



240 S. Illinois Route 59, Bartlett, Illinois 60103

Rescheduled Meeting of the Township Board

June 24th, 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. Cook County Sheriff's Police Department
 - B. Swearing In of Emergency Services Officers
 - C. Promotion of Emergency Services Officer
 - D. Recognition of Lieutenant Michael Liacone
- 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 May 19, 2025
 - B. Resolution Adopting Hanover Township Strategic Plan
 - C. Resolution Approving Revised Drug and Alcohol-Free Workplace Policy
 - D. Resolution Approving an Intergovernmental Agreement with the DuPage County Sheriff's Office
 - E. Resolution Approving an Illinois Municipal Retirement Fund Benefit Protection Leave
 - F. Approval of Hanover Township Emergency Services Station Air Compressor System
 - G. Consideration of Trustees' Committee Assignments
 - H. Consideration of August Board Meeting Dates
- IX. Executive Session

**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.**

X. Other Business

XI. Adjournment

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for May 2025

SERVICE PROVIDED	MAY 2025	MAY 2024	FYTD 2026	FYTD 2025
<i>Passports</i>	390	332	936	736
Photo Fees	\$4,610	\$3,800	\$10,680	\$8,130
Fee deposits	\$15,020	\$11,811	\$34,465	\$26,336
<i>Fishing/Hunting licenses</i>	9	6	18	20
<i>Handicap Placards</i>	19	26	35	42
<i>Vehicle Sticker Renewals</i>	64	58	126	109
<i>Human Resources Requests</i>	136	115	250	239
<i>New Employee Orientations</i>	11	4	13	6
<i>Technology work orders</i>	65	60	142	130
<i>Resident Contacts</i>	1,533	1,581	4,014	3,726
<i>Percent of Budget Expended (100% of year)</i>	6.5%	6.3%	10.8%	10.1%
<i>Hanover Landing Client Contacts (Duplicated)</i>	68	102	149	217

Department Highlights

- 11 new hire orientations were completed in May: Kristina Georgieva (Administrative Services), Allison Stamp and Kathleen Buckner (Aging Services), Emily Burciaga (Community Affairs), Blake Busto and Katherine Prestin (Community Health), Luke Saucedo, Lucas Kallas, Willie Chandler, Trevor Endean, and Joe Pizzuti (Facilities and Road Maintenance).
- Community Health Director Smith and Interim Administrative Services Director Callahan participated in first round interviews for the Office of Community Health Part-Time Receptionist position.
- Facilities and Road Maintenance Director Hanson and Interim Administrative Services Director Callahan participated in first round interviews for the Maintenance Associate position.
- Facilities and Road Maintenance Director Hanson, Operations Manager Nelson, and Interim Administrative Services Director Callahan participated in first round interviews for the Seasonal Summer Maintenance Assistant positions.
- Interim Administrative Services Director Callahan attended Midwest Truckers Association's Designated Employer Representative (DER) training on May 1.
- Township Administrator Barr conducted a tour of the Township's William Tiknis Campus with Supervisor McGuire and Director Kuttentberg for Bartlett Mayor Elect Gunsteen on May 12.
- Deputy Township Administrator Vana and Human Resources Manager Callahan participated in the annual PACE audit with Transportation Manager Kazeos on May 14. All items were found to be in order.
- Deputy Township Administrator Vana and Assistant to the Administrator Matich coordinated the Illinois Township Attorney Association's annual conference at the Senior Center on May 16.
- Public Management Intern Kristina Georgieva joined Administrative Services on May 19.
- Deputy Township Administrator Vana returned to the Department of Administrative Services on May 20.
- Deputy Township Administrator Vana participated in first and second round interviews with Supervisor McGuire and Human Services Director Designee Dickinson for the Human Services Coordinator position.
- Deputy Township Administrator Vana and Assistant to the Administrator Matich began the process to coordinate with the Township's IT provider, ProxIT, to develop an IT strategic plan that will assist the department in planning and budgeting for large IT projects and upgrades over the next three to five years.

Hanover Township Mission Statement:

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

DEPARTMENT OF AGING SERVICES



Report for May 2025

SERVICE PROVIDED	MAY 2025	MAY 2024	FYTD 2026	FYTD 2025
<i>Programming Division</i>				
Planned programs	248	254	483	497
Participants	2,003	1,868	4,052	3,957
Participants (unduplicated)	630	654	821	849
Wait listed (duplicated)	47	136	51	205
New volunteers	2	1	4	2
Total volunteers (unduplicated)	159	153	171	174
Volunteer hours reported	2,018	1,957	4,224	4,265
<i>Nutrition Division</i>				
Meals served	1,962	2,656	4,149	5,559
Meals delivered by volunteers	3,126	3,383	6,211	6,605
Clients served (unduplicated)	672	791	888	1,031
<i>Social Services Division</i>				
Clients served (unduplicated)	156	163	303	295
Clients served (duplicated)	272	272	559	571
Energy Assistance	31	8	49	26
Prescription drugs & health insurance assistance	87	161	240	299
Social Service programs	11	11	21	22
Social Service program participants	131	77	301	243
Lending Closet transactions	131	123	260	291
Home Services direct care hours	139.5	26.5	302	45.0
Caregiver Resource Center (duplicated)	104	N/A	196	N/A
<i>Transportation Division</i>				
One way rides given	1,447	986	2,870	2,269
Clients served (unduplicated)	184	128	250	178
New riders	46	38	250	178
Unmet requests for rides	2	48	2	82

Department Highlights

- The Enrichment Division took several trips including White Fence Farm, The Fireside Theater, Church Tour of Chicago, White Sox Game and various lunch bunches. Over 200 patrons attended the various events and all were sold out with waitlists.
- May was Older Adult Mental Health Awareness Month, C-HOPE Therapist Abbey offered depression and anxiety screenings.
- On May 27, the Social Services Division was notified that CEDA funds had been exhausted for the program year. Funds are anticipated to be available again when the program restarts in the Fall. CEDA's LIHEAP program provides utility assistance to income-eligible households.
- The Transportation Division hired new Full-Time Bus Driver Kathleen Buckner and is now fully staffed.
- In honor of Jewish American History Month, Volunteer & Program Coordinator Murillo had historian Michelle Gibbons come out and portray Ruth Bader Ginsburg. Participants learned how her fight for women's rights led to greater freedom for all.

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

OFFICE OF THE ASSESSOR



Report for May 2025

SERVICE PROVIDED	MAY 2025	MAY 2024	FYTD 2026	FYTD 2025
<i>Administration</i>				
Office visits	241	140	930	453
Building permits processed	1,953	388	1,953	773
Change of Name	1	0	11	13
Property tax appeals	0	0	0	0
Certificates of Error	178	61	231	138
Property location updates	10	0	16	1
Sales Recording	0	0	0	0
New owner mailing	0	0	0	0
<i>Exemptions</i>	18	0	18	0
Homeowner exemptions				
Senior homeowner exemptions	0	0	102	85
Senior Freeze exemptions	0	0	75	66
Disabled Veteran exemptions	0	0	581	257
Disabled person exemptions	0	0	87	45
Miscellaneous exemptions	0	0	30	7

Department Highlights

- Chief Deputy Ortiz and Assessing Specialist Rahim attended a permit submitting training with Ali ElSaffar, Oak Park Township Assessor. A new permit filing strategy has been developed and implemented in the Assessor's Office.
- Hanover Township Assessor's Office, partnering with the Cook County Forest Preserve District, held the 2nd annual Kite Fest at Carl B. Hansen Forst Preserve on May 10. The event drew a crowd of over 900 people to celebrate Asian American and Pacific Islander Heritage Month and learn about Township services and programs. Staff received great feedback from the attendees and co-sponsors.
- Chief Deputy Ortiz attended a Kite Fest after-action meeting on May 15, with Director Kuttentberg and Assistant to the Administrator Matich.

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 May 2025

SERVICE PROVIDED	MAY 2025	MAY 2024	FYTD 2026	FYTD 2025
<i>Website Visits (total)</i>	8,016	8,320	18,957	17,651
<i>Website Visits (unique)</i>	7,164	8,873	15,094	14,807
<i>Facebook Followers (new and total FYTD)</i>	147	92	6,869	6,087
<i>Facebook Reach</i>	88,813	34,220	143,963	63,440
<i>LinkedIn Impressions (new and total FYTD)</i>	5,701	N/A*	11,129	N/A*
<i>Instagram Views (new and total FYTD)</i>	10,904	N/A*	21,204	N/A*
<i>YouTube Views</i>	996	156	250	426
<i>Media Releases</i>	4	4	9	9

* Metrics not previously tracked by department.

Department Highlights

- Director Kuttentberg and Communications Coordinator Smith conducted virtual interviews for the department's summer internship position on May 1, 2, and 7.
- Office of Community Affairs staff captured photos and videos at the Township's annual Sprint to Spring 5k on May 3 at the Izaak Walton Reserve.
- Director Kuttentberg attended the May 6 ribbon cutting for Bartlett Mart, on Main Street.
- Director Kuttentberg and Coordinator Smith attended the May 8 meeting of the Township Communicators of Illinois at New Trier Township. Attendees discussed newsletter content, printing, editing, layout, and other best practices.
- Office of Community Affairs staff captured photos and videos at the Township's annual Kite Festival on May 10 at the Carl R. Hansen Woods Forest Preserve.
- Director Kuttentberg participated in the May 12 tour with new Bartlett Mayor Dan Gunsteen on the Tiknis Campus.
- Director Kuttentberg joined officials and staff in attending the retirement dinner of Human Services Volunteer Auxiliary Staff Member Jay Olriksen.
- Director Kuttentberg captured photos and video of the Memorial Day Food Distribution on May 21 at the Astor Avenue Community Center.
- The Office of Community Affairs coordinated the Monthly Mobile of Kori's Koop Food Truck on the Tiknis Campus on May 22.
- Director Kuttentberg joined Supervisor McGuire and Director Hanson in attending the May 27 annual meeting of the Rolling Knolls Homeowners Association at the Senior Center.

Hanover Township Mission Statement:

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

OFFICE OF COMMUNITY HEALTH



Report for May 2025

SERVICE PROVIDED	MAY 2025	MAY 2024	FYTD 2026	FYTD 2025
<i>Appointments</i>				
ProTimes	4	6	10	9
TB skin test	7	3	12	11
Cholesterol	29	35	32	40
Injections*	8	0	19	0
Sharps Disposal*	11	0	20	0
Miscellaneous labs	24	13	49	36
Wellness Screening (BP, diabetes, anemia)	107	74	161	116
Other	75	78	127	150
<i>Clinic Clients</i>				
Senior Center/ home visits	191	147	324	277
Offsite clinics	34	28	68	50
Total clients (unduplicated)	114	96	225	208
<i>Public Education & Health Promotion</i>				
Media coverage	2	1	3	2
Informational seminars/Programs	9	9	15	15
Program Participants	334	343	529	536
<i>Primary Care Provider Support</i>	3	4	8	6

*Previously counted under “other” appointments

Department Highlights

- Director Smith and Community Health Nurse Nichols provided 14 home visits for residents in the month of May.
- The Office of Community Health provided laboratory services for 11 residents at The Oaks lab clinic in the month of May.
- Director Smith and Community Health Nurse Nichols performed stroke risk screenings for 28 residents in the month of May in honor of National Stroke Awareness Month.
- The Office of Community Health hosted its 10th Sprint 2 Spring 5k at the Izaak Walton Youth Center on May 3 with 168 total registrants.
- Director Smith attended the U-46 Community Resource Fair on May 14 to discuss the programs and services the department offers with U-46 leaders and educators.
- The Office of Community Health hosted the American Red Cross for a blood drive on May 20 and collected 34 units of blood.
- Community Health Nurse Nichols provided free preventive health screenings at the Poplar Creek library on May 22.
- Community Health Specialist, Katherine Prestin, started with the department on May 28.
- Community Health Director Smith provided a first-aid overview presentation for Youth & Family Services’ Open Gym employees on May 30.

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 May 2025

SERVICE PROVIDED	MAY 2025	MAY 2024	FYTD 2026	FYTD 2025
<i>Hours</i>				
Volunteer Detail Hours	1,063	707	1,607	1,155
Volunteer Work Hours	1,452	1,393	3,111	2,749
Volunteer Training Hours	104	168	550	691
<i>Total Volunteer Hours</i>	2,619	2,268	5,268	4,595
<i>Details</i>				
Emergency Call Outs	26	20	39	39
Safety Patrols	0	0	0	1
Township Sponsored Events	2	1	2	1
Other Community Events	5	3	5	3
Miscellaneous	0	0	1	1
<i>Total Details</i>	33	24	47	45

Department Highlights

- HTES Officers responded to a traffic incident in Bartlett on May 5, and provided lighting and traffic management
- HTES Officers responded to a residential fire in Elgin on May 9, and provided cylinder cascade, hose rolling, and gross decontamination.
- HTES Officers responded to a traffic incident in Schaumburg on May 10, and provided lighting and traffic management
- HTES Officers responded to a traffic incident in Elgin on May 12, and provided lighting and traffic management
- HTES Officers responded to a traffic light out in Schaumburg on May 14, and provided traffic management.
- HTES Officers responded to a tree down in the roadway in Bartlett on May 15. The tree was cut up and removed from the roadway.
- HTES Officers responded to severe weather spotting on May 15. Weather dissipated without incident.
- HTES Officers responded to a traffic incident in Schaumburg on May 18, and provided traffic management.
- HTES Officers responded to an auto extrication in Hanover Park on May 18, and provided traffic management.
- HTES Officers responded to a residential fire in Elgin on May 19 and provided cylinder cascade and gross decontamination.
- HTES Officers responded to a traffic incident in Hoffman Estates on May 30, and provided traffic management.
- HTES was awarded a grant for \$7,000 from the Barrington Community Foundation to support purchase of a station air compressor.

