



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board
January 21st, 2025
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. St. John the Evangelist Catholic Church in Streamwood
 - B. Knights of Columbus Ladies Auxiliary, Mary's Millennium Council #12801, Streamwood
 - C. Knights of Columbus, Mary's Millennium Council #12801, Streamwood
- V. Reports
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Assessor's Report
 - D. Trustees' Committee Reports
 - E. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Rescheduled Meeting Minutes of January 7, 2025
 - B. Resolution Authorizing a Separation Agreement
 - C. Consideration of Breakfast with the Board Meetings
 - D. Consideration of Strategic Plan Retreat Date
- IX. Executive Session
- X. Other Business
- XI. Adjournment

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

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for December 2024

SERVICE PROVIDED	DECEMBER 2024	DECEMBER 2023	FYTD 2025	FYTD 2024
<i>Passports</i>	397	287	29,17	2,978
Photo Fees	4,240	3,350	32,950	31,730
Fee deposits	14,135	10,445	105,027	109,740
<i>Fishing/Hunting licenses</i>	1	1	31	45
<i>Handicap Placards</i>	24	23	184	151
<i>Vehicle Sticker Renewals</i>	38	36	439	306
<i>Human Resources Requests</i>	159	198	1,153	1,095
<i>New Employee Orientations</i>	4	0	31	26
<i>Technology work orders</i>	45	48	527	536
<i>Resident Contacts</i>	1,569	1,548	16,135	17,318
<i>Percent of Budget Expended (100% of year)</i>	4.9%	6.2%	59.5%	59.1%
<i>Hanover Landing Client Contacts (Duplicated)</i>	92	N/A*	867	N/A*

* Reporting began April 1, 2024

Department Highlights

- Deputy Township Administrator Vana and Human Resources Manager Callahan completed 4 new hire orientations: Julie Kapadoukakis and Luke Matich (Administrative Services), Mary Ortiz (Assessor's Office), and Litzy Aguilera (Youth and Family Services).
- Human Resources Manager Callahan participated in first round interviews for the Seasonal Snow Plow Assistant, Community Health Nurse, Home Care Coordinator, and Youth Program Assistant positions.
- Deputy Township Administrator Vana and Human Services Director Imperato participated in first round interviews for the Case Manager position.
- Township Administrator Barr, Deputy Township Administrator Vana, and Human Resources Manager Callahan participated in first round interviews for the Director of Youth and Family Services position.
- Deputy Township Administrator Vana, Aging Services Director Conway, and Program Manager Perrone participated in first round interviews for the Evening/Weekend Receptionist position
- A representative from Illinois Municipal Retirement Fund (IMRF) presented a Lunch and Learn on IMRF's pension plan to Hanover Township staff on December 5.
- Human Resources Manager Callahan coordinated annual open enrollment for Hanover Township's major medical and ancillary insurance benefits in December, including the transition of major medical benefits to UnitedHealthcare for benefit year 2025. Mission Insurance President, Steve Orlando, was on-site December 10 to meet with staff regarding insurance options available.
- Julie Kapadoukakis started her role as the Supportive Housing Services Coordinator at Hanover Landing on December 2.
- Supportive Housing Services Coordinator Kapadoukakis hosted a holiday luncheon on December 18 and a New Years Eve brunch on December 31 for residents at Hanover Landing. The luncheon and brunch were sponsored by Christ the Lord Lutheran Church.

Hanover Township Mission Statement:

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

DEPARTMENT OF AGING SERVICES



Report for December 2024

SERVICE PROVIDED	DECEMBER 2024	DECEMBER 2023	FYTD 2025	FYTD 2024
<i>Programming Division</i>				
Planned programs	190	155	2,123	2,153
Participants	1,351	1,331	16,086	15,098
Participants (unduplicated)	520	547	1,644	1,521
Wait listed (duplicated)*	15	0	514	213
New volunteers	1	2	21	24
Total volunteers (unduplicated)	134	128	211	195
Volunteer hours reported	1,422	1,213	17,239	15,717
<i>Nutrition Division</i>				
Meals served	1,252	1,821	18,291	18,692
Meals delivered by volunteers	3,079	3,107	28,504	26,804
Clients served (unduplicated)	536	671	1,473	1,619
<i>Social Services Division</i>				
Clients served (unduplicated)	199	211	1,144	1,030
Clients served (duplicated)	250	256	2,570	2,305
Energy Assistance	60	32	389	434
Prescription drugs & health insurance assistance	58	65	952	1,017
Social Service programs	9	9	88	94
Social Service program participants	233	279	1,168	1,238
Lending Closet transactions	114	114	1,135	1,245
Home Services direct care hours	79.5	110.5	596	651.5
<i>Transportation Division</i>				
One way rides given	1,100	1,061	10,173	10,136
Clients served (unduplicated)	152	177	422	471
New riders	19	29	422	471
Unmet requests for rides	9	35	274	287

*Prior year report lists only the first program participants are waitlisted for. Duplicated includes all programs a single participant is waitlisted for.

Department Highlights

- The department hosted a Holiday Party at Villa Olivia on December 5. There were 117 participants in attendance who enjoyed a musical performance, three-course luncheon, and raffles.
- The Annual Open Enrollment Period for Medicare ended December 7.
- Program Manager Perrone and Programming Specialist Cambra coordinated a Holiday Cookie Exchange with 17 participants swapping cookies, stories, and family recipes on December 10.
- Director Conway attended the AgeOptions Funded Agency meeting on December 12. The meeting included a demonstration of the caregiver resource platform, Trualta, as well as program updates.
- The Adopt-a-Senior gift distribution was held on December 13. Over 130 older adults received care packages of gift items and household essentials.
- Supervisor McGuire, Trustee Essick, the Senior Citizen Services Committee, and several staff members attended the Committee's annual holiday breakfast on December 16.
- The department rang in the New Year with 62 participants attending the in-house New Year's Eve party on December 27, featuring hors d'oeuvres, live entertainment, a countdown, and champagne toast.

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

OFFICE OF THE ASSESSOR



Report for December 2024

SERVICE PROVIDED	DECEMBER 2024	DECEMBER 2023	FYTD 2025	FYTD 2024
<i>Administration</i>				
Office visits	295	87	2,714	2,537
Building permits processed	10	710	3,728	2,310
Change of Name	2	0	38	51
Property tax appeals	75	0	564	385
Certificates of Error	66	97	702	550
Property location updates	0	0	1	1
Sales Recording	0	0	0	676
New owner mailing	0	0	419	650
<i>Exemptions</i>				
Homeowner exemptions	0	0	85	246
Senior homeowner exemptions	0	0	66	200
Senior Freeze exemptions	0	0	257	884
Disabled Veteran exemptions	0	0	45	121
Disabled person exemptions	0	0	7	59
Miscellaneous exemptions	0	2	2	14

Department Highlights

- Hanover Township closed for Cook County Assessor appeals on December 4. Assessor's Office staff continued to assist residents in pre-filing appeals for the Cook County Board of Review.
- Assessing Specialist Mary Ortiz started with the Assessor's Office on December 9.
- First Installment tax bills for Tax Year 2024 were posted online and will be due March 4, 2025

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 December 2024

SERVICE PROVIDED	DECEMBER 2024	DECEMBER 2023	FYTD 2025	FYTD 2024
<i>Website Visits (total)</i>	8,068	7,378	62,989	62,401
<i>Website Visits (unique)</i>	4,912	4,867	51,666	54,840
<i>Facebook Followers (new and total FYTD)</i>	42	48	6,440	5,817
<i>Facebook Reach</i>	26,505	34,645	207,804	229,115
<i>LinkedIn Impressions (new and total FYTD)</i>	5,523	N/A	11,459*	N/A
<i>Instagram Views (new and total FYTD)</i>	10,262	N/A	17,377*	N/A
<i>YouTube Views</i>	303	121	1,913	1,999
<i>Media Releases</i>	3	3	41	39

* YTD as of November 2024 due to new tracking of defunct X [Twitter] analytics

Department Highlights

- Director Kuttenberg virtually attended the December 2 Elgin Planning & Zoning meeting regarding the U-46 construction plans for a new middle school adjacent to the Chapel Creek and Rolling Knolls communities. Plans were approved unanimously.
- Director Kuttenberg and Trustee Essick attended the December 11 State of the City Address by Elgin Mayor Kaptain at Elgin Community College.
- Director Kuttenberg and Township Administrator Barr attended the annual Bartlett Area Chamber of Commerce and Rotary Holiday Luncheon on December 12. Director Kuttenberg was sworn in as Director for the Chamber Board.
- Director Kuttenberg joined many Township officials and staff in attending the December 12 Village of Streamwood holiday party at the village hall.
- Director Kuttenberg attended the December 13 ribbon cutting for Tax Community Services in Hanover Park.
- Director Kuttenberg and the department coordinated the Township's participation in the December 14 Village of Bartlett Cocoa Crawl. Supervisor McGuire, Trustee Martinez, and Prevention Services Manager Dickinson also joined the event, talking with many residents and event attendees.
- Director Kuttenberg and department staff attended the December 20 Holiday Toy Distribution to capture photos, video, and coordinate media onsite.

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

OFFICE OF COMMUNITY HEALTH



Report for December 2024

SERVICE PROVIDED	DECEMBER 2024	DECEMBER 2023	FYTD 2025	FYTD 2024
<i>Appointments</i>				
ProTimes	8	5	58	57
TB skin test	19	4	75	46
Cholesterol	0	0	110	90
Pharmaceutical Assistance Programs	0	0	0	0
Miscellaneous labs	15	18	172	127
Wellness Screening (BP, diabetes, anemia)	13	31	386	320
Other	78	94	774	702
<i>Clinic Clients</i>				
Senior Center/ home visits	125	111	1,286	1,022
Astor Avenue	0	37	44	142
Offsite clinics	8	7	138	96
Total clients (unduplicated)	35	53	577	515
<i>Public Education & Health Promotion</i>				
Media coverage	0	0	3	4
Informational seminars/Programs	1	2	43	43
Program Participants	18	23	2,019	2,095
<i>Primary Care Provider Support</i>	1	4	11	12

Department Highlights

- Director Smith provided 17 home visits for residents in the month of December.
- The Office of Community Health provided laboratory services for 12 residents at The Oaks lab clinic in the month of December.
- Director Smith met with Aging Services transportation employees on December 4 to provide education on bloodborne pathogens and sanitation practices on buses.
- Director Smith conducted interviews for the open Community Health Nurse position in the month of December and participated in interviews for the Home Care Coordinator position with Aging Services.
- Open Communities attended the Wrap Group on December 5 and presented to Township employees on the housing programs and services they provide for residents.
- Director Smith completed the Certified Application Counselor (CAC) training to assist residents with health insurance enrollment and education. Director Smith received approval from the Illinois Department of Insurance for Hanover Township to be a Certified Application Counselor Designated Organization (CDO).

