilitator Classes	\$5,800
Education Classes and Support Group Supplies	\$2,000
Caregiver Resource Center Supplies	\$2,500
Printing	\$1,000
Mileage	\$1,000
TOTAL	\$101,586

In summary, the department proposes moving the part-time Intake Assistant to a full-time hourly position and hiring one full-time salaried Caregiver Support Specialist. Staff have reviewed the space throughout the Lower Level and discussed several solutions which would allow for the integration of the proposed staffing. The Social Services team is eager to expand the services available to Hanover Township residents. Thank you for your consideration.



July 2, 2024

VIA EMAIL

Ms. Megan Conway
Hanover Township Senior Services
240 South Illinois Route 59
Bartlett, IL 60103

Re: FY 2025 Funding for Title IIIB, IIIC1, IIIC2, IIID, IIIE, Adult Protective Services (APS), NSIP and associated General Revenue Funds (GRF). *(Note that Ombudsman will be sent separately via e-mail at a later date.)*

Dear Megan:

At its June 2024 meeting, the AgeOptions Executive Committee took action on FY 2025 grants program funding. All awards are for the period October 1, 2024 - September 30, 2025. I am pleased to notify you that your agency was approved for funds as described below.

The Area Agency will award your agency the following amounts for the described service(s) in the specified service areas.

Service	Award Level	Units	Service Area (Township unless otherwise specified)	Contingencies
ADRN I&A	\$47,733	1,474	Hanover	
ADRN Options Counseling	\$8,423	520		
ADRN SHAP	\$11,049	1,475		
Counseling	\$10,000	500		
Senior Center	\$11,475	2,160		
Transportation	\$27,358	12,000		
Total III B/GRF Award	\$116,038	18,129		
Congregate Meals In-person	\$156,266	22,219	Bartlett, Elgin, Hanover Park, Hoffman Estates, Streamwood	
Congregate Meals To-Go (maximum)	\$17,363	2,469		
Total III C1/NSIP Award	\$173,629	24,687		
Home Delivered Meals M-F	\$71,062	16,341	Hanover	

Home Delivered Meals - Weekend (maximum)	\$6,517	1,499		
Home Delivered Meals - Special Diets	\$133,234	14,854		
Total III C2/GRF/NSIP Award	\$210,813	32,693		
CRC Respite	\$10,696	400		
CRC Case Management	\$10,700	192		
CRC Counseling	\$10,696	120		
CRC Gap Filling	\$10,696	20		
CRC Group Training and Education	\$10,696	108		
CRC Information and Assistance	\$10,696	To be negotiated		Need to reduce unit rate
CRC One-on-one Outreach	\$10,695	To be negotiated		Need to reduce unit rate
CRC Support Groups	\$10,695	To be negotiated		Need to reduce unit rate
Total III E/GRF Award	\$85,570			

The above award is contingent upon the following:

1. Submission of a Performance Plan for each grant, via the AgeOptions Grants Portal, by August 23, 2024.
2. Submission of Title III budget pages (including Reimbursement Schedule) via the AgeOptions Grants Portal by August 23, 2024. For all services, AgeOptions will perform the fund accounting so grantees do not need to separate Title III funds, GRF funding, or NSIP in your budgets.
 - a. For applicants under the recent Request for Proposals (RFP) process—all of IIIB, IIID, IIIE and former Catholic Charities IIIC programs: You already have an open FY 2025 application in the Grants Portal. Please review the budget you already submitted, and revise if needed to reflect the FY 2025 allocation, units and service area as outlined in this letter.
 - b. For grantees whose funding is being extended (most of IIIC, APS):
 - i. Because your current grants in the Grants Portal will expire September 30, 2024, you will be required to open an “application” in the Grants Portal for each renewal grant and create a budget. Each budget must not exceed the FY 2025 allocation, as outlined in this letter. Full instructions are attached.
 - ii. For Congregate Meal budgets: *AgeOptions provided a 2.8% increase in food, based upon the current CPI for “food away from home” for the Chicago metro area (2.8%). This is the amount for which your caterer may request an increase in their FY25 contract.*

- iii. For Home Delivered Meal budgets excluding Meal Kits: *AgeOptions provided a 2.8% increase in food, based upon the current CPI for “food away from home” for the Chicago metro area (2.8%). This is the amount for which your caterer may request an increase in their FY25 contract.*
- iv. For Home Delivered Meal “Meal Kits” budgets: *AgeOptions provided a 2.4% increase in food, based upon the current CPI for “food at home” for the Chicago metro area (2.4%).*
3. The Illinois Department on Aging must approve the AgeOptions Fiscal Years 2025-2027 Area Plan on Aging.
4. AgeOptions must receive sufficient funds from the Illinois Department on Aging to meet the total obligations for the period October 1, 2024 to September 30, 2025.
5. There must not be any administrative, legislative order, judicial order, rule or law which requires a change in this or a related decision made by AgeOptions.
6. If all documentation and contingencies identified in items 1 and 2 are not complied with by August 23, 2024, the letter of intent shall be null and void as of August 23, 2024. August 23, 2024 is a firm deadline and cannot be extended; any documentation received after the close of business on August 23, 2024 will not be considered timely.

A copy of the AgeOptions Appeals Procedure is attached to this letter and should be considered part of this award announcement. Please note that upon receipt of a notice of appeal, AgeOptions shall attempt to informally resolve the dispute that is the subject of the appeal within ten (10) calendar days of receipt of the appeal. If your agency’s decision to appeal is unchanged, the next step is to submit a request within 15 calendar days of the informal resolution discussion/communication.

Questions regarding the award should be directed to Paula Bartolozzi, Grants Administrator (paula.bartolozzi@ageoptions.org) via e-mail or by phone at (708) 934-2249.

This Letter of Intent is not a binding contract. The parties’ obligations are subject to execution of a final agreement. The parties’ obligations are further subject to your organization’s compliance with the contingencies noted in this letter. Your Agency’s commitment to services for older persons in Suburban Cook County is greatly appreciated.

Sincerely,



Diane Slezak
President and Chief Executive Officer

Enclosed: Appeals Procedure

cc: Florie Sposito