Hanover Township Mission Statement:

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

DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for May 2025

SERVICE PROVIDED	MAY 2025	MAY 2024	FYTD 2026	FYTD 2025
<i>Administration</i>				
Vehicle service calls	0	1	3	4
Work orders	586	601	1,149	1,162
Event set-ups/tear downs	205	206	391	450
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	3,723	3,994	7,142	7,466
Town Hall	8,640	8,520	17,160	15,780
Senior Center	29,459	38,010	59,822	73,297
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	75.45	64.97	281.70	290.07
Town Hall	193.88	119.47	727.85	704.74
Senior Center	927.75	1,067.67	2,268.12	2,491.44
<i>Road Maintenance</i>				
Salt Usage (Tons)	0	0	0	0

Department Highlights

- Facilities and Road Maintenance staff completed the May Brush Pickup Program week with approximately 28 tons of mulch collected. All mulch was delivered to Township residents through mulch requests.
- Facilities Technician Enzenbacher, Road Maintenance Associate Crane, Facilities and Road Associate White, and Director Hanson completed the setup and take down of the Sprint to Spring 5K at the Izaak Walton Youth Center and Reserve.
- Director Hanson continued working closely with Administration, legal, Thomas Engineering, and Hitchcock Design Group toward the submission of the Planned Development application for Phase II and III of the Tiknis Expansion Property. Draft applications were reviewed by Director Hanson and Township Administrator Barr. Final application and submission to the Village is expected in early June.
- Director Hanson, along with Supervisor McGuire and Director Kuttentberg presented to the Rolling Knolls Homeowners Association Annual Meeting held in Veteran's Hall. Director Hanson covered topics ranging from the annexation of property for the new middle school by the City of Elgin, provided update to the Rohrssen Road bridge over Poplar Creek replacement project, and shoulder stone installation occurring in the area of the subdivision this year.
- Director Hanson met with the new Aging Services Director, Allison Stamp to provide departmental background, information on upcoming and recent projects involving Aging Services, and offered tours of all facilities, reserves, and Township roads.
- Facilities Technician Enzenbacher scheduled and coordinated an asbestos removal contractor for the removal of material in the Well House and Food Pantry Storage Facility.

DEPARTMENT OF HUMAN SERVICES



Report for May 2025

SERVICE PROVIDED	MAY 2025	MAY 2024	FYTD 2026	FYTD 2025
<i>General Assistance</i>				
General Assistance clients	8	7	16	14
General Assistance appointments	12	16	20	26
Emergency Assistance appointments	8	38	15	58
Emergency Assistance approved	1	1	1	6
Crisis intake clients	122	269	321	267
<i>Veterans' Services</i>				
Office Visits	6	20	16	39
<i>Social Services</i>				
CEDA Applications (LIHEAP, LIWAP, PIPP)	38	35	76	86
Financial assistance applications*	1	2	3	4
<i>Food Pantry</i>				
Served (Households)	1,402	1,485	2,944	2,807
Unduplicated	497	200	881	425
New applications	39	51	90	95
Food Donations	45	35	74	79
<i>Community Center Walk-Ins</i>	116	154	225	305

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

Department Highlights

- The Veterans Dinner was held on May 1, with 179 veterans and guests in attendance. Staff and volunteers coordinated meal service and decorations to create a welcoming atmosphere.
- The Memorial Day Special Food Event took place on May 21, attracting 115 residents. The event was sponsored by the Rotary Club of Bartlett.
- On May 22, the department hosted a breakfast for fire chiefs and police social workers across the township. Representatives from four municipalities attended. Human Services staff shared accurate and updated information regarding the Home Emergency Response Program (HERP).
- Jay Olriksen, a longtime Food Pantry auxiliary volunteer staff member, retired on May 23. A farewell gathering was held in his honor.
- The LIHEAP program (Low Income Home Energy Assistance Program) closed on May 27. CEDA (Community and Economic Development Association) reported a complete depletion of available funds. Staff worked to ensure all applicants were informed and guided to alternative resources where available.
- Director Designee Dickinson conducted interviews throughout May for the open Human Services Coordinator position.
- Director Imperato and Director Designee Dickinson gave community presentations invited by Kronos Foods Clerk Katy Dolan Baumer's workplace on May 28. The focus was on raising awareness about the food pantry and the ongoing need for donations. The sessions included statistics on food insecurity in the township and highlighted the pantry's impact on local families.

Human Services Mission Statement
Empowering Residents to Achieve Self-Sustainability

OFFICE OF THE MENTAL HEALTH BOARD



Report for May 2025

SERVICE PROVIDED	APRIL 2025	APRIL 2024	FYTD 2025	FYTD 2024
<i>Grant Funding</i>				
New clients	1,356	1,400	1,356	1,400
Ongoing clients	0	0	0	0
Closed cases	11	70	11	70
Prevention programming presentations	3	0	3	0
Number in audience	19	0	19	0
<i>TIDE</i>				
Participants	7	30	7	30
Rides	76	278	76	278

*Due to reporting website, statistics are a month behind

Department Highlights

- The Mental Health Board met on May 27 and awarded the following:
 - \$20,000 in Capital Funds to Ecker Center for renovations and office furniture for agency new location.
 - \$10,000 in Challenge Funds to Special Olympics to support athletes with developmental disabilities from Hanover Township.
 - \$5,000 in Emergency Funding to PADS of Elgin to make up for lost federal grant funds.
 - \$34,000 in Mental Health Housing to Hanover Township Administrative Services to support the Supportive Housing Services Coordinator position.
- Manager Teachout hosted the Human Services Coordinating Council on May 21 and featured the new Caregiver Resource Center at Aging Services.
- Manager Teachout represented the Mental Health Board at the Sprint 2 Spring 5k.
- Provided orientation to new Mental Health Board member Jordan Wildermuth.
- Manager Teachout and Mental Health Board Secretary Esquivel attended the National Youth Advocate Open House on May 13.
- Manager Teachout attended the Family Services Association of Greater Elgin's ribbon cutting on the expansion of their facility on May 13.
- Manager Teachout and Mental Health Board Chair Garvey attended the Boys and Girls Club Community Breakfast on May 22.
- Manager Teachout met with the new Executive Director at PADS and Director Stamp of Aging Services separately to welcome them and educate them on the Mental Health Board and funding opportunities.

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 May 2025

SERVICE PROVIDED	MAY 2025	MAY 2024	FYTD 2026	FYTD 2025
<i>Outreach & Prevention</i>				
Open Gym participants	464	311	1,200	899
Open Gym participants (unduplicated)	189	165	429	186
Alternate Support referrals	0	0	1	97
Alternate Support participants	276	132	599	375
Alternate Support participants (unduplicated)	118	82	207	97
<i>Clinical</i>				
Therapy clients	431	241	1,062	511
Therapy clients (unduplicated)	119	97	316	195
New clients (unduplicated)	3	0	15	0
Clinical hours	266	217	596	428
Group session participants	151	63	437	149
<i>Tutoring Participants</i>				
Total	12	0	75	114
Unduplicated	8	0	33	47

Department Highlights

- On May 2, Director Brumfield Grima and Clinical Manager Trocki met with the Teft Middle School Principal Dr. Lebron and Assistant Principal Perkins to establish the Attendance Pilot Program for the 2025/2026 school year.
- Therapist Murakami represented the Department of Youth and Family Services on May 3 at Village of Hanover Park Mayor Craig's Kids at Hope Health & Resource Fair in Hanover Park.
- On May 13, Youth and Family Services had the Truancy/Outreach Officer from Kane County Regional Office of Education present on trends of truancy and absenteeism.
- Manager Trocki, Prevention Specialist Burke and Prevention and Volunteer Coordinator Trujillo attended Streamwood High School's Mental Health Awareness Resource Fair on May 13, connecting with students and sharing resources.
- Director Brumfield Grima participated in the Alignment for Collaborative for Education Operating Board Meeting on May 14.
- Also on May 14, Director Brumfield Grima, Clinical Manager Trocki, and Director of Community Health Smith attended the first U46 Resource Fair.
- The Clinical team, including Clinical Manager Trocki, Therapists Murakami, Escutia, Giles, Molina, and Zak attended a symposium hosted by The Children's Advocacy Center of North & Northwest Cook County. Director Brumfield Grima staffed a Hanover Township Youth and Family Services information table at the Symposium, connecting with referring agencies and providers across the community.

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 5/17/2025 - 6/20/2025

	<u>Total</u>
Total Town Fund	144,828.35
Total Senior Services Fund	108,618.69
Total General Assistance Fund	23,638.82
Total Road Maintenance Fund	90,348.34
Total Committee for Senior Citizens Services	8,007.73
Total Mental Health Board Fund	231,169.72
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	117,613.00
Total Capital Fund	186,755.64
 Total All Funds	 <u><u>910,980.29</u></u>

Supervisor

Town Clerk
Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

May 17 through June 20, 2025

Type	Date	Num	Name	Memo	Amount
1103 · Aging Services - Revenue					
1103500 · Senior Programs					
Check	06/20/2025	162815	Carolyn Bellanger	Fireside Theatre Refund	110.00
Total 1103500 · Senior Programs					110.00
Total 1103 · Aging Services - Revenue					110.00
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	06/03/2025	162505	Sertoma Star Services	Inv# 13819 Computer Recycling (66 pieces)	447.25
Check	06/03/2025	162516	ProxIT Technology Solutions	Inv# 24559 Astor Ave IT Equip Upgrade	6,325.63
Check	06/03/2025	162516	ProxIT Technology Solutions	Inv# 24578 May 2025 Managed IT Services	7,956.67
Check	06/18/2025	162747	Access 1 Source	Inv# INV-104848 Monthly Base Clock /TimeWorks Plus HR Service June	336.99
Total 1014430 · Computer Equipment & Software					15,066.54
Total 101CAP · Capital Expenditures					15,066.54
101CHN · Community Health					
1014450 · Salaries					
Check	05/27/2025	162348	Beacon Hill Solutins Group, LLC	Inv# 2810001 Temp Service- OCH Receptionist	735.00
Check	06/03/2025	162484	Beacon Hill Solutins Group, LLC	Inv# 2815132 Temp Service - OCH Receptionist	600.00
Check	06/04/2025	162521	Beacon Hill Solutins Group, LLC	Inv #2821685 Temp service OCH receptionist	480.00
Check	06/17/2025	162690	Beacon Hill Solutins Group, LLC	Inv #2826982 Temp service OCH receptionist	615.00
Check	06/18/2025	162753	Beacon Hill Solutins Group, LLC	Inv #2830873 Temp service OCH receptionist	697.50
Total 1014450 · Salaries					3,127.50
1014452 · Office Supplies					
Check	05/28/2025	162470	Kwik Print	Inv #77886 Business cards (500)	48.64
Total 1014452 · Office Supplies					48.64
1014453 · Printing					
Check	06/17/2025	162692	Braden Interact Business (DD6308730301-1)	Inv# 1030404 Copy Charges OCH	29.92
Total 1014453 · Printing					29.92
1014454 · Travel & Training					
Check	05/21/2025	162340	Jaclyn Nichols.	Travel Reimbursement April 2025	148.82
Check	06/03/2025	162513	Jaclyn Nichols.	Travel Reimbursement May 2025	57.61
Check	06/04/2025	162522	Blake Busto (v)	Mileage reimbursement May 2025	19.39
Total 1014454 · Travel & Training					225.82
1014457 · Furniture and Computer Equip					
Check	06/03/2025	162499	Leaf (379-002)	Inv# 18392808 LL Copier Lease OCH June	65.44
Check	06/17/2025	162736	Culligan Quench USA, Inc	Inv# 08892508 Water Cooler OCH	80.51

Hanover Township Board Audit Report

May 17 through June 20, 2025

Type	Date	Num	Name	Memo	Amount
Check	06/18/2025	162766	Leaf (379-002)	Inv# 18549994 LL Copier Lease OCH July	71.39
Total 1014457 · Furniture and Computer Equip					217.34
1014459 · Professional Services					
Check	05/21/2025	162346	Quest Diagnostics	Inv# 9215039585 Client Labs Fees	478.86
Check	06/03/2025	162515	Quest Diagnostics	Inv# 9215508164 Client Lab Fees	278.20
Total 1014459 · Professional Services					757.06
1014465 · Medical Supplies					
Check	05/21/2025	162344	McKesson Medical Surgical	Inv #23789389 Sharps containers, gloves, cold tablets	175.22
Check	05/21/2025	162344	McKesson Medical Surgical	Inv #23789466 Cholesterol tests	98.85
Check	06/03/2025	162514	McKesson Medical Surgical	Inv# 23615923 Disinfectant Wipes, Gloves, TB Test	230.00
Check	06/10/2025	162564	McKesson Medical Surgical	Inv# 23861443 Gloves, Glucose Tests, Hemoglobin Tests	734.70
Check	06/10/2025	162564	McKesson Medical Surgical	Inv# 23861319 Burn Cream	32.51
Total 1014465 · Medical Supplies					1,271.28
1014491 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	545.87
Total 1014491 · Health Insurance					545.87
1014492 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	5.62
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	5.62
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	58.08
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	5.62
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	5.62
Total 1014492 · Dental, Vision & Life Insurance					80.56
1014493 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	845.49
Total 1014493 · Unemployment					845.49
Total 101CHN · Community Health					7,149.48
101CVA · Community Affairs					
101CMA · Community Relations					
1014614 · Printing					
Check	06/03/2025	162493	Elite Document Solutions	Inv# 1392 Copies May 2025	2.95
Total 1014614 · Printing					2.95
1014617 · Equipment & Furniture					
Check	06/03/2025	162512	Verizon Wireless (00002)	Department IPAD Data Service	36.01
Total 1014617 · Equipment & Furniture					36.01