*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 December 2024

SERVICE PROVIDED	DECEMBER 2024	DECEMBER 2023	FYTD 2025	FYTD 2024
<i>Hours</i>				
Volunteer Detail Hours	581	479	5,955	4,664
Volunteer Work Hours	1,253	1,054	11,688	5,550
Volunteer Training Hours	184	180	2,051	1,273
<i>Total Volunteer Hours</i>	2,018	1,713	19,561	11,487
<i>Details</i>				
Emergency Call Outs	17	20	204	172
Safety Patrols	1	0	5	3
Township Sponsored Events	1	3	6	10
Other Community Events	2	2	33	35
Miscellaneous	0	0	3	0
<i>Total Details</i>	21	25	251	220

Department Highlights

- HTES Officers responded to a structure in Elgin on December 4 and provided hose rolling, cascade refill, exterior lighting, and decontamination.
- HTES Officers responded to a vehicle accident in Hanover Park on December 7 and provided traffic management.
- HTES Officers responded to a structure in Elgin on December 7 and provided hose rolling and cascade refill.
- HTES Officers responded to a vehicle accident in Wayne on December 8 and provided traffic management.
- HTES Officers responded to a shooting scene on December 10 and provided traffic management.
- HTES Officers responded to a structural fire in Elgin on December 13 and provided hose rolling, salting, exterior lighting, and cascade operations.
- HTES Officers responded to a structural fire in Schaumburg on December 13 and provided cascade refill.
- HTES Officers responded to a structure in Bartlett on December 17 and provided hose rolling, traffic management, and cascade refill.
- HTES Officers responded to an Illinois Search and Rescue Council Search response on December 19 in Tinley Park. The victim was located by local police on arrival and HTES returned.
- HTES Officers responded to a structural fire in St. Charles on December 21 and provided hose rolling, exterior lighting, and cascade operations.
- HTES Officers responded to a shooting scene on December 27 and provided traffic management.
- HTES Officers responded to a tree down in a roadway in unincorporated Township on December 28. Officers used power saws to clear the limbs off the roadway.
- Director Crews and Drone Team Lead Greg Hoshaw met with educators from Elgin Community College on December 4 to discuss an update to the public safety drone course.
- Director Crews met with DuComm leadership on December 9 to refresh them on the HTES program.

Hanover Township Mission Statement:

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

DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for December 2024

SERVICE PROVIDED	DECEMBER 2024	DECEMBER 2023	FYTD 2025	FYTD 2024
<i>Administration</i>				
Vehicle service calls	0	4	11	19
Work orders	483	469	5,016	3,740
Event set-ups/tear downs	212	166	1,886	1,354
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,158	4,636	39,263	41,998
Town Hall	8,700	8,040	88,800	82,740
Senior Center	28,381	N/A*	325,128	299,574*
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	284.00	210.04	630.64	673.74
Town Hall	874.03	761.80	2,014.70	2,143.56
Senior Center	2,537.49	1,789.21	10,452.37	12,877.99
<i>Road Maintenance</i>				
Salt Usage (Tons)	60	22	66	62

* December 2023 usage was not provided by ComEd at time of reporting.

Department Highlights

- Facilities and Road Maintenance staff completed snow removal, salting, and plowing at all Township facilities, Bartlett Fire Protection District stations, and Emergency Services Station for two minor snow events in December.
- Facilities staff completed the installation of holiday lighting at all Township facilities including the Tiknis Campus expansion property and new Emergency Services Station. Additional lights were added at the main campus and the Izaak Walton Youth Center.
- Road Maintenance Manager Santangelo and Facilities and Road Associate Rico assisted Director Imperato with additional bike purchases and pickups. All bikes were brought back to the Facilities storage area and placed in a secure location prior to the Sponsor-A-Family event. Both Manager Santangelo and Facilities and Roads Associate Rico assisted Human Services in multiple toy donation collections and scheduled donation box collections throughout December.
- Facilities and Roads staff assisted the Department of Human Services with the Sponsor-A-Family event by packing gifts for families, completing setup of Township tents and spaces at the Senior Center, moving toys and bikes from the onsite storage location to the Senior Center, and delivering bikes and large packages to 16 residents' homes.
- Director Hanson attended the City of Elgin Planning and Development Commission meeting regarding the annexation of the U-46 purchased property adjacent to the Chapel Creek subdivision on Rohrsen Road.
- Facilities and Road Maintenance staff emptied 218 S. Main Street garage of equipment and assisted with the setup and breakdown of the Coco Crawl event hosted by the Village of Bartlett. Setup included exterior holiday lighting, temporary heaters, public address system, and tables and chairs.

Hanover Township Mission Statement:

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

DEPARTMENT OF HUMAN SERVICES



Report for December 2024

SERVICE PROVIDED	DECEMBER 2024	DECEMBER 2023	FYTD 2025	FYTD 2024
<i>General Assistance</i>				
General Assistance clients	11	9	82	81
General Assistance appointments	10	14	130	141
Emergency Assistance appointments	10	34	235	202
Emergency Assistance approved	3	6	29	22
Crisis intake clients	278	328	2,236	2,633
<i>Veterans' Services</i>				
Office Visits	6	8	122	122
<i>Social Services</i>				
CEDA Applications (LIHEAP, LIWAP, PIPP)	87	85	432	335
Financial assistance applications*	1	25	26	68
<i>Food Pantry</i>				
Served (Households)	1,808	1,596	13,316	11,782
Unduplicated	324	292	3,308	2,677
New applications	59	42	455	380
Food Donations	70	11	451	378
<i>Community Center Walk-Ins</i>	142	198	1,300	1,431

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

Department Highlights

- During the 2024 Holiday Programs, 795 Families received gifts for a total of 1,850 children and 575 meal boxes were distributed.
- Human Services staff opened the Astor Avenue Community Center on December 24, 2024 to distribute meal boxes and gifts to families.
- The start of a new calendar year requires eligibility for all food pantry guests to be redetermined and new cards issued.
- Director Imperato provided General Assistance and Emergency Assistance training for Troy and Plainfield Township staff at the Astor Avenue Community Center.
- The Veteran Services Holiday Party was at full capacity and attendees enjoyed raffle prizes, a movie, and a holiday lunch.
- Planning for the Job Fair has begun. Commissioner Morrison and State Representative Crespo's offices will be co-hosting once again this year. Registration for employers has opened.
- Lisa Mendez, Communications Specialist from Hines VA Hospital continues to keep regular office hours at the Astor Avenue Community Center the fourth Monday of each month with hopes of bringing more Veterans in for services.
- The department is preparing to welcome Ryan Dickinson as the Human Services Director Designee on February 3, 2025, at the Astor Avenue Community Center.

Human Services Mission Statement
Empowering Residents to Achieve Self-Sustainability

OFFICE OF THE MENTAL HEALTH BOARD



Report for December 2024

SERVICE PROVIDED	NOVEMBER 2024	NOVEMBER 2023	FYTD 2024	FYTD 2023
<i>Grant Funding</i>				
New clients	285	141	2,861	2,460
Ongoing clients	914	1002	6,569	9,641
Closed cases	91	31	715	1,461
Prevention programming presentations	19	0	44	61
Number in audience	214	0	274	1,811
<i>TIDE</i>				
Participants	8	29	32	29
Rides	186	213	1,239	1,473

Department Highlights

- The Mental Health Board met on December 16 and awarded the following:
 - \$3,000 in Staff Development funds to WINGS
 - \$3,000 in Staff Development funds to Hanover Township Youth and Family Services
 - \$5,000 in Challenge funds to Rise Beyond Your Roots
 - \$5,000 in Challenge funds to Ecker Center for Behavioral Health
- The Mental Health Board Finance Committee met on December 16 and approved a budget for FY26.
- Mental Health Board Chair Faiza Rahim and Manager Teachout attended the Association of Community Mental Health Authorities of Illinois conference in Schaumburg on December 5 and 6. Manager Teachout was nominated and accepted the role of vice-president of the organization.
- Manager Teachout assisted in the onboarding of the new staff at Hanover Landing and provided coverage at Hanover Landing.
- Manager Teachout attended a preview of Marklund's renovation and expansion on December 17.
- Manager Teachout recruited a new tenant for Hanover Landing and assisted with completing the application.
- Manager Teachout participated in the Association of Community Mental Health Authorities of Illinois Executive Committee, the Regional Advisory Committee for the CESSA Act, and Senator Villa's Mental Health Advisory.

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 December 2024

SERVICE PROVIDED	DECEMBER 2024	DECEMBER 2023	FYTD 2025	FYTD 2024
<i>Outreach & Prevention</i>				
Open Gym participants	661	524	5,296	4,109
Open Gym participants (unduplicated)	227	184	538	511
Alternative to Suspension referrals	8	9	181	179
Alternative to Suspension participants	215	191	1,079	883
Alternative to Suspension participants (unduplicated)	120	67	149	179
<i>Clinical</i>				
Therapy clients	380	356	2,092	2,163
Therapy clients (unduplicated)	116	110	749	609
New clients (unduplicated)	5	1	41	37
Clinical hours	213	235	2,048	1,910
Group session participants	109	91	480	324
<i>Tutoring Participants</i>				
Total	74	136	453	455
Unduplicated	39	53	190	208

Department Highlights

- The department hosted the sixth annual Cookies and Cocoa with Santa on December 6 with 304 people participating in the event.
- Prevention Services Manager Dickinson and Human Resources Manager Callahan interviewed Youth Program Assistant candidates on December 9.
- Substance Abuse Prevention Specialist Moreno began leadership groups at Huff Elementary School on December 10.
- Director Houdek met with Principal Lisa Cardenas of Laurel Hill Elementary School on December 11 to discuss potential groups the department could provide for the school.
- Director Houdek attended the Village of Streamwood Holiday Celebration on December 12.
- Clinical Manager Trocki and Youth Program Assistant Carranza attended Sunnysdale Elementary School's Winter Fest on December 12 to promote department programming.
- Prevention Services Manager Dickinson participated in the Village of Bartlett's Cocoa Crawl on December 14.
- Clinical Manager Trocki met with the social work team of the Village of Streamwood Police Department on December 19 to share information about Youth and Family Services programming.
- Youth Program Assistant Litzy Aguilera began with the department on December 23.
- The department's Open Gym Winter Break program began on December 23.
- Prevention Specialist Burke and Prevention and Volunteer Coordinator Trujillo took 10 high school Alternate Support Program (ASP) participants on an ice-skating field trip on December 30 as the ASP Winter Break Field Trip.