Hanover Township Board Audit Report

May 17 through June 20, 2025

Type	Date	Num	Name	Memo	Amount
1014619 · Office Supplies					
Check	06/17/2025	162740	Staples	Inv# 6033562907 Ink, Notebooks	100.85
Check	06/18/2025	162773	Staples	Inv #6034231123 Ink, deskpad, pens	162.03
Total 1014619 · Office Supplies					262.88
1014624 · Travel					
Check	06/03/2025	162489	Celeste Smith.	Travel Reimbursement	1,040.36
Total 1014624 · Travel					1,040.36
1014625 · Communications					
Check	06/03/2025	162517	Purchase Power Easy Permit Postage	Acct# 8000-9090-0585-2392 Hanover Happenings Mailing	9,252.83
Total 1014625 · Communications					9,252.83
1014626 · Community Service Award					
Check	06/17/2025	162705	Crown Trophy #116	Inv# 19596 2025 Placard Plates	99.50
Total 1014626 · Community Service Award					99.50
1014627 · Community Affairs					
Check	06/18/2025	162752	Bartlett Sports	Inv #6998 T-shirts -25	325.00
Total 1014627 · Community Affairs					325.00
1014692 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	11.24
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	11.24
Total 1014692 · Dental, Vision & Life Insurance					22.48
1014693 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	626.29
Total 1014693 · Unemployment					626.29
Total 101CMA · Community Relations					11,668.30
Total 101CVA · Community Affairs					11,668.30
101ES · ES - Expenditures					
1014802 · Equipment					
Check	06/03/2025	162481	Air One Equipment, Inc.	Inv# 220058 SCBA Fit Test	45.00
Check	06/03/2025	162481	Air One Equipment, Inc.	Inv# 221566 Passport Tags	112.45
Check	06/17/2025	162687	Air One Equipment, Inc.	Inv# 222484 Helmet Panels	565.00
Check	06/17/2025	162687	Air One Equipment, Inc.	Inv# 221810 SCBA Quick Connect	180.00
Total 1014802 · Equipment					902.45
1014803 · Uniforms					
Check	06/03/2025	162483	Bartlett Sports	Inv# 6949 Removal of Patches, Print on Jackets	210.00

Hanover Township Board Audit Report

May 17 through June 20, 2025

Type	Date	Num	Name	Memo	Amount
Check	06/03/2025	162503	Ray O'herron Co., Inc.	Inv# 2413718 New Member Uniform	526.15
Check	06/03/2025	162503	Ray O'herron Co., Inc.	Inv# 2413540 New Member Uniform	524.11
Check	06/03/2025	162503	Ray O'herron Co., Inc.	Inv# 2413699 New Member Uniform	527.94
Check	06/17/2025	162737	Ray O'herron Co., Inc.	Inv# 2416875 Job Shirt & Pants New Members	162.10
Check	06/17/2025	162737	Ray O'herron Co., Inc.	Inv# 2413980 Officer Dress Fleece	365.60
Check	06/17/2025	162737	Ray O'herron Co., Inc.	Inv# 2415526 Name Plate New Members -2	41.24
Check	06/17/2025	162737	Ray O'herron Co., Inc.	Inv# 2416428 Name Plate New Members -2	41.24
Check	06/17/2025	162737	Ray O'herron Co., Inc.	Inv# 2416142 Name Plates New Members -18	335.21
Check	06/17/2025	162737	Ray O'herron Co., Inc.	Inv# 2416484 Lt Dress Coat	79.95
Total 1014803 · Uniforms					2,813.54
1014804 · Printing					
Check	06/03/2025	162493	Elite Document Solutions	Inv# 1392 Copies May 2025	57.28
Total 1014804 · Printing					57.28
1014808 · Education & Training					
Check	06/20/2025	162827	Haigh Solutions LLC	Inv# 2025-37 HTES Officer Training	542.00
Total 1014808 · Education & Training					542.00
1014811 · Station Utilities					
Check	05/27/2025	162353	Com Ed (4635)	Acct 4870734635 HTES Station	793.34
Check	06/17/2025	162697	Com Ed (8000) ES	Acct 1819128000 Emergency Services Station 4.7.25-5.7.25	26.60
Check	06/17/2025	162701	Comcast (067)	Acct 8771 10 083 0549067 ESHQ Monthly Internet Fee	185.60
Check	06/17/2025	162713	Groot, Inc (605728)	Inv# 14515087T107 Sanitation Services June 2025	401.48
Check	06/17/2025	162732	Nicor 91	Acct# 91-98-58-5112 9 Monthly Charges 4.16.25-5.16.25	189.42
Total 1014811 · Station Utilities					1,596.44
1014813 · Vehicle Fuel & Maintenance					
Check	06/10/2025	162574	Village of Hanover Park (Fuel)	Inv# 2025-00018013 May 2025	1,233.71
Check	06/17/2025	162687	Air One Equipment, Inc.	Inv# 221812 SCBA Refill Cylinder, Hydrostat Test	735.00
Total 1014813 · Vehicle Fuel & Maintenance					1,968.71
1014814 · Communications					
Check	06/03/2025	162512	Verizon Wireless (00002)	Emergency Services (ES Drone Device)	122.16
Check	06/17/2025	162729	Motorola Solutions Inc	Inv# 9403320250501 Monthly Radio Fee June	742.00
Total 1014814 · Communications					864.16
1014891 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	1,166.54
Total 1014891 · Health Insurance					1,166.54
1014892 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	8.99
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	100.99

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May 17 through June 20, 2025

Type	Date	Num	Name	Memo	Amount
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	8.99
Total 1014892 · Dental, Vision & Life Insurance					118.97
1014893 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	206.68
Total 1014893 · Unemployment					206.68
Total 101ES · ES - Expenditures					10,236.77
101ISE · Insurance & Employee Benefits					
1014411 · Employee Assistance Program					
Check	06/03/2025	162490	CuraLinc LLC	Inv# 61064 SupportLinc Employee Assistance Program Q3	484.80
Total 1014411 · Employee Assistance Program					484.80
1014503 · General Insurance					
Check	06/18/2025	162763	Illinois Counties Risk Management Trust	Property /Liability/Workers Comp Premium	3,682.00
Total 1014503 · General Insurance					3,682.00
Total 101ISE · Insurance & Employee Benefits					4,166.80
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	06/18/2025	162778	Airdo Werwas LLC	Inv #190-000143656 May 2025 Legal Fees	13,184.17
Check	06/18/2025	162778	Airdo Werwas LLC	Inv #190-0002-43657 May 2025 Legal Fees	294.00
Check	06/18/2025	162778	Airdo Werwas LLC	Inv #190-0028-43696 May 2025 Legal Fees	4,275.00
Check	06/18/2025	162778	Airdo Werwas LLC	Inv #190-0005-43658 May 2025 Legal Fees	12,036.00
Check	06/18/2025	162778	Airdo Werwas LLC	Inv #190-0019-43660 May 2025 Legal Fees	375.00
Total 1014502 · Legal Services					30,164.17
Total 101LEA · Legal & Auditing					30,164.17
101MAIN · Facilities Maintenance					
1014202 · Office Supplies					
Check	06/03/2025	162493	Elite Document Solutions	Inv# 1392 Copies May 2025	0.57
Total 1014202 · Office Supplies					0.57
1014205 · Janitorial Supplies					
Check	05/27/2025	162364	State Chemical	Inv# 903777889 Floor Cleaner	384.06
Check	06/03/2025	162482	Bade Supply	Inv# 101046 Foam Soap	102.40
Check	06/03/2025	162482	Bade Supply	Inv# 101047 Toilet Paper, Roll, Towel, Liners, Screens, Fantastik	360.52
Check	06/18/2025	162751	Bade Supply	Inv #101466 Towels, linens, soap, toliet paper	600.53
Total 1014205 · Janitorial Supplies					1,447.51
1014209 · Building Contracts					

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May 17 through June 20, 2025

Type	Date	Num	Name	Memo	Amount
Check	06/18/2025	162754	Buckeye Power Sales Co Inc	Inv #PSV421877 Annual generator monitoring contract Senior Center	365.00
Total 1014209 · Building Contracts					365.00
1014210 · Building Maintenance - Town					
Check	05/27/2025	162362	Sherwin-Williams	Inv# 5322-6 Paint - Town Hall	150.70
Total 1014210 · Building Maintenance - Town					150.70
1014211 · Building Maintenance - Senior					
Check	05/28/2025	162468	Johnson Controls Security Solutions	Inv# 41325812 June - Aug Security Monitoring Senior Center	274.13
Total 1014211 · Building Maintenance - Senior					274.13
1014212 · Building Maintenance - Astor					
Check	05/27/2025	162357	Johnson Controls Security Solutions	Inv# 41325550 June - Aug Security Monitoring Astor Ave	274.13
Total 1014212 · Building Maintenance - Astor					274.13
1014213 · Equipment Maintenance - Town					
Check	06/10/2025	162556	Fox Valley Fire & Safety	Inv# IN00775989 June Security Radio Monitoring - Town Hall	400.80
Total 1014213 · Equipment Maintenance - Town					400.80
1014214 · Equipment Maintenance - Senior					
Check	05/27/2025	162361	Otis Elevator Company	Inv# F10000230189 Logistics & Fuel Inpact Fees	125.00
Check	06/03/2025	162509	Thompson Elevator Inspection Service Inc	Inv# 25BART-0040 Annual Elevator Inspection Senior Center	41.00
Total 1014214 · Equipment Maintenance - Senior					166.00
1014215 · Equipment Maintenance - Astor					
Check	06/18/2025	162758	Fox Valley Fire & Safety	Inv #IN00779069 Astor Ave Annual Fire Extinguisher Testing & Inspection	125.00
Total 1014215 · Equipment Maintenance - Astor					125.00
1014218 · Vehicle Maintenance - Town					
Check	06/18/2025	162771	O'Reilly Auto Parts	Inv #3421-439567 Oil for food pantry vehicle	24.99
Total 1014218 · Vehicle Maintenance - Town					24.99
1014219 · Vehicle Fuel - Town					
Check	06/10/2025	162574	Village of Hanover Park (Fuel)	Inv# 2025-00018013 May 2025	795.04
Total 1014219 · Vehicle Fuel - Town					795.04
1014221 · Cell Phone/Communications					
Check	06/03/2025	162512	Verizon Wireless (00002)	F&M Tablet Data Plan	252.07
Check	06/17/2025	162729	Motorola Solutions Inc	Inv# 9403320250501 Monthly Radio Fee June	150.00
Total 1014221 · Cell Phone/Communications					402.07
1014222 · Trash Removal - Town					

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May 17 through June 20, 2025

Type	Date	Num	Name	Memo	Amount
Check	06/10/2025	162558	Groot, Inc (68246)	Inv# 14512392T107 Trash/Recycling Collection	604.61
Total 1014222 · Trash Removal - Town					604.61
1014223 · Trash Removal - Senior					
Check	06/10/2025	162557	Groot, Inc (61390)	Inv# 14512287T107 Trash/Recycling Collection Senior Center	753.65
Total 1014223 · Trash Removal - Senior					753.65
1014225 · Grounds/Reserve Maintenance					
Check	05/27/2025	162354	Ewing Irrigation Products Inc.	Inv# 25925336 Herbicide Grounds & Reserves	345.00
Check	05/27/2025	162354	Ewing Irrigation Products Inc.	Inv# 25931246 Herbicide & Fertilizer	152.33
Check	05/27/2025	162354	Ewing Irrigation Products Inc.	Inv# 25803640 Sulfur	105.08
Check	05/27/2025	162355	FJ Bero	Inv# 60216 PRZ Testing & Reporting	339.85
Check	06/10/2025	162552	Alta Equipment Company	Inv# SP4/107674 Mower Blades, Spacer, Spindle Bolt	246.31
Check	06/10/2025	162561	Home Depot, The 7816	Inv# 186909 Flowers	1,116.22
Check	06/10/2025	162561	Home Depot, The 7816	Inv# 186928 Flowers	273.52
Check	06/10/2025	162566	Midwest Groundcovers LLC	Order# 903501 Flowers	235.50
Check	06/18/2025	162757	Ewing Irrigation Products Inc.	Inv #26330318 Herbicide for grounds and reserves	773.53
Total 1014225 · Grounds/Reserve Maintenance					3,587.34
1014226 · Uniforms					
Check	06/03/2025	162483	Bartlett Sports	Inv# 6983 Uniforms New Staff	575.25
Total 1014226 · Uniforms					575.25
1014230 · Trash Removal - Izaac					
Check	06/10/2025	162559	Groot, Inc (54379)	Inv #14512879T107 Trash/Recycling Collection	298.39
Total 1014230 · Trash Removal - Izaac					298.39
1014234 · Building Maintenance ES Station					
Check	05/27/2025	162357	Johnson Controls Security Solutions	Inv# 41325555 June - Aug Security Monitoring EMA Station	255.00
Total 1014234 · Building Maintenance ES Station					255.00
1014235 · Equipment Maint ES Station					
Check	05/28/2025	162476	Webmarc Doors	Inv #21631 Repairs to EMA overhead doors	1,946.60
Total 1014235 · Equipment Maint ES Station					1,946.60
1014291 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	8,526.51
Total 1014291 · Health Insurance					8,526.51
1014292 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	67.81
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	692.30
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	67.81

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Type	Date	Num	Name	Memo	Amount
Total 1014292 · Dental, Vision & Life Insurance					827.92
1014293 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	2,511.43
Total 1014293 · Unemployment					2,511.43
Total 101MAIN · Facilities Maintenance					24,312.64
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	06/17/2025	162700	Comcast (185)	Acct# 963341185 Monthly Phone Service June 2025	495.19
Total 1014402 · Telephone - Town					495.19
1014403 · Utilities - Town					
Check	05/20/2025	162335	Village of Bartlett	Acct 63818 306793 Runzel Reserve - May	31.50
Check	06/03/2025	162486	Com Ed (8000) Town	Acct# 9545328000 Service 4.7.25-5.7.25 Town Hall	1,246.22
Check	06/17/2025	162698	Com Ed (8000) Town	Acct# 9545328000 Service 5.7.25-6.6.25 Town Hall	1,295.86
Check	06/17/2025	162730	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 4.16.25-5.16.25	826.03
Check	06/17/2025	162746	Village of Bartlett	Acct 63818 320644 Runzel Reserve - June	31.50
Check	06/17/2025	162746	Village of Bartlett	Acct 51470 314628 Hanover Township	198.50
Total 1014403 · Utilities - Town					3,629.61
1014405 · Internet Access - Town					
Check	06/03/2025	162485	Comcast (098)	Acct 933670098 Monthly Cable/Internet Charges May 2025	961.97
Check	06/03/2025	162488	Comcast (773 ES)	Acct# 877110083 0226773 Internet Fee 5.18.25-6.17.25	121.40
Check	06/17/2025	162699	Comcast (098)	Acct 933670098 Monthly Cable/Internet Charges June 2025	961.97
Total 1014405 · Internet Access - Town					2,045.34
1014416 · Equipment Rental - Town					
Check	05/28/2025	162472	Pitney Bowes Global Financial Services	Inv# 3107135743 Quarterly Postage Machine Lease	486.99
Check	06/03/2025	162512	Verizon Wireless (00002)	Admin Services (Hanover Landing) Cell	58.93
Check	06/17/2025	162694	Canteen Rfrsh Svc 05635/002/00002 Admin	Inv# ORD357367 Monthly Water Machine Rental Fee Admin 5.26.25-6.22.25	56.62
Check	06/17/2025	162723	Leaf (618-011)	Acct# 100-2577618-011 Hanover Landing Copier	41.25
Check	06/17/2025	162724	Leaf (618-010)	Inv# 18503965 Town Hall Main Copier Lease	230.43
Check	06/17/2025	162734	Pitney Bowes Global Financial Services	Inv# 3107258686 Quarterly Postage Machine Lease	486.99
Total 1014416 · Equipment Rental - Town					1,361.21
Total 101THE · Town Hall Expense					7,531.35
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	06/03/2025	162480	Accurate Office Supply Co	Inv# 631953 HR Folders	328.28
Check	06/03/2025	162487	Canteen Rfrsh Svc 05635/001/00001 OCH	Inv #ORD355270 Coffee Town Hall	142.34
Check	06/03/2025	162516	ProxlT Technology Solutions	Inv# 24596 Senior Center Elevator Adatper	66.43

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Type	Date	Num	Name	Memo	Amount
	Total 1014404 · Office Supplies				537.05
	1014406 · Printing				
Check	06/03/2025	162493	Elite Document Solutions	Inv# 1392 Copies May 2025	219.20
Check	06/17/2025	162719	Kwik Print	Inv# 77906 Business Cards - Kapadoukakis	48.64
	Total 1014406 · Printing				267.84
	1014412 · Travel Expenses				
Check	05/21/2025	162342	Katy Dolan Baumer	Travel Reimbursements from 1/29, 2/6, 4/1, 4/24, 5/8	409.09
	Total 1014412 · Travel Expenses				409.09
	1014414 · Memberships, Subs & Publication				
Check	05/28/2025	162466	Government Finance Officers Association	Inv #300188231-2025 Membership Renewal 4/1/2025-3/31/2026	640.00
Check	06/03/2025	162504	Rotary Club of Bartlett #3109	Inv# 55 Membership Q1 2025 J Barr	195.00
	Total 1014414 · Memberships, Subs & Publication				835.00
	1014424 · Education & Training				
Check	06/10/2025	162569	Riverside Township	Registration Fee - Baumer, Clerk Guest	100.00
	Total 1014424 · Education & Training				100.00
	1014429 · Miscellaneous				
Check	06/17/2025	162743	The Finer Line, Inc	Inv# 100544 Board Name Plate & Entrance Signs (7)	175.39
Check	06/17/2025	162743	The Finer Line, Inc	Inv# 100632 Name Badges (10)	101.90
	Total 1014429 · Miscellaneous				277.29
	1014530 · Financial Administration				
Check	06/04/2025	162551	Governmental Accounting, Inc	Inv# 60244 June 2025 Monthly Contract Billing	5,400.00
	Total 1014530 · Financial Administration				5,400.00
	1014531 · Community Affairs				
Check	06/17/2025	162691	BTC Yurik Photography	Inv# 6961268 Elected Officials & Dept Head Headshots	1,300.00
	Total 1014531 · Community Affairs				1,300.00
	1014534 · Passport Services				
Check	06/03/2025	162493	Elite Document Solutions	Inv# 1392 Copies May 2025	24.38
Check	06/03/2025	162517	Purchase Power Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage Fees	1,028.72
	Total 1014534 · Passport Services				1,053.10
	1014591 · Health Insurance				
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	3,989.20
	Total 1014591 · Health Insurance				3,989.20
	1014592 · Dental, Vision & Life Insurance				

Hanover Township Board Audit Report

May 17 through June 20, 2025

Type	Date	Num	Name	Memo	Amount
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	44.21
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	500.23
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	103.10
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	44.21
Total 1014592 · Dental, Vision & Life Insurance					691.75
1014593 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	1,878.88
Total 1014593 · Unemployment					1,878.88
Total 101TOE · Town Office Expense					16,739.20
104ASR · Assessor's Division					
1044407 · Printing					
Check	06/03/2025	162493	Elite Document Solutions	Inv# 1392 Copies May 2025	0.08
Total 1044407 · Printing					0.08
1044413 · Travel Expense					
Check	06/03/2025	162494	Faiza Rahim (v)	Travel Reimbursement	43.54
Total 1044413 · Travel Expense					43.54
1044415 · Dues, Subs & Publications					
Check	05/28/2025	162464	Cook County Township Assessors' Assoc	2025 Cook County Twsp Assessors Assoc dues	475.00
Total 1044415 · Dues, Subs & Publications					475.00
1044491 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	545.87
Total 1044491 · Health Insurance					545.87
1044492 · Dental, Vision & Life Insurance					
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	51.55
Total 1044492 · Dental, Vision & Life Insurance					51.55
1044493 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	438.40
Total 1044493 · Unemployment					438.40
Total 104ASR · Assessor's Division					1,554.44
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094615 · Postage					
Check	06/17/2025	162686	Academy Engraving Co.	Inv# 62719 Desk Plate New Staff	57.45

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May 17 through June 20, 2025

Type	Date	Num	Name	Memo	Amount
	Total 1094615 · Postage				57.45
	1094617 · Equipment Maintenance				
Check	06/17/2025	162724	Leaf (618-010)	Inv# 18503965 Youth and Family Main Copier Lease	164.02
	Total 1094617 · Equipment Maintenance				164.02
	1094618 · Psychiatric Backup				
Check	06/18/2025	162749	Alexian Bros. Behavior Health Hospital	Psychiatric Visits - May 2025	480.00
	Total 1094618 · Psychiatric Backup				480.00
	1094621 · Recruitment and Pre Employment				
Check	06/03/2025	162498	Kwik Print	Inv# 77880 Business Cards - Solis	48.64
	Total 1094621 · Recruitment and Pre Employment				48.64
	1094623 · Travel				
Check	05/20/2025	162339	Juan David Molina Cortes.	Mileage Reimbursement April 2025	47.95
Check	06/04/2025	162529	Erin Brumfield Grima (v)	Mileage Reimbursement May 2025	72.59
Check	06/17/2025	162728	Marina Herrera (v)	Mileage Reimbursement May 2025	37.80
Check	06/17/2025	162728	Marina Herrera (v)	Mileage Reimbursement June 2025	21.70
	Total 1094623 · Travel				180.04
	1094624 · Client Mgmt Software				
Check	05/20/2025	162338	CIS Support, Inc.	Inv# T014907 CIS Maintenance May 2025	400.00
Check	06/17/2025	162696	CIS Support, Inc.	Inv# T014908 CIS Maintenance June 2025	400.00
	Total 1094624 · Client Mgmt Software				800.00
	1094691 · Health Insurance				
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	3,595.54
	Total 1094691 · Health Insurance				3,595.54
	1094692 · Dental, Vision & Life Insurance				
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	87.11
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	542.99
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	92.73
	Total 1094692 · Dental, Vision & Life Insurance				722.83
	1094693 · Unemployment				
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	3,507.24
	Total 1094693 · Unemployment				3,507.24
	Total 109ADM · Administration & Clinical				9,555.76
	109OUT · Outreach & Prevention				
	1094644 · Travel				

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Type	Date	Num	Name	Memo	Amount
Check	06/03/2025	162510	Taylor Burke (v)	Mileage Reimbursement May 2025	156.80
Check	06/04/2025	162531	Gisel Trujillo (v)	Mileage Reimbursement May 2025	268.80
Total 1094644 · Travel					425.60
1094645 · Printing					
Check	06/17/2025	162739	Signs by Tomorrow	Inv# 32040 17"x11" Magnet -2	131.20
Total 1094645 · Printing					131.20
1094651 · Cellphones					
Check	06/03/2025	162512	Verizon Wireless (00002)	Youth and Family Monthly Fee	197.00
Total 1094651 · Cellphones					197.00
1094656 · Youth Center Equipment					
Check	06/17/2025	162693	Canteen Rfrsh Svc 05637/002/00002 YFS ...	Inv# ORD357366 Water Machine Rental 5.26.25-6.22.25	51.49
Check	06/17/2025	162724	Leaf (618-010)	Inv# 18503965 IWYC Copier Lease	164.02
Total 1094656 · Youth Center Equipment					215.51
1094658 · Youth Center Utilities					
Check	05/20/2025	162321	Comcast (276 IWC Internet)	Acct# 8771 20 032 0786276 Monthly Charges 5.4.25-6.3.25	339.80
Check	05/20/2025	162328	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 3.27.25-4.28.25	236.63
Check	06/17/2025	162714	Groot, Inc (54379)	Inv #14512879T107 Trash/Recycling Collection	596.41
Check	06/17/2025	162731	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 4.28.25-5.28.25	635.99
Total 1094658 · Youth Center Utilities					1,808.83
1094791 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	1,091.74
Total 1094791 · Health Insurance					1,091.74
1094792 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	11.24
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	103.10
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	5.62
Total 1094792 · Dental, Vision & Life Insurance					119.96
1094793 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	2,693.06
Total 1094793 · Unemployment					2,693.06
Total 109OUT · Outreach & Prevention					6,682.90
Total 109YFS · Youth & Family Services					16,238.66
Total 1014 · Town Fund - Expenditures					144,828.35