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 1/7/25 -1/20/25

	Total
Total Town Fund	55,813.44
Total Senior Services Fund	24,470.36
Total General Assistance Fund	5,638.43
Total Road Maintenance Fund	3,663.67
Total Committee for Senior Citizens Services	
Total Mental Health Board Fund	224,612.81
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	200.00
Total Capital Fund	13,949.06
Total All Funds	328,347.77

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

January 7 - 20, 2025

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	01/14/2025	160432	Access 1 Source	Inv# INV-103570 Monthly Base Clock (2) TimeWorks Plus (62) HR Service	362.99
Check	01/15/2025	160525	ProxIT Technology Solutions	Inv #24444 December 2024 Managed IT Services	9,016.88
Check	01/15/2025	160525	ProxIT Technology Solutions	Inv #24444 December 2024 Out of Scope Labor Fee	1,395.75
Total 1014430 · Computer Equipment & Software					10,775.62
Total 101CAP · Capital Expenditures					10,775.62
101CHN · Community Health					
1014453 · Printing					
Check	01/08/2025	160401	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 993898 Copier Charges	2.96
Total 1014453 · Printing					2.96
1014454 · Travel & Training					
Check	01/14/2025	160493	Sarah Tyrrell (v)	Mileage Reimbursement Dec	13.33
Total 1014454 · Travel & Training					13.33
1014465 · Medical Supplies					
Check	01/14/2025	160477	McKesson Medical Surgical	Inv# 23135142 Cholestrol Tests	269.93
Check	01/17/2025	160528	Stericycle, Inc	Inv# 8009542254 Sharps disposal service	563.13
Total 1014465 · Medical Supplies					833.06
1014492 · Dental, Vision & Life Insurance					
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	103.10
Total 1014492 · Dental, Vision & Life Insurance					103.10
Total 101CHN · Community Health					952.45
101CVA · Community Affairs					
101CMA · Community Relations					
1014627 · Community Affairs					
Check	01/14/2025	160482	Paper Tiger	Shred Day 2024 Balance	369.00
Total 1014627 · Community Affairs					369.00
1014692 · Dental, Vision & Life Insurance					
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	101.10
Total 1014692 · Dental, Vision & Life Insurance					101.10
Total 101CMA · Community Relations					470.10
Total 101CVA · Community Affairs					470.10
101ES · ES - Expenditures					

Hanover Township Board Audit Report

January 7 - 20, 2025

Type	Date	Num	Name	Memo	Amount
1014808 · Education & Training					
Check	01/14/2025	160455	Haigh Solutions LLC	Inv# 2024-71 Command Staff Training	724.65
Total 1014808 · Education & Training					724.65
1014809 · Pre-Volunteer Screening					
Check	01/14/2025	160486	Physicians Immediate Care	Pre Volunteer Screenings ES (2)	465.00
Total 1014809 · Pre-Volunteer Screening					465.00
1014811 · Station Utilities					
Check	01/14/2025	160440	Com Ed (8000) ES	Acct 1819128000 Emergency Services Station 11/1/24-12/3/24	17.88
Check	01/14/2025	160480	Nicor 91	Acct# 91-98-58-5112 9 Monthly Charges 11/14/24-12/13/24	486.46
Total 1014811 · Station Utilities					504.34
1014813 · Vehicle Fuel & Maintenance					
Check	01/08/2025	160411	Village of Hanover Park (Fuel)	Inv# 2024-00018049 November 2024 Fuel	925.39
Check	01/14/2025	160456	Interstate Billing Service, Inc	Ref# 3039831919 Dash Switch Unit 9125	156.96
Check	01/14/2025	160466	KO Fleet Maintenance, Inc	Inv# 39088 Diagnosis Check Steering Wheel Unit 9121	122.65
Check	01/14/2025	160492	Rush Truck Centers	Inv# 3039831919 Headlight Rocker Switch	156.96
Total 1014813 · Vehicle Fuel & Maintenance					1,361.96
1014814 · Communications					
Check	01/14/2025	160478	Motorola Solutions Inc	Inv# 9021820241202 Radio Subscription Jan 2025	840.00
Total 1014814 · Communications					840.00
1014892 · Dental, Vision & Life Insurance					
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	51.55
Total 1014892 · Dental, Vision & Life Insurance					51.55
Total 101ES · ES - Expenditures					3,947.50
101ISE · Insurance & Employee Benefits					
1014507 · Flex Plan & 457 Plan					
Check	01/17/2025	160538	The Retirement Advantage, Inc	Inv# 0477864-IN TRA 457B Admin/Technology Fee	175.00
Total 1014507 · Flex Plan & 457 Plan					175.00
Total 101ISE · Insurance & Employee Benefits					175.00
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	01/17/2025	160541	Airdo Werwas LLC	Inv# 190-0001-42339 Legal Fees	9,442.92
Check	01/17/2025	160541	Airdo Werwas LLC	Inv #190-0019-42341 Legal Fees	972.30
Check	01/17/2025	160541	Airdo Werwas LLC	Inv #190-0025-42343 Legal Fees	1,400.00
Check	01/17/2025	160541	Airdo Werwas LLC	Inv #190-0005-42340 Legal Fees	360.00
Check	01/17/2025	160541	Airdo Werwas LLC	Inv# 190-0024-42342 Legal Fees	4,573.80

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Type	Date	Num	Name	Memo	Amount
Check	01/17/2025	160541	Airdo Werwas LLC	Inv# 190-0026-42344 Legal Fees	5,584.80
Total 1014502 · Legal Services					22,333.82
Total 101LEA · Legal & Auditing					22,333.82
101MAIN · Facilities Maintenance					
1014210 · Building Maintenance - Town					
Check	01/15/2025	160516	Mark Your Space, Inc.	Inv #INV-11622 Frosted doors (4) town hall	625.00
Total 1014210 · Building Maintenance - Town					625.00
1014211 · Building Maintenance - Senior					
Check	01/15/2025	160513	Johnson Controls Security Solutions	Inv# 40745285 Security Monitoring Dec-Feb - Senior Center	274.13
Total 1014211 · Building Maintenance - Senior					274.13
1014214 · Equipment Maintenance - Senior					
Check	01/15/2025	160524	Midwest Mechanical	Inv #112165562 RTU #3 and boiler repairs due to not heating	745.50
Check	01/15/2025	160524	Midwest Mechanical	Inv #112165398 Repairs and replacement Senior Center boiler	4,985.00
Total 1014214 · Equipment Maintenance - Senior					5,730.50
1014218 · Vehicle Maintenance - Town					
Check	01/15/2025	160519	O'Reilly Auto Parts	Inv #3421-424482 Van #317 wiper blades	20.90
Check	01/15/2025	160521	Suburban - Hanover Park	Inv #4002542 Thermostat replacement and coolant flush for Van #317	398.41
Total 1014218 · Vehicle Maintenance - Town					419.31
1014219 · Vehicle Fuel - Town					
Check	01/08/2025	160411	Village of Hanover Park (Fuel)	Inv# 2024-00018049 November 2024 Fuel	614.33
Total 1014219 · Vehicle Fuel - Town					614.33
1014221 · Cell Phone/Communications					
Check	01/14/2025	160478	Motorola Solutions Inc	Inv# 9021820241202 Radio Subscription Jan 2025	88.00
Check	01/15/2025	160518	Motorola Solutions Inc	Inv #8230495337 New radio programming	321.43
Total 1014221 · Cell Phone/Communications					409.43
1014225 · Grounds/Reserve Maintenance					
Check	01/15/2025	160523	Wood Dale Electrical Const., Inc.	Inv #S140 Campus parking lot light repairs	449.00
Total 1014225 · Grounds/Reserve Maintenance					449.00
1014228 · Building Maintenance - Izaak					
Check	01/15/2025	160504	Alarm Specialties and Protection	INV# 35871 Jan-March 2025 Quarterly Security Fire Monitoring	165.00
Total 1014228 · Building Maintenance - Izaak					165.00
1014233 · Recruitment & pre Employment					

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Type	Date	Num	Name	Memo	Amount
Check	01/14/2025	160486	Physicians Immediate Care	Pre Employment Screenings FARM (3)	715.00
			Total 1014233 · Recruitment & pre Employment		715.00
			1014292 · Dental, Vision & Life Insurance		
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	534.98
			Total 1014292 · Dental, Vision & Life Insurance		534.98
			Total 101MAIN · Facilities Maintenance		9,936.68
			101THE · Town Hall Expense		
			1014402 · Telephone - Town		
Check	01/14/2025	160502	Comcast (185)	Acct# 963341185 Monthly Phone Service Jan 2025	478.45
			Total 1014402 · Telephone - Town		478.45
			1014403 · Utilities - Town		
Check	01/14/2025	160479	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 11/14/24-12/13/24	224.86
Check	01/14/2025	160499	Village of Bartlett	Inv# 217122 Water Runzel Reserve	31.50
Check	01/14/2025	160499	Village of Bartlett	Inv# 211115 Town Hall Water/Sewer	115.41
			Total 1014403 · Utilities - Town		371.77
			1014405 · Internet Access - Town		
Check	01/14/2025	160503	Comcast (098)	Acct 933670098 Monthly Cable/Internet Charges Jan 2025	947.75
			Total 1014405 · Internet Access - Town		947.75
			1014416 · Equipment Rental - Town		
Check	01/14/2025	160436	Canteen Rfrsh Svc 05635/002/00002 Admin	Inv# ORD329305 Monthly Water Machine Rental Fee Admin Jan 25	51.47
Check	01/14/2025	160469	Leaf (618-010)	Inv# 17719684 Town Hall Main Copier Lease	230.43
			Total 1014416 · Equipment Rental - Town		281.90
			Total 101THE · Town Hall Expense		2,079.87
			101TOE · Town Office Expense		
			1014401 · Postage		
Check	01/14/2025	160488	Purchase Power Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage Fees	1,467.25
			Total 1014401 · Postage		1,467.25
			1014404 · Office Supplies		
Check	01/17/2025	160529	Accurate Office Supply Co	Inv# 628981 Badges/Lanyards (10)/Bankers Boxes	87.23
			Total 1014404 · Office Supplies		87.23
			1014406 · Printing		
Check	01/14/2025	160484	P.F. Pettibone & Co	Inv# 186896 Meeting Minutes, Book Covers (3), Paper	660.15