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Type	Date	Num	Name	Memo	Amount
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	05/20/2025	162334	Village of Bartlett	Acct 62447 306381 Sr. Center	269.74
Check	05/21/2025	162345	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges 3/26-4/25	305.03
Check	06/17/2025	162746	Village of Bartlett	Acct 62447 320230 Hanover Twonship Senior Center	604.65
Check	06/18/2025	162784	Com ed (8111)	Acct# 9275608111 Monthly Charges 4/7-5/9	4,487.14
Check	06/18/2025	162784	Com ed (8111)	Acct# 9275608111 Monthly Charges 5/9-6/6	4,180.81
Total 1104524 · Utilities					9,847.37
1104525 · Telephone & High Speed Internet					
Check	06/03/2025	162512	Verizon Wireless (00002)	Social Services Monthly Fee	84.69
Total 1104525 · Telephone & High Speed Internet					84.69
1104527 · Equipment					
Check	05/20/2025	162326	Leaf (379-003)	Inv# 18373369 Copier Lease	0.00
Check	06/03/2025	162499	Leaf (379-002)	Inv# 18392808 LL Copier Lease June	65.45
Check	06/17/2025	162736	Culligan Quench USA, Inc	Inv# 08892508 Water Cooler	241.55
Check	06/18/2025	162766	Leaf (379-002)	Inv# 18549994 LL Copier Lease July	71.40
Check	06/18/2025	162767	Leaf (379-003)	Inv# 18535719 Front Desk/Library Copier	226.76
Total 1104527 · Equipment					605.16
1104528 · Office Supplies					
Check	06/04/2025	162526	Crown Trophy #116	Inv #19492 Name badges -5	75.00
Check	06/18/2025	162748	Accurate Office Supply Co	Inv #637212 Paper, tape, rubberbands	163.50
Total 1104528 · Office Supplies					238.50
1104529 · Postage					
Check	06/03/2025	162517	Purchase Power Easy Permit Postage	Acct# 8000-9090-0585-2392 Senior Center Postage Meter Refill	2,000.00
Check	06/18/2025	162750	Stamp, Allison	Reimbursement for certified letter to HDM client	5.58
Total 1104529 · Postage					2,005.58
1104533 · Printing					
Check	05/20/2025	162325	Kwik Print	Inv# 77835 Letterhead, Business Cards	250.15
Check	06/17/2025	162692	Braden Interact Business (DD6308730301-1)	Inv# 1030404 Copy Charges	221.11
Check	06/18/2025	162765	Kwik Print	Inv# 77971 Business Cards, envelopes	591.51
Total 1104533 · Printing					1,062.77
1104535 · Travel					
Check	05/20/2025	162323	Florie Sposito	Travel Reimbursement May	39.26
Total 1104535 · Travel					39.26
1104536 · Education & Training					

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Type	Date	Num	Name	Memo	Amount
Check	06/18/2025	162776	USAgings	USAgings conference for 7/21 and 7/22 - Stamp	970.00
Total 1104536 · Education & Training					970.00
1104591 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	1,166.54
Total 1104591 · Health Insurance					1,166.54
1104592 · Dental, Vision & Life Insurance					
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	6.53
Total 1104592 · Dental, Vision & Life Insurance					6.53
1104593 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	620.03
Total 1104593 · Unemployment					620.03
Total 1104ADM · Administration					16,646.43
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	05/20/2025	162324	Get Fresh Produce, Inc	Congregate Food	878.40
Check	05/20/2025	162337	Gordon Food Service	Congregate Food	3,186.40
Check	06/04/2025	162530	Get Fresh Produce, Inc	Congregate Food	1,502.63
Check	06/04/2025	162550	Gordon Food Service	Congregate Food	2,301.12
Check	06/20/2025	162813	Get Fresh Produce, Inc	Congregate Food	2,652.75
Check	06/20/2025	162814	Gordon Food Service	Congregate Food	4,327.33
Total 1105551 · Congregate Food					14,848.63
1105553 · Congregate Supplies					
Check	05/20/2025	162324	Get Fresh Produce, Inc	Congregate Supplies	72.06
Check	05/20/2025	162337	Gordon Food Service	Congregate Supplies	327.50
Check	06/04/2025	162530	Get Fresh Produce, Inc	Congregate Supplies	157.99
Check	06/04/2025	162550	Gordon Food Service	Congregate Supplies	261.22
Check	06/20/2025	162813	Get Fresh Produce, Inc	Congregate Supplies	327.87
Check	06/20/2025	162814	Gordon Food Service	Congregate Supplies	573.86
Total 1105553 · Congregate Supplies					1,720.50
1105558 · Home Delivered Meals Food					
Check	05/20/2025	162324	Get Fresh Produce, Inc	HDM Food	878.39
Check	05/20/2025	162337	Gordon Food Service	HDM Food	3,186.39
Check	06/04/2025	162530	Get Fresh Produce, Inc	HDM Food	1,502.55
Check	06/04/2025	162550	Gordon Food Service	HDM Food	2,301.11
Check	06/17/2025	162735	Pur Foods LLC dba Mom's Meals	Inv# MM05312025 Special Dietary Meals	2,974.23
Check	06/20/2025	162813	Get Fresh Produce, Inc	HDM Food	2,652.75
Check	06/20/2025	162814	Gordon Food Service	HDM Food	4,327.33

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Type	Date	Num	Name	Memo	Amount
Total 1105558 · Home Delivered Meals Food					17,822.75
1105560 · Home Delivered Meals Supplies					
Check	05/20/2025	162324	Get Fresh Produce, Inc	HDM Supplies	72.04
Check	05/20/2025	162337	Gordon Food Service	HDM Supplies	327.50
Check	06/04/2025	162530	Get Fresh Produce, Inc	HDM Supplies	157.96
Check	06/04/2025	162550	Gordon Food Service	HDM Supplies	261.19
Check	06/20/2025	162813	Get Fresh Produce, Inc	HDM Supplies	327.87
Check	06/20/2025	162814	Gordon Food Service	HDM Supplies	573.86
Total 1105560 · Home Delivered Meals Supplies					1,720.42
1105791 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	545.87
Total 1105791 · Health Insurance					545.87
1105792 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	5.62
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	51.55
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	5.62
Total 1105792 · Dental, Vision & Life Insurance					62.79
1105793 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	1,236.93
Total 1105793 · Unemployment					1,236.93
Total 1104NUT · Nutrition					37,957.89
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	05/20/2025	162320	Arthur Bailey	Refund	260.00
Check	05/20/2025	162327	Marianne Bailey	Refund	260.00
Check	05/20/2025	162332	Very Smart People LLC	Instruction for July	200.00
Check	05/20/2025	162333	Very Smart People LLC	Instruction for August	200.00
Check	05/20/2025	162337	Gordon Food Service	Coffee cups, lids	534.23
Check	05/28/2025	162465	Giuseppa Bartolomeo	Specialty Chef Pina Supplies 5.21.25 (10)	130.56
Check	06/03/2025	162480	Accurate Office Supply Co	Inv# 635899 Water, Cups, Tea	322.74
Check	06/03/2025	162508	The Fireside Theatre	Inv# 979394 Show & Lunch (36)	3,025.55
Check	06/04/2025	162524	Body Brain & Balance LLC	Inv #1 July and August 2025 Beyond Ageless Grace instructor	800.00
Check	06/04/2025	162532	Giuseppa Bartolomeo	Chef Pina instructor- 4 classes July & August	800.00
Check	06/04/2025	162532	Giuseppa Bartolomeo	Chef Pina instructor- 2 speciality classes July & August	400.00
Check	06/04/2025	162550	Gordon Food Service	Coffee cups, lids	394.52
Check	06/04/2025	162533	Heather Braoudakis	Music entertainment Blue Suede Shoes 8/5/25	105.00
Check	06/04/2025	162535	Janet Kane	Inv# 461-5/2/2025 Musical Performance 7/8/25	180.00
Check	06/04/2025	162537	Jim Gibbons	Presentation on "The Sinking of the USS Indianapolist" 7/21/25	275.00
Check	06/04/2025	162538	Joy Andreassen	Inv# 2025-7 Zumba Gold July Classes	450.00
Check	06/04/2025	162538	Joy Andreassen	Inv# 2025-8 Zumba Gold August Classes	400.00
Check	06/04/2025	162540	LaVerne Bobkowski	Inv# 250731 Oldies but Goodies show 7/31/25	175.00

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Type	Date	Num	Name	Memo	Amount
Check	06/04/2025	162541	Mark L Lyons	Inv #1060 The Garden of Doom 7/30/25	175.00
Check	06/04/2025	162545	Michelle Gibbons Presents	Inv #10190 Jackie Kennedy Portrayal Lecture 7/28/25	275.00
Check	06/04/2025	162545	Michelle Gibbons Presents	Inv #10145 Lucille Ball Portrayal 8/11/25	275.00
Check	06/04/2025	162545	Michelle Gibbons Presents	Inv #10199 Mother Teresa Portrayal 8/26/25	275.00
Check	06/04/2025	162547	The Wildbird Shack	Senior Presentation - These are a Few of my Favorite Birds 8/20/25	200.00
Check	06/10/2025	162554	Bob Kalal	Music Performance 8.28.25	175.00
Check	06/10/2025	162570	Russell Fahrner	Inv# 1012 Senior Presentation - Embrace Retirement 6.4.25	300.00
Check	06/17/2025	162712	Giuseppa Bartolomeo	Chef Pina Supplies 6.4.25	192.41
Check	06/17/2025	162721	Laura Trujillo	Inv# 35 Chair Yoga (13) August	455.00
Check	06/17/2025	162722	Laura Trujillo	Inv# 34 Chair Yoga (12) July	420.00
Check	06/18/2025	162748	Accurate Office Supply Co	Inv #637212 Cups, tea	84.94
Check	06/18/2025	162760	Giuseppa Bartolomeo	Chef Pina Supplies 6.14.25	126.42
Check	06/18/2025	162761	Gloria Eineke	Supplies for Plastic Canvas Group	28.63
Check	06/18/2025	162764	Janet Kane	Inv# 1019 Musical Performance 7/8/25	205.00
Check	06/20/2025	162816	Bestway Charter Transportation Inc	Coach Bus Trip Cubs Game (38) 7.30.25	1,372.80
Check	06/20/2025	162817	Bestway Charter Transportation Inc	Coach Bus Trip Ice Cream Museum (38) 8.13.25	1,257.30
Check	06/20/2025	162818	Bestway Charter Transportation Inc	Coach Bus Trip Odyssey Boat Cruise (56) 8.26.25	1,378.30
Check	06/20/2025	162819	Bestway Charter Transportation Inc	Coach Bus Trip Teatro Zinzani (56) 8.26.25	0.00
Check	06/20/2025	162820	Bestway Charter Transportation Inc	Coach Bus Trip Teatro Zinzani (38) 8.21.25	1,147.30
Check	06/20/2025	162821	The Chicago Tour Company	Ice Cream Museum Lunch (38) 8.13.25	1,824.00
Check	06/20/2025	162822	The Chicago Tour Company	Snack Attack Tour (26) 7.21.25	1,820.00
Check	06/20/2025	162814	Gordon Food Service	Coffee cups, lids	631.51
Total 1104515 · Programming					21,531.21
1104520 · Volunteer Services					
Check	05/20/2025	162322	Cynthia Schwartz	Home Delivered Meals Mileage Reimbursement April-May	45.50
Check	06/03/2025	162500	Phil Roth	Home Delivered Meals Mileage Reimbursement April-May	74.90
Check	06/03/2025	162501	Pat Zickler	Home Delivered Meals Mileage Reimbursement April	94.35
Check	06/04/2025	162525	Charles Hoke	Home Delivered Meals Mileage Reimbursement Mar-May	235.20
Check	06/04/2025	162528	Edward Baus	Home Delivered Meals Mileage Reimbursement May	40.18
Check	06/04/2025	162534	James Lemonides	Home Delivered Meals Mileage Reimbursement May 2025	77.63
Check	06/04/2025	162536	Jay Busse	Home Delivered Meals Mileage Reimbursement May 2025	115.50
Check	06/04/2025	162539	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement May 2025	54.60
Check	06/04/2025	162542	Marlies Bellos	Home Delivered Meals Mileage Reimbursement April-May 2025	113.54
Check	06/04/2025	162543	Mary Wojtczak	Home Delivered Meals Mileage Reimbursement April-May	73.50
Check	06/04/2025	162544	Maureen Howard	Home Delivered Meals Mileage Reimbursement May 2025	21.42
Check	06/04/2025	162549	Wayne Ruttenburg	Home Delivered Meals Mileage Reimbursement May 2025	128.80
Check	06/10/2025	162555	Charles Valerio	Home Delivered Meals Mileage Reimbursement May	48.02
Check	06/10/2025	162562	Jeff Sparks	Home Delivered Meals Mileage Reimbursement April-June	162.19
Check	06/17/2025	162720	Larry Piemonte	Home Delivered Meals Mileage Reimbursement May	35.98
Check	06/17/2025	162726	Marcia Parker	Home Delivered Meals Mileage Reimbursement	152.95
Check	06/17/2025	162727	Margaret Kinsella	Home Delivered Meals Mileage Reimbursement	216.30
Check	06/17/2025	162745	Verify (XHTSSE)	Inv# 1659837-IN Volunteer Background Check	126.00
Total 1104520 · Volunteer Services					1,816.56
1104526 · Senior Newsletter					
Check	06/20/2025	162823	USPS	Club 59 Newsletter Postage	1,538.64

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Type	Date	Num	Name	Memo	Amount
Total 1104526 · Senior Newsletter					1,538.64
1104532 · Visual Arts					
Check	06/04/2025	162523	Blick Art Materials	Inv #5484747 Paints, paper	78.36
Check	06/04/2025	162527	Denise Laurin-Donatelle	Presentation on Imaginary Journey to Ancient Pompeii 8/4/25	200.00
Total 1104532 · Visual Arts					278.36
1104891 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	5,722.67
Total 1104891 · Health Insurance					5,722.67
1104892 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	22.48
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	259.88
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	22.48
Total 1104892 · Dental, Vision & Life Insurance					304.84
1104893 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	1,443.60
Total 1104893 · Unemployment					1,443.60
Total 1104PRO · Enrichment Programs					32,635.88
1104SOC · Social Services					
1104563 · Travel					
Check	06/17/2025	162717	Katherine Ackley.	Mileage Reimbursement April 2025	18.20
Check	06/17/2025	162717	Katherine Ackley.	Mileage Reimbursement May 2025	9.73
Check	06/18/2025	162774	Thalia Robles (v)	Mileage Reimbursement 4/9/25	19.17
Total 1104563 · Travel					47.10
1104567 · Memory Cafe Grant					
Check	06/18/2025	162759	Gary Glazner	July 2025 Memory Cafe	150.00
Check	06/18/2025	162772	Pat Gaughan	June 2025 Memory Cafe	200.00
Total 1104567 · Memory Cafe Grant					350.00
1104569 · Senior Home Care Program					
Check	06/03/2025	162496	Juna Talbot.	Mileage Reimbursement May	33.32
Check	06/03/2025	162496	Juna Talbot.	Mileage Reimbursement April-May	23.52
Check	06/03/2025	162496	Juna Talbot.	Mileage Reimbursement April	31.36
Check	06/03/2025	162496	Juna Talbot.	Mileage Reimbursement April	20.65
Check	06/03/2025	162496	Juna Talbot.	Mileage Reimbursement April	30.87
Check	06/03/2025	162496	Juna Talbot.	Mileage Reimbursement April	33.81
Check	06/03/2025	162502	Phoebe Ugalde	Mileage Reimbursement 5.9.25-5.23.25	17.35
Check	06/03/2025	162502	Phoebe Ugalde	Mileage Reimbursement 5.1.25-5.9.25	27.15

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Type	Date	Num	Name	Memo	Amount
Check	06/10/2025	162555	Charles Valerio	Home Care Mileage Reimbursement May	76.58
Total 1104569 · Senior Home Care Program					294.61
1104991 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	4,519.38
Total 1104991 · Health Insurance					4,519.38
1104992 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	46.27
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	608.84
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	46.27
Total 1104992 · Dental, Vision & Life Insurance					701.38
1104993 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	1,443.60
Total 1104993 · Unemployment					1,443.60
Total 1104SOC · Social Services					7,356.07
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	05/20/2025	162329	O'Reilly Auto Parts	Inv# 3421-436601 Oil for Buses	77.88
Check	05/20/2025	162330	Ultimate Spray-N-Wash Inc	Inv# 43123 Bus Wash	520.00
Check	05/21/2025	162341	Kammes Auto & Truck Repair, Inc.	Inv #148036 Bus 145 Battery	215.25
Check	06/03/2025	162497	Kammes Auto & Truck Repair, Inc.	Inv# 148036 Side Step/Battery Bus 145	215.25
Check	06/03/2025	162511	Ultimate Spray-N-Wash Inc	Inv# 43159 Bus Wash	455.00
Check	06/10/2025	162574	Village of Hanover Park (Fuel)	Inv# 2025-00018013 May 2025	4,000.55
Check	06/17/2025	162716	Kammes Auto & Truck Repair, Inc.	Inv# 148459 Inspection/STep Repair Bus 146	348.79
Check	06/17/2025	162716	Kammes Auto & Truck Repair, Inc.	Inv# 148422 Tires (4) Bus 143	1,217.16
Total 1104518 · Vehicle Maintenance					7,049.88
1104549 · Employee Screenings					
Check	06/18/2025	162770	Midwest Truckers Association Inc	Inv #42215 Annual fee for random drug testing	60.00
Total 1104549 · Employee Screenings					60.00
1104550 · Telephone					
Check	05/20/2025	162331	Verizon Wireless	Inv# 6111335335 Transp. Phones & Tablets	446.82
Check	06/04/2025	162548	Verizon Wireless	Inv #6113837654 4/19/25-5/18/25 Transportation phones & tablets	446.82
Total 1104550 · Telephone					893.64
1104691 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	3,520.74
Total 1104691 · Health Insurance					3,520.74

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May 17 through June 20, 2025

Type	Date	Num	Name	Memo	Amount
1104692 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	37.28
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	456.64
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	37.28
Total 1104692 · Dental, Vision & Life Insurance					531.20
1104693 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	1,856.96
Total 1104693 · Unemployment					1,856.96
Total 1104TRN · Transportation					13,912.42
Total 1104 · Aging Services - Expenditures					108,508.69
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	05/27/2025	162363	Staples	Inv# 6031758635, 6031758636	329.70
Check	06/03/2025	162506	Staples	Inv# 6032239133 Cups, Screen Cleaning	93.19
Check	06/10/2025	162571	Staples	Inv# 6033449130 Sugar, Ziplock Bags	79.95
Check	06/10/2025	162571	Staples	Inv# 6032666886 Plates	176.78
Check	06/10/2025	162571	Staples	Inv# 6032666890 Folgers	69.36
Total 2024202 · Office Supplies					748.98
2024204 · Equipment					
Check	06/17/2025	162724	Leaf (618-010)	Inv# 18503965 Astor Copier Lease	164.02
Total 2024204 · Equipment					164.02
2024205 · Travel & Training					
Check	05/21/2025	162343	Mary Jo Imperato.	Travel Reimbursement for ITAGAC Conference	243.60
Check	05/28/2025	162474	Ryan Dickinson	Mileage Reimbursement April 2025	74.20
Total 2024205 · Travel & Training					317.80
2024210 · Printing					
Check	06/10/2025	162563	Kwik Print	Inv# 77942 Business Cards - Burke	48.64
Total 2024210 · Printing					48.64
2024507 · Professional Services					
Check	05/27/2025	162366	Verify (XHANGA)	Inv #1650199-IN Background Checks	108.00
Check	06/10/2025	162572	Verify (XHANGA)	Inv# 1650199-IN Background Checks	54.00
Check	06/10/2025	162572	Verify (XHANGA)	Inv# 1654698-IN Background Checks	54.00
Check	06/10/2025	162572	Verify (XHANGA)	Inv# 1659826-IN Background Checks	54.00
Total 2024507 · Professional Services					270.00
2024511 · Phone and Internet					

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Type	Date	Num	Name	Memo	Amount
Check	06/03/2025	162492	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 5.25.25-6.24.25	290.65
Check	06/03/2025	162512	Verizon Wireless (00002)	Human Services Residential Fire Response	110.66
Total 2024511 · Phone and Internet					401.31
2024591 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	1,214.50
Total 2024591 · Health Insurance					1,214.50
2024592 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	20.42
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	302.62
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	20.42
Total 2024592 · Dental, Vision & Life Insurance					343.46
2024593 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	626.29
Total 2024593 · Unemployment					626.29
Total 2024ADM · Administration					4,135.00
2024HOM · Home Relief					
2024102 · Rent					
Check	06/03/2025	6731	Hanover Landings	Shelter Assistance	50.00
Check	06/03/2025	6732	Hanover Landings	Shelter Assistance	50.00
Check	06/03/2025	6734	Larry Bennett	Shelter Assistance	700.00
Check	06/03/2025	6736	State Farm	Shelter Assistance	122.00
Check	06/03/2025	6737	Shellpoint Mortgage Servicing	Shelter Assistance	522.45
Check	06/03/2025	6738	Nature Homes of the Meadows	Shelter Assistance	275.00
Check	06/03/2025	6739	Spring Lakes Estates	Shelter Assistance	780.00
Check	06/03/2025	6740	Orchard Hill Apartments	Shelter Assistance	975.00
Check	06/03/2025	6741	Rushmore Servicing	Shelter Assistance	925.00
Check	06/20/2025	6747	Mitesh Patel	Rent	562.00
Total 2024102 · Rent					4,961.45
2024103 · Utilities					
Check	06/03/2025	6735	Village of Streamwood	Utilites Assistance	55.55
Total 2024103 · Utilities					55.55
2024105 · Personal Essentials					
Check	06/03/2025	6743	Walmart	June 2025 Personal Essentials (5)	750.00
Total 2024105 · Personal Essentials					750.00
2024106 · Travel Expenses					
Check	06/03/2025	6733	State Farm Salah, Neal	Transportation Assistance - June 2025	51.94

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Type	Date	Num	Name	Memo	Amount
Check	06/03/2025	6742	BP Gas Station	Transportation Assistance - June 2025	100.00
Total 2024106 · Travel Expenses					151.94
2024119 · Emergency Assistance					
Check	06/10/2025	6744	Spring Lakes Estates	Emergency Assistance	728.33
Check	06/20/2025	6745	NICOR GA Home Relief	Emergency Assistance	508.84
Check	06/20/2025	6746	Com Ed	Emergency Assistance	611.23
Total 2024119 · Emergency Assistance					1,848.40
Total 2024HOM · Home Relief					7,767.34
202PAN · Pantry					
2024161 · Utilities					
Check	05/27/2025	162350	Com Ed (9000)	Acct 9268009000 Monthly Charges 4.8.25-5.8.25	489.28
Check	06/10/2025	162567	Nicor 65	Acct# 65-08-57-1000 5 (Meter 1) Monthly Charges 4.15.25-5.15.25	422.62
Check	06/10/2025	162568	Nicor 75	Acct# 75-08-57-1000 4 (Meter 2) Monthly Charges 4.15.25-5.15.25	442.20
Check	06/10/2025	162573	Village of Hanover Park	Acct 3940-001 Water/Sewer Astor Ave May	62.39
Check	06/18/2025	162755	Com Ed (9000)	Acct 9268009000 Monthly Charges 5.8.25-6.9.25	1,001.93
Total 2024161 · Utilities					2,418.42
2024166 · Trash Removal					
Check	06/03/2025	162495	Groot, Inc (69323)	Inv# 14512393T107 Trash Collection Astor June	1,443.64
Total 2024166 · Trash Removal					1,443.64
2024169 · Pantry Storage Facility					
Check	05/27/2025	162360	Menards - Hanover Park	Inv# 45238 Concrete Blade, Lumber	77.90
Check	06/10/2025	162565	Menards - West Chicago	Inv# 20733 Pantry Storage Renovation Supplies	70.81
Check	06/10/2025	162565	Menards - West Chicago	Inv# 20816 Pantry Storage Renovation Supplies	291.30
Check	06/18/2025	162769	Menards - West Chicago	Inv #21743 Digital door handle lock for Pantry Storage Facility	107.49
Check	06/18/2025	162795	RevFoam Insulation	Inv #1579 Insulation in well house/ Pantry Storage Facility	5,700.00
Total 2024169 · Pantry Storage Facility					6,247.50
2024191 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	1,214.50
Total 2024191 · Health Insurance					1,214.50
2024192 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	8.99
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	187.76
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	8.99
Total 2024192 · Dental, Vision & Life Insurance					205.74
2024193 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	206.68

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Type	Date	Num	Name	Memo	Amount
Total 2024193 · Unemployment					206.68
Total 202PAN · Pantry					11,736.48
Total 2024 · Human Services - Expenditures					23,638.82
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	06/17/2025	162688	Airdo Werwas LLC	Inv# 190-0007-43659 Legal Fees	598.50
Total 3034701 · Legal					598.50
3034709 · Uniforms & Safety Equipment					
Check	06/03/2025	162483	Bartlett Sports	Inv# 6983 Uniforms New Staff	575.25
Total 3034709 · Uniforms & Safety Equipment					575.25
3034711 · Utilities					
Check	05/27/2025	162349	Com Ed (6000)	Acct# 0741276000 Douglas Road De-Icer 4.11.25-5.13.25	53.52
Check	05/27/2025	162351	Com Ed (8000)	Acct 7029328000 Road Garage 4.7.25-5.7.25	282.52
Check	05/28/2025	162463	AT&T Mobility	Inv# 287352817189X05272025 Douglas De-Icer Cellular Service	28.31
Check	05/28/2025	162471	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 4/16-5/16	103.26
Check	06/20/2025	162824	AT&T 152	Acct# 847 717-5273 152 1 Douglas De-icer	3,203.73
Check	06/20/2025	162826	Com Ed (6000)	Acct# 0741276000 Douglas Road De-Icer 5.11.25-6.13.25	80.19
Total 3034711 · Utilities					3,751.53
3034791 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	1,673.62
Total 3034791 · Health Insurance					1,673.62
3034792 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	14.61
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	192.33
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	14.61
Total 3034792 · Dental, Vision & Life Insurance					221.55
3034793 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	1,816.25
Total 3034793 · Unemployment					1,816.25
Total 3034ADM · Administration					8,636.70
3034BRG · Bridge Maintenance					
3034615 · Bridge Repair & Maintenance					
Check	06/18/2025	162797	V3 Companies, Ltd.	May 2025 Phase 1 design engineering- Rohrssen Rd. Bridge Repalcement	23,391.31
Check	06/18/2025	162798	V3 Companies, Ltd.	June 2025 Phase 1 design engineering- Rohrssen Rd. Bridge Repalcement	51,307.02