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Type	Date	Num	Name	Memo	Amount
			Total 1014406 · Printing		660.15
			1014591 · Health Insurance		
Check	01/15/2025	160522	United States Treasury	2024 2nd Quarter Excise Tax Return - Better Business Planning, Inc.	144.90
			Total 1014591 · Health Insurance		144.90
			1014592 · Dental, Vision & Life Insurance		
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	500.23
			Total 1014592 · Dental, Vision & Life Insurance		500.23
			Total 101TOE · Town Office Expense		2,859.76
			104ASR · Assessor's Division		
			1044492 · Dental, Vision & Life Insurance		
Check	01/17/2025	160531	Euclid Managers	Credit Monthly Dental/Life Insurance Premium February 2025	-13.06
			Total 1044492 · Dental, Vision & Life Insurance		-13.06
			Total 104ASR · Assessor's Division		-13.06
			109YFS · Youth & Family Services		
			109ADM · Administration & Clinical		
			1094617 · Equipment Maintenance		
Check	01/14/2025	160469	Leaf (618-010)	Inv# 17719684 Youth and Family Main Copier Lease	164.02
			Total 1094617 · Equipment Maintenance		164.02
			1094623 · Travel		
Check	01/08/2025	160406	Juan David Molina Cortes.	Mileage Reimbursement November 2024	9.85
Check	01/17/2025	160527	Maurissa Murakami.	Travel Reimbursement Dec 2024	7.77
			Total 1094623 · Travel		17.62
			1094692 · Dental, Vision & Life Insurance		
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	512.21
			Total 1094692 · Dental, Vision & Life Insurance		512.21
			Total 109ADM · Administration & Clinical		693.85
			109OUT · Outreach & Prevention		
			1094644 · Travel		
Check	01/14/2025	160460	Juliana Moreno (v)	Mileage Reimbursement Dec 2024	109.88
Check	01/14/2025	160497	Taylor Nohl (v)	Mileage Reimbursement Dec	148.74
			Total 1094644 · Travel		258.62
			1094656 · Youth Center Equipment		
Check	01/14/2025	160469	Leaf (618-010)	Inv# 17719684 IWYC Copier Lease	164.02

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Type	Date	Num	Name	Memo	Amount
			Total 1094656 · Youth Center Equipment		164.02
			1094658 · Youth Center Utilities		
Check	01/08/2025	160402	Com Ed (7000)	ACT#0423237000 Service 2 Months	714.53
			Total 1094658 · Youth Center Utilities		714.53
			1094659 · Youth Center Phone & internet		
Check	01/14/2025	160439	Comcast (276 IWC Internet)	Acct# 8771 20 032 0786276 Monthly Charges 1/4/25-2/3/25	117.82
			Total 1094659 · Youth Center Phone & internet		117.82
			1094792 · Dental, Vision & Life Insurance		
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	346.86
			Total 1094792 · Dental, Vision & Life Insurance		346.86
			Total 109OUT · Outreach & Prevention		1,601.85
			Total 109YFS · Youth & Family Services		2,295.70
			Total 1014 · Town Fund - Expenditures		55,813.44
			1104 · Aging Services - Expenditures		
			1104ADM · Administration		
			1104524 · Utilities		
Check	01/14/2025	160499	Village of Bartlett	Inv# 216721 Water Senior Center	213.62
Check	01/17/2025	160535	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges 11/24-12/21	1,840.59
			Total 1104524 · Utilities		2,054.21
			1104527 · Equipment		
Check	01/14/2025	160433	Accurate Office Supply Co	Inv# 628407 Headphones	29.08
Check	01/17/2025	160540	Wells Fargo Financial Leasing Inc	Inv# 5032795639 Color Copier Lease	289.85
			Total 1104527 · Equipment		318.93
			1104528 · Office Supplies		
Check	01/14/2025	160433	Accurate Office Supply Co	Inv# 628407 Paper, Magnetic Tape	160.64
Check	01/17/2025	160530	Crown Trophy #116	Inv #19124 Name bage with logo (2)	30.00
Check	01/17/2025	160533	Kwik Print	Inv# 77119 Self Inking Stamp	62.80
			Total 1104528 · Office Supplies		253.44
			1104533 · Printing		
Check	01/08/2025	160401	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 993898 Copy Charges LL	20.08
Check	01/14/2025	160467	Kwik Print	Inv# 77073 Business Cards - P. Ugalde	48.64
			Total 1104533 · Printing		68.72
			1104592 · Dental, Vision & Life Insurance		

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Type	Date	Num	Name	Memo	Amount
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	31.57
Total 1104592 · Dental, Vision & Life Insurance					31.57
Total 1104ADM · Administration					2,726.87
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	01/08/2025	160403	Get Fresh Produce, Inc	Cafe Food	238.50
Check	01/08/2025	160404	Gordon Food Service	Cafe Food	1,218.43
Check	01/14/2025	160450	Get Fresh Produce, Inc	Cafe Food	874.96
Check	01/14/2025	160454	Gordon Food Service	Cafe Food	944.36
Check	01/17/2025	160532	Get Fresh Produce, Inc	Cafe Food	141.28
Total 1105551 · Congregate Food					3,417.53
1105553 · Congregate Supplies					
Check	01/08/2025	160403	Get Fresh Produce, Inc	Cafe Supplies	33.90
Check	01/08/2025	160404	Gordon Food Service	Cafe Supplies	51.75
Check	01/14/2025	160450	Get Fresh Produce, Inc	Cafe Supplies	124.00
Check	01/14/2025	160454	Gordon Food Service	Cafe Supplies	81.70
Check	01/17/2025	160532	Get Fresh Produce, Inc	Cafe Supplies	15.10
Total 1105553 · Congregate Supplies					306.45
1105558 · Home Delivered Meals Food					
Check	01/08/2025	160403	Get Fresh Produce, Inc	HDM Food	238.50
Check	01/08/2025	160404	Gordon Food Service	HDM Food	1,218.42
Check	01/14/2025	160450	Get Fresh Produce, Inc	HDM Food	851.24
Check	01/14/2025	160454	Gordon Food Service	HDM Food	944.36
Check	01/14/2025	160487	Pur Foods LLC dba Mom's Meals	Inv# MM11302024 Special Dietary Meals	2,933.84
Check	01/17/2025	160532	Get Fresh Produce, Inc	HDM Food	141.27
Total 1105558 · Home Delivered Meals Food					6,327.63
1105560 · Home Delivered Meals Supplies					
Check	01/08/2025	160403	Get Fresh Produce, Inc	HDM Supplies	28.10
Check	01/08/2025	160404	Gordon Food Service	HDM Supplies	51.76
Check	01/14/2025	160450	Get Fresh Produce, Inc	HDM Supplies	112.40
Check	01/14/2025	160454	Gordon Food Service	HDM Supplies	81.70
Check	01/17/2025	160532	Get Fresh Produce, Inc	HDM Supplies	15.10
Total 1105560 · Home Delivered Meals Supplies					289.06
Total 1104NUT · Nutrition					10,340.67
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	01/08/2025	160403	Get Fresh Produce, Inc	Ice cream popup	23.70
Check	01/08/2025	160404	Gordon Food Service	Coffee	410.62
Check	01/14/2025	160433	Accurate Office Supply Co	Inv# 628407 Water	31.68

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Type	Date	Num	Name	Memo	Amount
Check	01/14/2025	160450	Get Fresh Produce, Inc	Programming Refreshments	23.70
Check	01/14/2025	160453	Giuseppa Bartolomeo	Supplies for Chef Pina class 1/8/25	129.72
Total 1104515 · Programming					619.42
1104520 · Volunteer Services					
Check	01/08/2025	160409	Verify (XHTSSE)	Inv# 1636625-IN Volunteer Background Check	126.00
Check	01/14/2025	160435	Alan Lenoci	Home Delivered Meals Mileage Reimbursement Nov/Dec	100.57
Check	01/14/2025	160437	Charles Valerio	Home Delivered Meals Mileage Reimbursement Dec	37.92
Check	01/14/2025	160444	Debora Johnston	Home Delivered Meals Mileage Reimbursement Dec	17.42
Check	01/14/2025	160445	Dorothy Archer	Home Delivered Meals Mileage Reimbursement Dec	38.46
Check	01/14/2025	160447	Edward Baus	Home Delivered Meals Mileage Reimbursement Dec	26.33
Check	01/14/2025	160457	James Lemonides	Home Delivered Meals Mileage Reimbursement Dec	44.42
Check	01/14/2025	160458	Jay Busse	Home Delivered Meals Mileage Reimbursement Dec	89.78
Check	01/14/2025	160458	Jay Busse	Home Delivered Meals Mileage Reimbursement Sept & Nov	119.93
Check	01/14/2025	160459	Jeff Sparks	Home Delivered Meals Mileage Reimbursement Nov-Jan	107.40
Check	01/14/2025	160463	Kathleen Fee	Home Delivered Meals Mileage Reimbursement Sept - Dec	114.24
Check	01/14/2025	160464	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement Dec	53.60
Check	01/14/2025	160468	Larry Piemonte	Home Delivered Meals Mileage Reimbursement Nov - Dec	67.87
Check	01/14/2025	160471	Lynn Marinelli	Home Delivered Meals Mileage Reimbursement Dec	20.10
Check	01/14/2025	160472	Marcia Parker	Home Delivered Meals Mileage Reimbursement Oct - Dec	191.49
Check	01/14/2025	160473	Mark Buthman	Home Delivered Meals Mileage Reimbursement Oct - Dec	133.33
Check	01/14/2025	160474	Marlies Bellos	Home Delivered Meals Mileage Reimbursement Nov - Jan	160.80
Check	01/14/2025	160475	Mary Wojtczak	Home Delivered Meals Mileage Reimbursement Nov - Dec	84.15
Check	01/14/2025	160476	Maureen Howard	Home Delivered Meals Mileage Reimbursement Dec	55.88
Check	01/14/2025	160485	Phil Roth	Home Delivered Meals Mileage Reimbursement Dec	59.63
Check	01/14/2025	160490	Randy Teesdale	Home Delivered Meals Mileage Reimbursement Oct - Dec	162.14
Check	01/14/2025	160491	Robert Sorensen	Home Delivered Meals Mileage Reimbursement Oct/Nov	67.00
Check	01/14/2025	160501	Wayne Ruttenburg	Home Delivered Meals Mileage Reimbursement Dec	99.16
Total 1104520 · Volunteer Services					1,977.62
1104892 · Dental, Vision & Life Insurance					
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	349.10
Total 1104892 · Dental, Vision & Life Insurance					349.10
Total 1104PRO · Enrichment Programs					2,946.14
1104SOC · Social Services					
1104569 · Senior Home Care Program					
Check	01/14/2025	160437	Charles Valerio	Home Care Mileage Reimbursement Dec	141.44
Check	01/14/2025	160461	Juna Talbot.	Mileage Reimbursement 11/25-11/27	19.43
Check	01/14/2025	160461	Juna Talbot.	Mileage Reimbursement 12/2-12/6	28.14
Check	01/14/2025	160461	Juna Talbot.	Mileage Reimbursement 12/11-12/13	21.71
Check	01/14/2025	160461	Juna Talbot.	Mileage Reimbursement 12/16-12/20	26.33
Check	01/14/2025	160461	Juna Talbot.	Mileage Reimbursement 12/26-112/27	12.06
Check	01/14/2025	160461	Juna Talbot.	Mileage Reimbursement 12/30-1/3	18.16