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Total 3034615 · Bridge Repair & Maintenance					74,698.33
Total 3034BRG · Bridge Maintenance					74,698.33
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	06/10/2025	162553	Beverly Materials, L.L.C.	Inv# 319533 CA-6 Gravel	38.13
Check	06/10/2025	162553	Beverly Materials, L.L.C.	Inv# 319532 Disposal	60.00
Check	06/17/2025	162729	Motorola Solutions Inc	Inv# 9403320250501 Monthly Radio Fee June	150.00
Check	06/18/2025	162768	Menards - Hanover Park	Inv #46597 Stretch wrap for road grage pallet prep	47.56
Total 3034602 · Operating Supplies & Materials					295.69
3034603 · Fuel					
Check	06/10/2025	162574	Village of Hanover Park (Fuel)	Inv# 2025-00018013 May 2025	495.38
Total 3034603 · Fuel					495.38
3034610 · Street Lighting					
Check	05/27/2025	162352	Com Ed (5000)	Acct# 0056865000 Street Light - Bridlewood Subdivision 4.2.25-5.2.25	60.12
Check	06/03/2025	162491	Com Ed (4000)	Acct 434065400 4.9.25-5.9.25 Berner Street Lights	238.03
Total 3034610 · Street Lighting					298.15
3034614 · Signs, Stripping & Tree Removal					
Check	05/27/2025	162356	Highstar Traffic	Inv# 12983 Bridlewood Street Sign Replacement	2,896.10
Check	05/27/2025	162356	Highstar Traffic	Inv# 12984 Dennis & Douglas Sign Replacement	398.45
Check	05/27/2025	162356	Highstar Traffic	Inv# 12982 Old Lake St Sign Replacement	52.50
Check	05/28/2025	162467	High Star Traffic	Inv #13183 Sign brackets for FY26 sign replacement	435.00
Check	06/10/2025	162560	Highstar Traffic	Inv# 13421 No Parking Sign Bridlewood	13.95
Check	06/10/2025	162560	Highstar Traffic	Inv# 13415 Missing Signs Bridlewood, Douglas & Dennis, Old Lake	264.25
Check	06/18/2025	162762	High Star Traffic	Inv #13699 Replacement sign	60.10
Total 3034614 · Signs, Stripping & Tree Removal					4,120.35
Total 3034ROD · Road Maintenance					5,209.57
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	05/27/2025	162347	Alta Equipment Company	Inv# SP4/106764 Mower Drive Belt	52.64
Check	05/27/2025	162358	Kammes Auto & Truck Repair, Inc.	Inv# 148058 Truck #505 PTO Diagnosis	85.00
Check	05/27/2025	162359	KO Fleet Maintenance, Inc	Inv# 39674 Truck #505 PTO Repair	760.93
Check	05/27/2025	162365	Vermeer-Illinois Inc	Inv# S91899 Hydraulic Hose Replacement	700.84
Check	05/28/2025	162469	Kammes Auto & Truck Repair, Inc.	Inv #148138 Preventitive maintenance and electrical repairs	204.33
Total 3034609 · Maintenance Vehicles & Equip					1,803.74
Total 303EQM · Equipment					1,803.74
Total 3034 · Road Maintenance - Expenditures					90,348.34

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Type	Date	Num	Name	Memo	Amount
4045 · Comm/SR Citizens Svcs - Expense					
4045105 · Soda/Snack Vending					
Check	06/18/2025	162750	Stamp, Allison	Reimbursement for vending machine supplies	301.71
Total 4045105 · Soda/Snack Vending					301.71
4045175 · Special Projects					
Check	06/03/2025	162516	ProxIT Technology Solutions	Inv# 24598 Senior Center Laptops - Microsoft Office License (7)	7,706.02
Total 4045175 · Special Projects					7,706.02
Total 4045 · Comm/SR Citizens Svcs - Expense					8,007.73
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054012 · Office Supplies					
Check	06/17/2025	162706	Crown Trophy #116	Inv# 19493 Name Badge -4	55.00
Total 5054012 · Office Supplies					55.00
5054014 · Equip / Database					
Check	06/17/2025	162707	DreamCo Design	Inv #35549 Yearly subscription 7/8/25-7/7/26	1,199.40
Total 5054014 · Equip / Database					1,199.40
5054541 · Printing					
Check	06/03/2025	162493	Elite Document Solutions	Inv# 1392 Copies May 2025	26.06
Total 5054541 · Printing					26.06
5054591 · Health Insurance					
Check	06/18/2025	162796	United Healthcare	Major Medical Premium July 2025	1,581.26
Total 5054591 · Health Insurance					1,581.26
5054592 · Dental, Vision & Life Insurance					
Check	05/28/2025	162475	Vision Service Plan	Vision Insurance Premium June 2025	14.80
Check	06/18/2025	162756	Euclid Managers	Monthly Dental/Life Insurance Premium July 2025	190.21
Check	06/18/2025	162777	Vision Service Plan	Vision Insurance Premium July 2025	14.80
Total 5054592 · Dental, Vision & Life Insurance					219.81
5054593 · Unemployment					
Check	06/18/2025	162789	Illinois Counties Risk Management Trust	Inv #S-INV006191 1st Quarter Unemployment Premium	219.19
Total 5054593 · Unemployment					219.19
Total 5054ADM · Administration					3,300.72
5054COM · HT Community Resource Center					
5054210 · Utilities					

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Type	Date	Num	Name	Memo	Amount
Check	06/18/2025	162794	Ray Graham Association	FY26 1st Qtr Payment for Contracted Developmental Disability Services	10,500.00
			Total 5054210 · Utilities		10,500.00
			Total 5054COM · HT Community Resource Center		10,500.00
5054SVC · Service Contracts					
5054100 · CAC CASI					
Check	06/18/2025	162783	Children's Advocacy Center of NW Cook	FY 26 1st Qtr Payment for Contracted Services in Forensic and Advocacy Pr...	5,000.00
			Total 5054100 · CAC CASI		5,000.00
5054102 · CAC Family Support					
Check	06/17/2025	162695	Children's Advocacy Center of NW Cook	FY 25 4th Qtr Payment for Contracted Services through MHB	2,500.00
Check	06/17/2025	162708	Easter Seals DuPage & Fox Valley Region	May 2025 Care Coordination & Social Work (5)	1,450.00
			Total 5054102 · CAC Family Support		3,950.00
5054103 · CAC Safe from the Start					
Check	06/18/2025	162783	Children's Advocacy Center of NW Cook	FY 26 1st Qtr Payment for Contracted Services through MHB	6,250.00
			Total 5054103 · CAC Safe from the Start		6,250.00
5054104 · CCC Domestic Violence Shelter					
Check	06/18/2025	162785	Community Crisis Center	FY26 1st Quarterly Payment for Contracted Shelter Services	5,000.00
			Total 5054104 · CCC Domestic Violence Shelter		5,000.00
5054105 · CCC Domestic Violence Counsel					
Check	06/18/2025	162785	Community Crisis Center	FY26 1st Quarterly Payment for Contracted Counseling Services	5,000.00
			Total 5054105 · CCC Domestic Violence Counsel		5,000.00
5054108 · Aid Supportive Employment					
Check	06/18/2025	162780	Association for Individual Development	FY26 1st Qtr Payment for Contracted Services of Nutrition and Educated Skills	8,750.00
			Total 5054108 · Aid Supportive Employment		8,750.00
5054112 · Clearbrook Day Services					
Check	06/18/2025	162781	Clearbrook	FY26 1st Qtr Payment for Contracted Services through MHB	2,500.00
			Total 5054112 · Clearbrook Day Services		2,500.00
5054132 · Ecker Therapy Services					
Check	06/18/2025	162786	Ecker Center for Behavioral Health	FY26 1st Qrt. Contracted Thearpy Services	13,875.00
			Total 5054132 · Ecker Therapy Services		13,875.00
5054133 · Ecker PEP					
Check	06/18/2025	162786	Ecker Center for Behavioral Health	FY26 1st Qrt. Contracted Crisis Services	20,000.00
			Total 5054133 · Ecker PEP		20,000.00

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Type	Date	Num	Name	Memo	Amount
5054135 · Ecker Center Substance					
Check	06/18/2025	162786	Ecker Center for Behavioral Health	FY26 1st Qtr. Contracted Substance Use Services	11,250.00
			Total 5054135 · Ecker Center Substance		11,250.00
5054138 · Contract Support Services					
Check	05/28/2025	162477	PADS of Elgin	Emergency Funding Request awarded at 5.27.25 Mental Health Board meeting	5,000.00
			Total 5054138 · Contract Support Services		5,000.00
5054141 · Shelter Inc Healthy Families					
Check	06/17/2025	162738	Shelter, Inc	FY26 1st Qtr Payment for Contracted Services through MHB	1,875.00
			Total 5054141 · Shelter Inc Healthy Families		1,875.00
5054142 · Centro De Informacion					
Check	06/18/2025	162782	Centro de Informacion	FY26 1st Qtr Payment for Contracted Services through MHB	10,000.00
			Total 5054142 · Centro De Informacion		10,000.00
5054146 · Bridge YFS Crisis Intervention					
Check	06/17/2025	162742	The Bridge	Shelter/Crisis Services May 2025	2,090.00
			Total 5054146 · Bridge YFS Crisis Intervention		2,090.00
5054148 · FSA Therapy Services					
Check	06/18/2025	162787	Family Svc Assoc of Greater Elgin Area	FY26 1st Qtr Payment for Contracted Thearpy Services	12,000.00
			Total 5054148 · FSA Therapy Services		12,000.00
5054158 · Summitt Center					
Check	06/17/2025	162741	Summit School Early Learning Center	FY 26 1st Quarterly - Contracted Early Learning Services MHB	4,250.00
			Total 5054158 · Summitt Center		4,250.00
5054165 · Amita Alexian					
Check	06/17/2025	162689	Alexian Bros Center Mental Health (MHB)	May 2025 Outpatient & Psychiatry	3,132.00
			Total 5054165 · Amita Alexian		3,132.00
5054166 · PADS of Elgin					
Check	06/18/2025	162793	PADS of Elgin	FY26 1st Qtr Contracted Case Management Services	5,000.00
			Total 5054166 · PADS of Elgin		5,000.00
5054179 · Challenge Grant Fund					
Check	05/28/2025	162478	Special Olympics Illinois	Challenge Funds awarded at the 5.27.25 MHB meeting to support 188 athlete...	10,000.00
			Total 5054179 · Challenge Grant Fund		10,000.00
5054180 · Capital Grant Fund					
Check	06/18/2025	162790	Marklund Children's Home	Capital Funds to support purchase of nurses call system for individual rooms ...	25,000.00

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Type	Date	Num	Name	Memo	Amount
			Total 5054180 · Capital Grant Fund		25,000.00
Check	06/17/2025	162725	Little City Foundation	FY26 1st Qtr Contracted Development Disability Services MHB	2,500.00
			Total 5054185 · Little City Foundation		2,500.00
Check	06/18/2025	162791	Maryville	FY26 1st Qtr Payment for Contracted Therapy Services through MHB	5,250.00
			Total 5054190 · Maryville Academy		5,250.00
Check	06/17/2025	162718	Kenneth Young Center	FY26 1st Qtr Contracted Therapy Services through MHB	2,050.00
			Total 5054200 · Kenneth Young Center - SASS		2,050.00
Check	06/17/2025	162715	Journey the Road Home	Shelter & Case Management April & May 2025	1,000.00
			Total 5054201 · Journeys Hope Center		1,000.00
Check	06/18/2025	162781	Clearbrook	FY26 1st Qtr Payment for Contracted Residential Services through MHB	3,125.00
			Total 5054203 · Clearbrook - Residential		3,125.00
Check	06/17/2025	162744	UP Hanover Landing, LP	Hanover Landing Rent Subsidy - July 2025	4,522.00
			Total 5054205 · Mental Health Housing		4,522.00
Check	06/17/2025	162711	Girl Scouts of Northern Illinois	FY26 1st Qtr Payment for Contracted Services through MHB	4,500.00
			Total 5054207 · Girl Scouts of N. IL - Outreach		4,500.00
Check	06/17/2025	162685	About Behavioral Change	FY25 1th Qtr Counseling Services through MHB	4,375.00
			Total 5054208 · Easter Seals Nutrition		4,375.00
Check	06/17/2025	162710	Gigi's Playhouse	FY26 1st Quarterly Payment for Contracted Employment Services	4,500.00
			Total 5054220 · Gigis Playhouse		4,500.00
Check	06/18/2025	162790	Marklund Children's Home	FY26 1st Qtr Contracted Developoment Disability Services MHB	6,500.00
			Total 5054223 · Marklund		6,500.00
			5054225 · Community Alternatives Unlimite		