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Type	Date	Num	Name	Memo	Amount
Total 1104569 · Senior Home Care Program					267.27
1104992 · Dental, Vision & Life Insurance					
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	549.40
Total 1104992 · Dental, Vision & Life Insurance					549.40
Total 1104SOC · Social Services					816.67
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	01/08/2025	160407	Kammes Auto & Truck Repair, Inc.	Inv #145535 Bus 142 AC Repair, Oil, bulbs	1,212.48
Check	01/08/2025	160407	Kammes Auto & Truck Repair, Inc.	Inv #146815 Bus 1446 Rear blower, hood, latch, belt	827.86
Check	01/08/2025	160408	Ultimate Spray-N-Wash Inc	Inv #42892 Bus wash (6)	390.00
Check	01/14/2025	160462	Kammes Auto & Truck Repair, Inc.	Inv# 146838 Bus 143 Tires (4) Oil, Inspection	1,116.04
Total 1104518 · Vehicle Maintenance					3,546.38
1104549 · Employee Screenings					
Check	01/08/2025	160409	Verify (XHTSSE)	Inv# 1636625-IN Bus Driver Background Check	18.00
Check	01/14/2025	160486	Physicians Immediate Care	Pre Employment Screenings Aging	75.00
Check	01/17/2025	160534	Midwest Truckers Association Inc	Inv #42216 Employment screening (6)	72.00
Total 1104549 · Employee Screenings					165.00
1104550 · Telephone					
Check	01/08/2025	160410	Verizon Wireless	Inv #6101468531 11/19/24-12/18/24	446.81
Total 1104550 · Telephone					446.81
1104552 · Fuel					
Check	01/08/2025	160411	Village of Hanover Park (Fuel)	Inv# 2024-00018049 November 2024 Fuel	3,026.16
Total 1104552 · Fuel					3,026.16
1104692 · Dental, Vision & Life Insurance					
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	455.66
Total 1104692 · Dental, Vision & Life Insurance					455.66
Total 1104TRN · Transportation					7,640.01
Total 1104 · Aging Services - Expenditures					24,470.36
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	01/14/2025	160495	Staples	Inv# 6019863194 Staple Remover	5.07
Check	01/17/2025	160539	Staples	Inv# 6021028011 Toner	122.56
Check	01/17/2025	160539	Staples	Inv# 6021028012 Toner (2)	245.12

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Type	Date	Num	Name	Memo	Amount
Total 2024202 · Office Supplies					372.75
2024204 · Equipment					
Check	01/14/2025	160469	Leaf (618-010)	Inv# 17719684 Astor Copier Lease	164.02
Check	01/14/2025	160489	Quench USA, Inc.	Inv# 08422172 Astor Water Machine - Jan	51.19
Total 2024204 · Equipment					215.21
2024592 · Dental, Vision & Life Insurance					
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	112.41
Total 2024592 · Dental, Vision & Life Insurance					112.41
Total 2024ADM · Administration					700.37
2024HOM · Home Relief					
2024119 · Emergency Assistance					
Check	01/14/2025	6664	Hiren Shah	Shelter Assistance	3,000.00
Total 2024119 · Emergency Assistance					3,000.00
Total 2024HOM · Home Relief					3,000.00
202PAN · Pantry					
1014161 · Utilities					
Check	01/14/2025	160500	Village of Hanover Park	Acct 3940-001 Water/Sewer Astor Ave 11/21/24-12/26/24	62.39
Check	01/17/2025	160536	Nicor 75	Acct# 75-08-57-1000 4 (Meter 2) Monthly Charges 11/15/24-12/13/24	173.31
Check	01/17/2025	160537	Nicor 65	Acct# 65-08-57-1000 5 (Meter 1) Monthly Charges 11/15/24-12/13/24	146.89
Total 1014161 · Utilities					382.59
1014166 · Trash Removal					
Check	01/08/2025	160405	Groot, Inc (69323)	Inv# 13666395T107 Trash Collection Astor Jan 2025	1,419.26
Total 1014166 · Trash Removal					1,419.26
1014192 · Dental, Vision & Life Insurance					
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	136.21
Total 1014192 · Dental, Vision & Life Insurance					136.21
Total 202PAN · Pantry					1,938.06
Total 2024 · Human Services - Expenditures					5,638.43
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034708 · Training & Conferences					
Check	01/15/2025	160512	J. J. Keller & Associates, Inc.	Inv #9109748851 CDL training manuals (2)	117.22
Total 3034708 · Training & Conferences					117.22

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Type	Date	Num	Name	Memo	Amount
3034711 · Utilities					
Check	01/15/2025	160508	Com Ed (8000)	Acct 7029328000 Road Garage 12/3/24-1/3/25	159.23
Total 3034711 · Utilities					159.23
3034713 · Recruitment					
Check	01/14/2025	160486	Physicians Immediate Care	Pre Employment Screenings FARM (1)	130.00
Total 3034713 · Recruitment					130.00
3034792 · Dental, Vision & Life Insurance					
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	281.56
Total 3034792 · Dental, Vision & Life Insurance					281.56
Total 3034ADM · Administration					688.01
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	01/14/2025	160478	Motorola Solutions Inc	Inv# 9021820241202 Radio Subscription Jan 2025	88.00
Check	01/15/2025	160505	Allied Asphalt Paving Company	Inv# 253599 Disposal of Asphalt	35.00
Check	01/15/2025	160506	Alta Equipment Company	Inv #SP4/100278 Road division grabbers for garabge pick ups	130.58
Check	01/15/2025	160510	Continental Weather Svc	Inv# 196173 Weather Forecasting - January 2025	150.00
Check	01/15/2025	160511	Grainger	Inv# 9356272576 De-icer Solenoids (3)	443.13
Check	01/15/2025	160517	Menards - Hanover Park	Inv #38839 Fittings, connections, hex nipple for Douglas Rd. de-icer repairs	19.51
Check	01/15/2025	160518	Motorola Solutions Inc	Inv #8230495337 New radio programming	321.43
Total 3034602 · Operating Supplies & Materials					1,187.65
3034603 · Fuel					
Check	01/08/2025	160411	Village of Hanover Park (Fuel)	Inv# 2024-00018049 November 2024 Fuel	443.51
Total 3034603 · Fuel					443.51
Total 3034ROD · Road Maintenance					1,631.16
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	01/15/2025	160509	Commercial Tire Services, Inc.	Inv# 2220092297 Tire and rim replacement truck #505	799.50
Check	01/15/2025	160514	Kammes Auto & Truck Repair, Inc.	Inv #146792 Truck #504 State safety lane	45.00
Check	01/15/2025	160520	Redmon's Towing	Inv #536114 Truck #505 towing off curb from ice storm	500.00
Total 3034609 · Maintenance Vehicles & Equip					1,344.50
Total 303EQM · Equipment					1,344.50
Total 3034 · Road Maintenance - Expenditures					3,663.67
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054592 · Dental, Vision & Life Insurance					

Hanover Township Board Audit Report

January 7 - 20, 2025

Type	Date	Num	Name	Memo	Amount
Check	01/17/2025	160531	Euclid Managers	Monthly Dental/Life Insurance Premium February 2025	190.21
			Total 5054592 · Dental, Vision & Life Insurance		190.21
			Total 5054ADM · Administration		190.21
			5054SVC · Service Contracts		
			5054100 · CAC CASI		
Check	01/14/2025	160415	Children's Advocacy Center of NW Cook	FY 25 4th Qrt Payment for Contracted Services through MHB	5,500.00
			Total 5054100 · CAC CASI		5,500.00
			5054103 · CAC Safe from the Start		
Check	01/14/2025	160414	Children's Advocacy Center of NW Cook	FY 25 4th Qrt Payment for Contracted Services through MHB	5,750.00
			Total 5054103 · CAC Safe from the Start		5,750.00
			5054104 · CCC Domestic Violence Shelter		
Check	01/14/2025	160418	Community Crisis Center	FY25 4th Quarterly Payment for Contracted Shelter Services through MHB	6,750.00
			Total 5054104 · CCC Domestic Violence Shelter		6,750.00
			5054105 · CCC Domestic Violence Counsel		
Check	01/14/2025	160417	Community Crisis Center	FY25 4th Quarterly Payment for Contracted Counseling Services through MHB	10,000.00
			Total 5054105 · CCC Domestic Violence Counsel		10,000.00
			5054108 · Aid Supportive Employment		
Check	01/14/2025	160413	Association for Individual Development	FY25 4th Qtr Payment for Contracted Services through MHB	11,750.00
			Total 5054108 · Aid Supportive Employment		11,750.00
			5054112 · Clearbrook Day Services		
Check	01/15/2025	160507	Clearbrook	FY25 4th Qtr Payment for Contracted Services through MHB	2,500.00
			Total 5054112 · Clearbrook Day Services		2,500.00
			5054123 · Easter Seals		
Check	01/14/2025	160419	Easter Seals DuPage & Fox Valley Region	November 2024 Medical Rehab Services (21 Residents)	10,625.00
Check	01/14/2025	160419	Easter Seals DuPage & Fox Valley Region	December 2024 Medical Rehab Services (18 Residents)	7,000.00
			Total 5054123 · Easter Seals		17,625.00
			5054132 · Ecker Therapy Services		
Check	01/14/2025	160421	Ecker Center for Behavioral Health	FY25 4th Qrt. Contracted Therapy Services through MHB	5,000.00
			Total 5054132 · Ecker Therapy Services		5,000.00
			5054133 · Ecker PEP		
Check	01/14/2025	160422	Ecker Center for Behavioral Health	FY25 4th Qrt. Contracted Crisis Services Services through MHB	20,000.00
			Total 5054133 · Ecker PEP		20,000.00

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
5054135 · Ecker Center Substance					
Check	01/14/2025	160420	Ecker Center for Behavioral Health	FY25 4th Qtr. Contracted Substance Use Services through MHB	11,250.00
			Total 5054135 · Ecker Center Substance		11,250.00
5054141 · Shelter Inc Healthy Families					
Check	01/14/2025	160494	Shelter, Inc	FY25 4th Qtr Payment for Contracted Services through MHB	3,000.00
			Total 5054141 · Shelter Inc Healthy Families		3,000.00
5054142 · Centro De Informacion					
Check	01/14/2025	160416	Centro de Informacion	FY24 4th Qtr Payment for Contracted Services through MHB	8,125.00
			Total 5054142 · Centro De Informacion		8,125.00
5054146 · Bridge YFS Crisis Intervention					
Check	01/14/2025	160498	The Bridge	Shelter/Crisis Services	190.00
			Total 5054146 · Bridge YFS Crisis Intervention		190.00
5054148 · FSA Therapy Services					
Check	01/14/2025	160423	Family Service Assoc. of Greater Elgin	FY25 4th Qtr Contracted Therapy Services through MHB	11,250.00
			Total 5054148 · FSA Therapy Services		11,250.00
5054158 · Summitt Center					
Check	01/14/2025	160496	Summit School Early Learning Center	FY 25 4th Quarterly - Contracted Early Learning Services MHB	4,000.00
			Total 5054158 · Summitt Center		4,000.00
5054165 · Amita Alexian					
Check	01/14/2025	160434	Ascension Center for Mental Health	Outpatient Therapy & Psychiatry Nov 24	1,032.20
Check	01/14/2025	160434	Ascension Center for Mental Health	Outpatient Therapy & Psychiatry Dec 24	1,528.15
			Total 5054165 · Amita Alexian		2,560.35
5054166 · PADS of Elgin					
Check	01/14/2025	160428	PADS of Elgin	FY25 4th Qtr Payment for Contracted Case Mgmt Services through MHB	10,000.00
			Total 5054166 · PADS of Elgin		10,000.00
5054180 · Capital Grant Fund					
Check	01/14/2025	160427	Maryville Academy	Inv# 32105 Capital Funds Awarded 4.23.24 MHB Replace Flooring	25,000.00
			Total 5054180 · Capital Grant Fund		25,000.00
5054185 · Little City Foundation					
Check	01/14/2025	160470	Little City Foundation	FY25 4th Qtr Payment for Contracted Services through MHB	1,300.00
			Total 5054185 · Little City Foundation		1,300.00
5054190 · Maryville Academy					

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	01/14/2025	160426	Maryville	FY25 4th Qtr Payment for Contracted Therapy Services through MHB	5,000.00
			Total 5054190 · Maryville Academy		5,000.00
			5054200 · Kenneth Young Center - SASS		
Check	01/14/2025	160465	Kenneth Young Center	FY25 4th Qtr Contracted Therapy Services through MHB	2,050.00
			Total 5054200 · Kenneth Young Center - SASS		2,050.00
			5054203 · Clearbrook - Residential		
Check	01/14/2025	160438	Clearbrook	FY24 4th Qtr Payment for Contracted Residential Services through MHB	31.25
			Total 5054203 · Clearbrook - Residential		31.25
			5054204 · Easter Seals Family Support		
Check	01/14/2025	160446	Easter Seals DuPage & Fox Valley Region	December 2024 MH Services (3 Residents)	750.00
Check	01/14/2025	160446	Easter Seals DuPage & Fox Valley Region	November 2024 MH Services (3 Residents)	750.00
			Total 5054204 · Easter Seals Family Support		1,500.00
			5054205 · Mental Health Housing		
Check	01/14/2025	160430	UP Hanover Landing, LP	Hanover Landing Rent Subsidy - Jan/Feb 2025	9,341.00
			Total 5054205 · Mental Health Housing		9,341.00
			5054207 · Girl Scouts of N. IL - Outreach		
Check	01/14/2025	160452	Girl Scouts of Northern Illinois	FY25 4th Qtr Payment for Contracted Services through MHB	3,500.00
			Total 5054207 · Girl Scouts of N. IL - Outreach		3,500.00
			5054220 · Gigis Playhouse		
Check	01/14/2025	160451	Gigi's Playhouse	FY25 4th Quarterly Payment for Contracted Employment Services	3,125.00
			Total 5054220 · Gigis Playhouse		3,125.00
			5054223 · Marklund		
Check	01/14/2025	160425	Marklund Children's Home	FY25 4th Qtr Contracted Developoment Disability Services MHB	6,250.00
			Total 5054223 · Marklund		6,250.00
			5054225 · Community Alternatives Unlimite		
Check	01/14/2025	160441	Community Alternatives Unlimited	FY25 4th Qtr Contracted Community Access Service through MHB	3,750.00
			Total 5054225 · Community Alternatives Unlimite		3,750.00
			5054226 · Fellowship Housing Corp		
Check	01/14/2025	160449	Fellowship Housing Corporation	FY25 4th Qtr Payment for Contracted Services through MHB	1,250.00
			Total 5054226 · Fellowship Housing Corp		1,250.00
			5054227 · AARA		
Check	01/14/2025	160412	American Association of Retired Asians	FY25 4th Quarterly Payment for Case Management Services	10,375.00

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Type	Date	Num	Name	Memo	Amount
			Total 5054227 · AARA		10,375.00
			5054229 · Partners for Our Communities		
Check	01/14/2025	160483	Partners for Our Communities	FY25 4th Qtr Payment for Contracted Services through MHB	3,000.00
			Total 5054229 · Partners for Our Communities		3,000.00
			5054230 · About Change Recovery		
Check	01/14/2025	160431	About Behavioral Change	FY25 4th Qtr Contracted Services through MHB	3,200.00
			Total 5054230 · About Change Recovery		3,200.00
			5054232 · Elderday		
Check	01/14/2025	160448	Elderday Center	FY25 4th Qtr Payment for Contracted Services through MHB	1,250.00
			Total 5054232 · Elderday		1,250.00
			5054234 · Ray Graham Assoc		
Check	01/14/2025	160429	Ray Graham Association	FY25 4th Qtr Payment for Contracted Services through MHB	5,000.00
			Total 5054234 · Ray Graham Assoc		5,000.00
			5054235 · Community Crisis Center Childre		
Check	01/14/2025	160442	Community Crisis Center	FY25 4th Quarterly Payment for Contracted Children's Program through MHB	1,250.00
			Total 5054235 · Community Crisis Center Childre		1,250.00
			5054236 · Community Crisis Economic Srvc		
Check	01/14/2025	160443	Community Crisis Center	FY25 4th Quarterly Payment for Contracted Economic Crisis Services	1,250.00
			Total 5054236 · Community Crisis Economic Srvc		1,250.00
			5054238 · Kenneth Young Center MCR		
Check	01/15/2025	160515	Kenneth Young Center	FY25 4th Qtr Contracted Mobile Crisis Response through MHB	1,750.00
			Total 5054238 · Kenneth Young Center MCR		1,750.00
			Total 5054SVC · Service Contracts		224,422.60
			Total 5054 · Mental Health - Expenditures		224,612.81
			7004 · Vehicle Replcmnt - Expenditures		
			7004540 · Bus Purchase		
Check	01/14/2025	160481	Pace	Acct# 30896 Bus Lease (2)	200.00
			Total 7004540 · Bus Purchase		200.00
			Total 7004 · Vehicle Replcmnt - Expenditures		200.00
			8084 · Capital Projects - Expenditures		
			8084401 · Tiknis Campus Expansion		
Check	01/15/2025	160526	Thomas Engineering Group LLC	Inv #22124 December 2024 progress payment for Phase II Campus expansio...	6,409.06

Hanover Township Board Audit Report

January 7 - 20, 2025

Type	Date	Num	Name	Memo	Amount
Total 8084401 · Tiknis Campus Expansion					6,409.06
8084425 · Building & Perm Improvements					
Check	01/14/2025	160424	FJ Bero	Inv# 59613 Demo of Bathroom for Walk-in Freezer Install	5,585.00
Check	01/15/2025	160516	Mark Your Space, Inc.	Inv #INV-11659 Reaplcement of marquee sign address panels	1,955.00
Total 8084425 · Building & Perm Improvements					7,540.00
Total 8084 · Capital Projects - Expenditures					13,949.06
TOTAL					328,347.77



- I. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 6:01 p.m.
Clerk Dolan Baumer called the roll; present were Trustees Beattie, Essick, and Martinez, and Supervisor McGuire. Absent: Trustee Noyola
Others present were Assessor Khaja Moinuddin, Facilities and Road Maintenance Director Caleb Hanson, Emergency Services Deputy Director Lonnie Williams, Aging Services Director Megan Conway, Community Health Director Kristen Smith, Youth and Family Services Director Tina Houdek, Human Services Director Mary Jo Imperato, Mental Health Board Manager Amanda Teachout, Deputy Administrator Kristin Vana, Administrator James Barr, Administrative Assistant Hailey Matich, Mrs. Ann Essick from Elgin, and Dr. Cheethirala, Marketing Manager Meryl Pestano, and Director of Community Relations Roxana Jiménez from Familia Dental.
- 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. Presentation: Familia Dental, a longtime supplier of reduced dental services to Hanover Township residents in need, was recognized by the Board of Trustees as a valued partner in our service delivery range.
- V. Reports:
- A. Supervisor's Report: Supervisor McGuire offered no report this evening.
 - B. Clerk's Report: Clerk Dolan Baumer reported that the Certificate of Ballot has been filed with the County Clerk.
 - C. Assessor's Report: Assessor Moinuddin reported that Hanover Township is currently open for Cook County Board of Review appeals through February 4, 2025. The Township would be hosting a Property Tax Appeal workshop on Wednesday, January 15 at the Senior Center.
 - D. Trustee Liaison Committee Reports: No reports were offered.
 - E. Department Reports: Reports were submitted for review by the Board during the December 17 Board meeting; Supervisor McGuire suggested that the staff dispense with further reports this evening; the Board members agreed.
- VI. Bill Paying: Mr. Barr presented the bills for payment from December 17, 2024 through January 6, 2025 as follows:
- | | | |
|----|--------------------------------|---------------------|
| a. | Town | \$46,761.20 |
| b. | Senior Services | 15,867.03 |
| d. | General Assistance | 13,663.91 |
| e. | Road Maintenance | 16,600.98 |
| e. | Senior Citizens Services Comm. | 1,439.92 |
| f. | Mental Health Board | 205.01 |
| g. | Capital | <u>5,483.49</u> |
| | Total | <u>\$100,021.54</u> |
- A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from December 17, 2024 through January 6, 2025. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.
- VII. Unfinished Business: No unfinished business was discussed.

VIII. New Business:

- A. Pubic Hearing Minutes of December 3, 2024: Clerk Dolan Baumer presented the Hanover Township Public Hearing minutes of December 3, 2024 for review and approval. Trustee Essick moved that the Board approve the Hanover Township Public Hearing minutes of December 3, 2024 as presented; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- B. Board Meeting Minutes of December 17, 2024: Clerk Dolan Baumer presented the Hanover Township Board minutes of December 17, 2024 for review and approval. Trustee Beattie moved that the Board approve the Hanover Township Board minutes of December 17, 2024 as presented; motion seconded by Trustee Essick. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- C. Appointment of the Director of Youth and Family Services: Trustee Essick moved and Trustee Beattie seconded that the Board concur with Supervisor McGuire's appointment of Ms Erin Brumfield Grima to the position of Director of Youth and Family Services. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Supervisor McGuire. Nays: None. Motion carried.

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

X. Other Business: Supervisor McGuire announced that Ms Ryan Dickinson, current Prevention Services Manager, would be assuming the role of Director Designee of Human Services on February 3, 2025 to learn the role of Director, reporting to Deputy Vana, to which she would ascend after Director Imperato's retirement.

XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 6:12 p.m. was made by Trustee Beattie and seconded by Trustee Martinez, followed by a roll call vote. Ayes: Trustees Beattie, Essick, 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, Youth and Family Services, Community Affairs, Community Health, Facilities and Road Maintenance

RESOLUTION _____

**A RESOLUTION
TO APPROVE A SEPARATION AGREEMENT
WITH THE AGING SERVICE DIRECTOR**

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

SECTION ONE: APPROVAL. The Separation Agreement and General Release between Hanover Township and Aging Services Director Megan Conway (the "Separation Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

SECTION FOUR: REPEALER. All Township Ordinances, Resolutions, and parts thereof in conflict with or inconsistent with any of the provisions of this Resolution are hereby repealed to the extent they are inconsistent with this Resolution.

SECTION FIVE: **EFFECTIVE DATE.** This Resolution shall become effective upon its passage and approval as provided by law.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: January 21, 2025

APPROVED: January 21, 2025

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 January 21, 2025, and approved on January 21, 2025, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

SEPARATION AGREEMENT AND GENERAL RELEASE

This Separation Agreement and General Release (the “Agreement”) is entered into by and between **Hanover Township** (referred to throughout this Agreement as “Township”) and **Megan Conway** (“Director”). The term “Party” or “Parties” as used herein shall refer to Township, Director, or both, as may be appropriate.

WHEREAS, Director’s role as the Director of Aging Services is a policymaking position at the Township and she a political appointee of the Township Board of Trustees who serves at the pleasure and discretion of the Board; and

WHEREAS, Director has voluntarily resigned her position at Township and Director’s last day of employment with Township was January 21, 2025 (“Separation Date”);

NOW, THEREFORE, in recognition of the Director’s many years of dedicated service to the Township and its residents, the Director and the Township hereby agree to the following:

1. Recitals Incorporated.

The recitals set forth above are hereby incorporated by reference as if the same were fully set forth herein.

2. Consideration/Indemnification for Tax Consequences and Liens.

(a) The Parties acknowledge and agree that Director shall be paid her regular compensation and benefits through the Separation Date, less all legally required withholdings for taxes and other authorized deductions, for all services rendered to Township through the Separation Date. The Parties further acknowledge and agree that Director shall be paid on the first regular payday following the Separation Date the amount of Twelve Thousand Two Hundred Eighty Six Dollars and 15/100 cents less all legally required withholdings for taxes and other authorized deductions, which represents the sum of: (i) 48h hours of accrued, but unused, vacation time, 280 hours of unused sick time, and 8 hours of a floating holiday as of the Separation Date.

(b) **Severance:** On the Effective Date, in exchange for execution of this Agreement and in release of all claims described in Paragraph 5 of this Agreement, Township shall be obligated: (a) to pay Director an amount equal to four (4) weeks’ of Director’s base salary in effect as of the Separation Date, in the amount of Nine Thousand Forty Six Dollars and 15/100 cents less applicable taxes and withholdings (the “Separation Benefits”). The Parties acknowledge and agree that the Separation Benefits do not constitute, nor is it intended to be, any form of compensation to Director for services to Township, and that the Separation Benefits constitute payment(s) to which Director is not otherwise entitled. The Parties further acknowledge that payment of the Separation Benefits by Township is subject to compliance with the terms of this Agreement, and that the Separation Benefits may be withheld, without prior notice, for failure to abide by the terms of this Agreement.

(c) Director agrees that Director is responsible for all applicable taxes, if any, as a result of the receipt of these monies in Paragraphs 2(a) and 2(b). Director understands and agrees Township is providing Director with no representations regarding tax obligations or

consequences that may arise from this Agreement. Director, for Director and Director's dependents, successors, assigns, heirs, executors and administrators (and Director's legal representatives of every kind), agrees to indemnify and hold the Township and/or Township's Board of Trustees, the Township Supervisor, the Township Administrator, representatives, successors and assigns, and their current and former employees, attorneys, officers, directors, members, vendors, and agents thereof, both individually and in their business capacities, and their employee benefit plans and programs and their administrators and fiduciaries, both individually and in their business capacities (collectively referred to throughout the remainder of this Agreement as "Releasees") harmless for the amount of any taxes, penalties, or interest that may be assessed by any governmental tax authority against any of the Releasees in connection with such governmental authority's determination that Township or any of the other Releasees was required to, but failed to, withhold or report the correct amount of income or employment taxes from the payments made to Director or Director's Counsel pursuant to Paragraphs 2(a) and 2(b) of this Agreement. Director agrees that Director shall indemnify the Releasees for the full amount of such liability within thirty (30) days after receipt of notice from Township or any of the other Releasees of the assessment of such taxes, penalties, or interest.

(d) Director affirms that, in the event any attorneys or third parties have asserted or assert a hold or lien or other encumbrance or interest in Director's claims, demands, and causes of action against Releasees, Director will be responsible for paying any costs and fees associated with and otherwise satisfying that hold or lien or other encumbrance, and will hold Releasees and their attorneys harmless for any costs or fees they incur in association with the hold or lien.

3. No Consideration Absent Execution of this Agreement.

Director understands and agrees that Director will not receive the monies and/or benefits specified in Paragraph 2(b) above, except for Director's timely execution of this Agreement and the fulfillment of the promises contained herein.

4. Disbursal of Separation Funds.

The Separation Payment described in Paragraph 2(b) will be paid no later than the next regular Township payroll following thirty days after the Effective Date.

5. General Release, Claims Not Released and Related Provisions.

(a) **General Release of All Claims.** Director and Director's heirs, executors, administrators, successors, and assigns knowingly and voluntarily release and forever discharge Releasees, of and from any and all claims, known and unknown, asserted or unasserted, which the Director has or may have against Releasees as of the date of execution of this Agreement, including, but not limited to, any alleged violation of the following, as amended:

- Title VII of the Civil Rights Act of 1964;
- Sections 1981 through 1988 of Title 42 of the United States Code;
- The Employee Retirement Income Security Act of 1974 ("ERISA");
- The Internal Revenue Code of 1986;
- The Immigration Reform and Control Act;
- The Americans with Disabilities Act of 1990;
- The Worker Adjustment and Retraining Notification Act;
- The Fair Credit Reporting Act;
- The Family and Medical Leave Act;

- The Equal Pay Act;
- The Fair Labor Standards Act;
- The Genetic Information Nondiscrimination Act of 2008;
- The Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”);
- The Illinois Human Rights Act;
- 820 ILCS 305/4(h) of the Illinois Workers’ Compensation Act;
- Illinois common law regarding retaliation or discrimination for filing a workers’ compensation claim;
- Illinois Wage Payment and Collection Act;
- Illinois Equal Pay Act;
- Illinois School Visitation Rights Act;
- Illinois AIDS Confidentiality Act;
- Illinois Right to Privacy in the Workplace Act;
- Illinois Genetic Information Privacy Act;
- Illinois One Day Rest in Seven Act;
- Illinois Eight Hour Work Day Act;
- Illinois Health and Safety Act;
- Illinois Whistleblower Act;
- Illinois Victims’ Economic Safety and Security Act;
- Illinois Worker Adjustment and Retraining Notification Act;
- Illinois Personnel Records Review Act;
- Illinois Criminal Identification Act;
- Illinois Voter Leave Act;
- Illinois Family Military Leave Act;
- Illinois Joint Agency Rules of Sex Discrimination;
- Illinois Joint Agency Rules on National Origin Discrimination;
- Illinois Human Rights Commission Rules on Handicap Discrimination;
- Illinois Human Rights Commission Rules on Unfavorable Military Discharge Discrimination;
- Smoke Free Illinois Act;
- Illinois Employee Blood and Organ Donation Leave Act;
- Illinois Civil Patrol Leave Law
- Illinois Jury Duty Leave Law
- Illinois Official Meetings Leave Law
- Illinois Witness Duty Leave Law
- Illinois Nursing Mothers in the Workplace Act
- Illinois Common Law Claims for Unlawful Retaliatory Discharge in Violation of Public Policy;
- Illinois Employee Sick Leave Act;
- Illinois Family Bereavement Leave Act;
- Illinois Biometric Information Privacy Act;
- Illinois Workplace Transparency Act;
- Illinois Volunteer Emergency Worker Job Protection Act;
- Illinois Gender Violence Act;
- Illinois Paid Leave for All Workers Act;
- Illinois Child Extended Bereavement Leave Act;
- Illinois Transportation Benefits Program Act;
- Cook County Human Rights Ordinance;
- Cook County Paid Leave Ordinance;
- Chicago Human Rights Ordinance, as amended;
- Chicago Paid Leave and Paid Sick Leave Ordinance;
- Chicago Anti-Retaliation Ordinance;
- Chicago Fair Workweek Ordinance;
- any other federal, state or local law, rule, regulation, or ordinance;
- any public policy, contract, tort, or common law; or
- any basis for recovering costs, fees, or other expenses including attorneys' fees incurred in these matters.

(b) **Claims Not Released.** Director is not waiving any rights Director may have to: (i) Director’s own vested or accrued benefits under Township’s qualified retirement benefit plans as of the Separation Date; (ii) benefits and/or the right to seek benefits under applicable workers’ compensation and/or unemployment compensation statutes; (iii) pursue claims which by law cannot be waived by signing this Agreement; or (iv) enforce this Agreement.

(c) **Governmental Agencies.** Nothing in this Agreement prohibits, prevents, or otherwise limits Director from filing a charge or complaint with or participating, testifying, or assisting in any investigation, hearing, or other proceeding before any federal, state, or local

government agency (*e.g.*, EEOC, NLRB, SEC) or in any legislative or judicial proceeding nor does anything in this Agreement preclude, prohibit or otherwise limit, in any way, Director's rights and abilities to contact, communicate with or report unlawful conduct to federal, state, or local officials for investigation or participate in any whistleblower program administered by any such agencies. However, to the maximum extent permitted by law, Director agrees that if such an administrative claim is made, Director shall not be entitled to recover any individual monetary relief or other individual remedies.

(d) **Collective/Class Action Waiver.** If any claim is not subject to release, to the extent permitted by law, Director waives any right or ability to be a class or collective action representative or to otherwise participate in any putative or certified class, collective or multi-party action or proceeding based on such a claim in which Township or any other Releasee identified in this Agreement is a party.

6. Confidentiality.

Director, and Director's Counsel, agrees to keep the terms and existence of this Agreement strictly confidential. Except as required by law, Director shall keep confidential and make no disclosure or reference to the existence of this Agreement, the contents of it, nor any of the facts and circumstances surrounding the execution of this Agreement, to any person or entity, directly or indirectly, either orally or in writing, through any medium or form of communication, including, but not limited to internet or social media websites such as Facebook, X (formerly Twitter), LinkedIn, Yelp, or Glassdoor, or on blogs, by text or e-mail, or other electronic means. This confidentiality provision shall not prohibit Director from disclosure to her spouse, personal representatives, accountants, financial/tax advisors, or attorneys; provided, however, that unauthorized disclosure by any third party authorized above shall be deemed a breach of this Agreement by Director. No other disclosure as to the existence or terms of this Agreement may be made without the prior written consent of the Township. Director acknowledges that the Township may have disclosure requirements under the Illinois Freedom of Information Act and agrees that she will not make a request for this Agreement under the Illinois Freedom of Information Act, nor will she encourage any other person to do so. This confidentiality provision is mutually beneficial and was bargained for by the Parties. The obligations in this Paragraph 6 shall survive the termination or breach of this Agreement.

7. Letter of Recommendation and References.

Township agrees to provide Director with a letter of recommendation for purposes of obtaining employment that is the same or substantially similar to the letter provided hereafter in Exhibit A. Township further agrees to provide a neutral employment reference for Director to any inquiring parties stating the dates of employment and position held by Director while employed at Township.

8. Acknowledgements and Affirmations.

(a) Director affirms that Director has not filed, caused to be filed, or presently is a party to any claim against Township. Nothing in this Agreement or these Affirmations is intended to impair Director's rights under whistleblower laws or cause Director to disclose Director's participation in any governmental whistleblower program or any whistleblowing statute(s) or regulation(s) allowing for anonymity.

(b) Upon receipt of the payments described in Section 2(a), above, Director also affirms that Director has been paid and/or has received all compensation, wages, bonuses, commissions, paid sick leave, predictability pay, and/or benefits which are due and payable as of the date Director signs this Agreement and Director has been reimbursed for all necessary expenses or losses incurred by Director within the scope of Director's employment. Director affirms that Director has been granted any leave to which Director was entitled under the Family and Medical Leave Act and state and local leave and disability accommodation laws.

(c) Director further affirms that Director has no known workplace injuries or occupational diseases.

(d) Director also affirms that Director has not divulged any proprietary or confidential information of Township and will continue to maintain the confidentiality of such information consistent with Township's policies and Director's agreement(s) with Township and/or common law. Under the federal Defend Trade Secrets Act of 2016, Director shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that: (a) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made to Director's attorney in relation to a lawsuit against Township for retaliation against Director for reporting a suspected violation of law; or (c) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(e) Director further affirms that Director has not reported internally to Township any allegations of wrongdoing by Township or its officers, including any allegations of corporate fraud, and Director has not been retaliated against for reporting any such allegations internally to Township.

(f) Director further affirms, upon Township's request, to reasonably cooperate in any Township investigations and/or litigation regarding events that occurred during Director's tenure at Township. This obligation includes, but is not limited to, promptly meeting with counsel for Township or any of the other Releasee at reasonable times upon their request, and providing testimony in court, before an arbitrator or other convening authority, or upon deposition that is truthful, accurate, and complete according to information known to Director. Township will reimburse Director, within thirty days after Director's submission of substantiating documentation, for reasonable out-of-pocket travel, lodging, and other incidental expenses (but not attorney's fees) Director incurs in extending such cooperation, provided the expenses have been approved in advance by an authorized representative of Township and Director submits such documentation within thirty days after the expense is incurred.

(g) Director affirms that all of Township's decisions regarding Director's pay and benefits through Director's Separation Date were not discriminatory based on age, disability, race, color, sex, religion, national origin or any other classification protected by law.

(h) Director and Township acknowledge Director's rights to make truthful statements or disclosures required by law, regulation, or legal process and to request or receive confidential legal advice, and nothing in this Agreement shall be deemed to impair those rights.

(i) Township and Director agree that the stated reason for Director's termination will be that the Director voluntarily resigned her position.

9. Return of Property.

Except as provided otherwise in this Agreement or by law, Director affirms that Director has returned all of Township's property, documents, and/or any confidential information in Director's possession or control. Director also affirms that Director is in possession of all of Director's property that Director had at Township's premises and that Township is not in possession of any of Director's property.

10. Mutual Non-Defamation.

Director agrees not to defame the Township or any of the other Releasees, or the family members or businesses of the any of the foregoing individuals, in either their individual or official capacities, in any manner whatsoever, including, but not limited to, communications on social media websites such as Facebook, X (formerly Twitter), LinkedIn, Yelp, or Glassdoor, or on blogs, by text or e-mail, or other electronic means. This provision does not prohibit Director from making truthful statements about the terms or conditions of Director's employment, or from exercising Director's rights under the Illinois Public Labor Relations Act, government whistleblower programs, or where otherwise required by law. The Township agrees not defame Director in any manner whatsoever. For purposes of this Paragraph 10, the "Township" shall mean only the current members of the Township's Board of Trustees and Administrator. The obligations in this Paragraph 10 shall survive the termination or breach of this Agreement.

11. Governing Law, Jurisdiction, and Venue.

This Agreement shall be governed and conformed in accordance with the laws of Illinois without regard to its conflict of laws provision. For purposes of litigating any dispute arising out of or relating to this Agreement or the employment relationship between the Parties, the Parties hereby submit to and consent to the exclusive jurisdiction of the State of Illinois and agree that such litigation shall be conducted only in the courts of Cook County, Illinois, or the federal courts for the United States for the Northern District of Illinois, and no other courts.

12. Nonadmission of Wrongdoing.

The Parties agree that neither this Agreement nor the furnishing of the consideration for this Agreement shall be deemed or construed at any time for any purpose as an admission by Releasees of wrongdoing or evidence of any liability or unlawful conduct of any kind. This Agreement is designed to buy peace for all Parties hereto.

13. Amendment.

This Agreement may not be modified, altered, or changed except in writing and signed by both Parties wherein specific reference is made to this Agreement.

14. Entire Agreement.

This Agreement sets forth the entire agreement between the Parties hereto, and fully supersedes any prior agreements or understandings between the Parties, except for any arbitration,

intellectual property, noncompete, restrictive covenant, non-solicitation, nondisclosure, or confidentiality agreements between Township and Director, which shall remain in full force and effect according to their terms. Director acknowledges that Director has not relied on any representations, promises, or agreements of any kind made to Director in connection with Director's decision to accept this Agreement, except for those set forth in this Agreement.

15. Counterparts and Signatures.

This Agreement may be signed in counterparts, each of which shall be deemed an original, but all of which, taken together shall constitute the same instrument. A signature made on a faxed or electronically mailed copy of the Agreement or a signature transmitted by facsimile or electronic mail will have the same effect as the original signature.

16. Waiver and Enforceability.

A waiver by any Party of a breach of any provision hereof does not constitute a waiver of any succeeding breach of the same or any other provision, nor constitute a waiver of the responsibility or obligation itself.

17. Severability.

Should any provision of this Agreement be declared or be determined by any court of competent jurisdiction to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby, and said illegal or invalid part, term, or provision shall be deemed not be a part of this Agreement. The Parties expressly empower a court of competent jurisdiction to modify any term or provision of this Agreement to the extent necessary to comply with existing law and to enforce the Agreement as modified.

18. Headings.

The headings of paragraphs herein are included solely for convenience of reference and shall not control the meaning or interpretation of any of the provisions of this Agreement.

19. Mutual Negotiation.

This Agreement was the result of negotiations between the Parties and their respective counsel. In the event of vagueness, ambiguity, or uncertainty, this Agreement shall not be construed against the Party preparing it, but shall be construed as if both Parties prepared it jointly.

20. Knowing And Voluntary Waiver And Revocation Of Rights.

Director hereby acknowledges and understands that:

(a) Director has read and understands this Agreement and the releases it contains, understands the rights and claims against the Township that Director is releasing, and understands that Director is not releasing any rights or claims arising after the signing of this Agreement and Release.

(b) Director has until January 17, 2025, at 12:00 p.m. to consider the terms of this Agreement prior to signing it; although, she may sign the Agreement at any time prior to

expiration of the consideration period. Any modifications (material or otherwise) made to this Agreement do not restart or affect in any manner the original consideration period.

(c) Director has been advised to consult with an attorney regarding the subject matter of this Agreement, has had adequate time to read and consider this Agreement and consult with and be advised by legal counsel of her own choosing before executing it, understands fully the significance of Agreement, and enters into the Agreement voluntarily.

(d) Director has received adequate consideration for the releases and waivers contained in this Agreement in the form of money and other benefits. Director further acknowledges and agrees that no representation, promise, or inducement has been made by Township other than as appears in this Agreement, and that she has not relied on any such unwritten representation, promise, or inducement in making her decision to enter into this Agreement.

21. Effective Date.

This Agreement shall become effective on the day both Director and Township sign the Agreement (herein, the "Effective Date").

DIRECTOR FREELY AND KNOWINGLY, AND AFTER DUE CONSIDERATION, ENTERS INTO THIS AGREEMENT INTENDING TO WAIVE, SETTLE AND RELEASE ALL CLAIMS DIRECTOR HAS OR MIGHT HAVE AGAINST RELEASEES.

The Parties knowingly and voluntarily sign this Agreement as of the date(s) set forth below:

MEGAN CONWAY

HANOVER TOWNSHIP

By: _____

By: _____
BRIAN P. MCGUIRE, Supervisor

Date: _____

Date: _____

Attest: _____
KATY DOLAN BAUMER, Clerk

Date:

Exhibit A

To Whom It May Concern:

I am writing this letter of recommendation on behalf of Megan Conway, who most recently served as the Director of Aging Services for Hanover Township from July 2020 to January 2025. Previously she served as the Social Services Manager of the Department of Aging Services from August 2012 to June of 2018. I directly supervised Ms. Conway in her role as Director of Aging Services.

As director, Ms. Conway was responsible for the management of the Department of Aging Services including the Enrichment Programming Division, Nutrition Division, Transportation Division, and Social Services Division as well as the Hanover Township Senior Center. This included managing five direct reports and over thirty department staff and a budget of \$2,400,000.

During her tenure as Director, Ms. Conway lead the department through transitioning services due to the COVID-19 pandemic hosting a variety of programs in a hybrid format while ensuring vital services such as home delivered meals to homebound older adults and transportation to critical medical appointments such as dialysis continued in a safe manner.

Ms. Conway was key in the development of new services and programs including the Home Care Program to aid low-income older adults in maintaining their independence with assistance with activities of daily living and the Caregiver Resource Center.

Ms. Conway connected well with the senior residents of Hanover Township and their health, safety, and well-being was always her highest priority. If you have any questions, please do not hesitate to contact me at (630) 837-0301.

Sincerely Yours,

James C. Barr
Township Administrator
Hanover Township