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	06/17/2025	162702	Community Alternatives Unlimited	FY26 1st Qtr Contracted Community Access Service through MHB	3,750.00
			Total 5054225 · Community Alternatives Unlimite		3,750.00
			5054226 · Fellowship Housing Corp		
Check	06/17/2025	162709	Fellowship Housing Corporation	FY26 1st Qtr Payment for Contracted Services through MHB	1,250.00
			Total 5054226 · Fellowship Housing Corp		1,250.00
			5054227 · AARA		
Check	06/18/2025	162779	American Association of Retired Asians	FY26 1st Quarterly Payment for Social Isolation Program	5,000.00
			Total 5054227 · AARA		5,000.00
			5054229 · Partners for Our Communities		
Check	06/17/2025	162733	Partners for Our Communities	FY26 1st Qtr Payment for Contracted Services through MHB	3,750.00
			Total 5054229 · Partners for Our Communities		3,750.00
			5054235 · Community Crisis Center Childre		
Check	06/17/2025	162703	Community Crisis Center	FY26 1st Quarterly Payment for Contracted Children's Program	1,500.00
			Total 5054235 · Community Crisis Center Childre		1,500.00
			5054236 · Community Crisis Economic Srvc		
Check	06/17/2025	162703	Community Crisis Center	FY26 1st Quarterly Payment for Contracted Economic Crisis Services	1,875.00
			Total 5054236 · Community Crisis Economic Srvc		1,875.00
			5054238 · Kenneth Young Center MCR		
Check	06/17/2025	162718	Kenneth Young Center	FY26 1st Qtr Contracted Mobile Crisis Response through MHB	2,000.00
			Total 5054238 · Kenneth Young Center MCR		2,000.00
			Total 5054SVC · Service Contracts		217,369.00
			Total 5054 · Mental Health - Expenditures		231,169.72
			7004 · Vehicle Replcmnt - Expenditures		
			7004540 · Bus Purchase		
Check	06/04/2025	162546	Pace	Inv #652685 Bus Lease	100.00
Check	06/04/2025	162546	Pace	Inv #652693 Bus Lease	100.00
Check	06/18/2025	162792	Midwest Transit Equipment, Inc.	Purchase of new bus	117,413.00
			Total 7004540 · Bus Purchase		117,613.00
			Total 7004 · Vehicle Replcmnt - Expenditures		117,613.00
			8084 · Capital Projects - Expenditures		
			8084401 · Tiknis Campus Expansion		
Check	06/18/2025	162775	Thomas Engineering Group LLC	Inv #22376 June expantion property developement engineering Phase 2 & 3	2,042.57
Check	06/20/2025	162825	Bluestem Ecological Services	Inv# 4509 Invasive Species Treatment	1,925.00

Hanover Township Board Audit Report

May 17 through June 20, 2025

Type	Date	Num	Name	Memo	Amount
Check	06/20/2025	162828	Thomas Engineering Group LLC	Inv# 22394 Project Funding Application	100.00
Total 8084401 · Tiknis Campus Expansion					4,067.57
8084425 · Building & Perm Improvements					
Check	05/28/2025	162473	Prate Roofing and Installations	Inv #T28351 Roof repairs from walk-in freezer installation	2,490.00
Total 8084425 · Building & Perm Improvements					2,490.00
8084430 · Loan Repayment					
Check	05/30/2025	ACH 5.30.25	Barrington Bank & Trust Company N.A.	Principal Pymt GO Series 2022	180,198.07
Total 8084430 · Loan Repayment					180,198.07
Total 8084 · Capital Projects - Expenditures					186,755.64
TOTAL					910,980.29



- I. Supported by many, family, friends and neighbors, Supervisor Brian P. McGuire, Clerk Katy Dolan Baumer, Assessor Khaja Moinuddin, Trustee Alisa “Lee” Beattie, Trustee Craig A. Essick, Trustee Eugene N. Martinez, and Trustee Denise Noyola were sworn into office by the Honorable Eric M. Saucedo, Associate Judge, Circuit Court of Cook County and took the oaths as the 2025-2029 Hanover Township officials serving residents from the communities of Streamwood, Bartlett, Hanover Park, Hoffman Estates, Schaumburg and unincorporated Elgin in Cook County.
- II. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 7:25 p.m. Present were Supervisor McGuire and Trustees Beattie, Essick, Martinez, and Noyola.

Others present were Facilities and Road Maintenance Director Caleb Hanson, Youth and Family Services Director Erin Brumfield Grima, Human Services Director Mary Jo Imperato and Director designee Ryan Dickinson, Community Health Director Kristen Smith, Deputy Administrator Kristin Vana, Mental Health Board Manager Amanda Teachout, Human Resources Manager Suzy Callahan, Administrator James Barr, Assistant to the Administrator Hailey Matich, Attorney Mike Airdo, and many family members, residents and neighbors of the Hanover Township community.

Supervisor McGuire asked the Board members for a motion to concur with amending the agenda, postponing item VIII. New Business B. Resolution Approving the Addendum to the Building Lease between Hanover Township and the Bartlett Volunteer Fire Association. Motion to concur with amending the agenda postponing the item under New Business to a future meeting made by Trustee Beattie and seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- 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. Reports:
 - A. Supervisor’s Report: Supervisor McGuire asked that the Board concur with his appointment of Deputy General Assistance Directors Trustee Essick, Trustee Martinez, Trustee Beattie, and Trustee Noyola. Motion by Trustee Martinez to approve the appointment of Deputy General Assistance Directors; second by Trustee Beattie. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None.
 - B. Clerk’s Report: Clerk Dolan Baumer reported that she was again elected as President of the Township Officials of Cook County Clerks Association during the May 2025 meeting, succeeding Clerk Bob Vinnedge of Schaumburg Township. Also, she was elected as President of the Elk Grove Village Lions Club for the second term, and that the Lions District Governor has appointed her as a District 1-F Zone Chairperson for 2025-2026.
 - C. Assessor’s Report: Assessor Moinuddin reported that the recent Kite Fest was another success with over 600 participants.
 - D. Trustee Committee Liaison Reports: The Trustees offered no reports.
- V. Paying: Mr. Barr presented the bills for payment from April 8, 2025 through May 16, 2025 as follows:

a.	Town	\$280,896.90
b.	Senior Services	128,219.63
d.	General Assistance	47,468.20
e.	Road Maintenance	41,907.05
f.	Senior Citizens Committee	238.26

g.	Mental Health Board	46,848.12
h.	Vehicle	6,828.57
i.	Capital	<u>58,097.87</u>
	Total	<u>\$610,504.60</u>

A motion was made by Trustee Martinez and seconded by Trustee Noyola to approve payment of the bills as presented from April 8, 2025 through May 16, 2025. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

VII. Unfinished Business: No unfinished business was discussed.

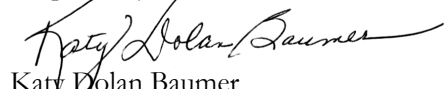
VIII. New Business:

- A. Regular Board Meeting Minutes of April 8, 2025: Trustee Beattie moved that the Board approve the regular Board meeting minutes of April 8, 2025 as presented by Clerk Dolan Baumer; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- B. Item postponed per agenda amendment motion under Call to Order above. Resolution Approving the Addendum to the Building Lease between Hanover Township and the Bartlett Volunteer Fire Association.
- C. Resolution Approving a Professional Services Agreement with Hitchcock Design Group: Trustee Essick moved that the Board approve resolution 0519251, approving of a professional services agreement with Hitchcock Design Group for the project identified in the proposal dated April 14, 2025; motion seconded by Trustee Noyola. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- D. Resolution Approving of an agreement with the Illinois Public Works Mutual Aid Network: Trustee Beattie moved that the Board approve resolution 0519252 for an agreement with the Illinois Public Works Mutual Aid Network; Trustee Noyola seconded the motion. According to the purpose of Illinois Public Works Mutual Aid Network, it is established to provide a method whereby a party in need of mutual aid assistance may request aid and assistance from the other parties in the form of personnel, equipment, materials or other associated services as necessary. The purpose of this Agreement is to formally document such a program. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- E. Appointment of Township Legal Counsel: Supervisor McGuire asked the Board to concur with the appointment of Airdo Werwas as Township legal counsel. Trustee Beattie moved that the Board concur with the Supervisor's appointment of Airdo Werwas as Township legal counsel; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- F. Appointments to the Hanover Township Mental Health Board: Supervisor McGuire asked the Board to concur with the appointments of Ms Maria Wywialowski and Mr. Jordan Wildermuth to the Hanover Township Mental Health Board. Trustee Martinez moved to concur with the Supervisor's appointment of Ms Maria Wywialowski and Mr. Jordan Wildermuth to the Hanover Township Mental Health Board; motion seconded by Trustee Noyola. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
- G. Appointment of the Aging Services Director: Supervisor McGuire asked that the Board concur with the appointment of Ms Allison Stamp as the Director of Aging Services. Trustee Essick moved to concur with the appointment of Ms Allison Stamp as the Director of Aging Services; motion seconded by Trustee Beattie. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried. The Board welcomed Ms

Stamp.

- H. Consideration of Arlingdale Lake Treatment Subsidy: Trustee Beattie moved to approve a contribution of \$1,000 for the treatment of the Arlingdale Lake for nuisance aquatic plant management, as we have done in previous years, sharing the cost with the homeowner association, the Village of Streamwood and the Streamwood Park District. Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- I. Consideration of June and July 2025 Board Meeting Dates: Trustee Beattie moved that the June 3, and June 17, 2025 Board meeting dates be combined and rescheduled to June 24, 2025; further, that the July 1 Board meeting date be rescheduled to be combined with the July 15, 2025 Board meeting date. Motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- J. Consideration of Support of the Bartlett Octoberfest: Trustee Beattie moved that the Board approve support of the Bartlett Octoberfest in the amount of \$5000.00 Motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- K. Consideration of Shuttle for the Bartlett 4th of July Festival: Trustees Essick, Martinez, Beattie, and Noyola and Supervisor McGuire concurred with staff's suggest for Hanover Township to provide busses for shuttle service for festival attendees on July 3-4th.
- IX. Executive Session: No motion was made to go into executive session.
- X. Other Business: No other business was discussed.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:06 p.m. was made by Trustee Essick and seconded by Trustee Martinez followed by a roll call vote. Ayes: Trustees Beattie, Essick, Noyola, and Martinez, and Supervisor McGuire. Nays: None. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer
Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor, Aging Services, Human Services, Youth and Family Services, Community Affairs, Community Health, Facilities and Road Maintenance

RESOLUTION _____

**A RESOLUTION
TO APPROVE THE FISCAL YEAR 2025 TO FISCAL YEAR 2028
HANOVER TOWNSHIP STRATEGIC ACTION PLAN**

WHEREAS, since November 2007, Hanover Township has conducted strategic planning to enhance its planning and budgetary process; and

WHEREAS, the Township's current Strategic Action Plan, originally adopted for Fiscal Years 2020 through 2022 and extended through Fiscal Year 2025, is set to expire at the end of Fiscal Year 2025; and

WHEREAS, the Board deems it necessary and appropriate to adopt a new Strategic Action Plan to guide the Township's actions and priorities through Fiscal Year 2028; and

WHEREAS, over the course of the last several months, Hanover Township, through the Township Board, department directors, agency officials, and employees, examined the mission and vision of Hanover Township, assessed the accomplishments of Hanover Township, as a whole, and of each department, specifically, and developed short- and long-term action steps to form Hanover Township's Strategic Action Plan.

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

SECTION ONE: APPROVAL. The Hanover Township Strategic Action Plan (hereinafter, the "Plan"), a copy of which is attached hereto and incorporated herein by this reference, to guide the actions and set the goals of Hanover Township for the Fiscal Years of 2025 through 2028, is hereby approved.

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: June 24, 2025

APPROVED: June 24, 2025

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on June 24, 2025, and approved on June 24, 2025, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

FULL REPORT



2025-
2028



Hanover Township

STRATEGIC PLANNING AND GOAL DEVELOPMENT INITIATIVE

PREPARED
MAY 2025



NORTHERN ILLINOIS UNIVERSITY

Center for
Governmental Studies

Outreach Engagement and Regional Development

Center for Governmental Studies
Northern Illinois University
DeKalb, IL 60115

Strategic Plan Process Acknowledgements

HANOVER TOWNSHIP ELECTED OFFICIALS

Brian P. McGuire, *Township Supervisor*

Katy Dolan Baumer, *Township Clerk*

Khaja Moinuddin, *Township Assessor*

Alisa "Lee" Beattie, *Trustee*

Craig Essick, *Trustee*

Eugene "Gino" N. Martinez, *Trustee*

Denise Noyola, *Trustee*

HANOVER TOWNSHIP ADMINISTRATIVE LEADERSHIP

James Barr, *Township Administrator*

Kristin Vana, *Deputy Township Administrator and Interim Aging Services Director*

Erin Brumfield Grima, *Director of Youth and Family Services*

Suzy Callahan, *Interim Director of Administrative Services*

Mike Crews, *Director of Emergency Services*

Caleb Hanson, *Director of Facilities and Road Maintenance*

Mary Jo Imperato, *Director of Human Services*

Tom Kuttentberg, *Director of Community and Government Relations*

Kristen Smith, *Community Health Director*

Mary Ortiz, *Chief Deputy Assessor*

Amanda Teachout, *Manager of the Township Mental Health Board*

Hailey Matich, *Assistant to the Township Administrator*

HANOVER TOWNSHIP PARTNERS AND STAKEHOLDERS

The Township would also like to thank all the partner organizations and stakeholders who participated in the stakeholder feedback phase of the process. An effective strategic plan includes feedback from stakeholders to ensure that needs and expectations are shared and understood by leaders of the organization.



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach Engagement and Regional Development

Process facilitated by Northern Illinois University Center for Governmental Studies

Mel Henriksen, MPP

Assistant Director

Strategic Management, Policy, and
Community Development

**Northern Illinois University's Center for
Governmental Studies**

Alli Hoebing, MPA

Research Specialist

Strategic Management, Policy, and
Community Development

**Northern Illinois University's Center for
Governmental Studies**

Jeanna Ballard, MPA

Senior Research Specialist

Strategic Management, Policy, and
Community Development

**Northern Illinois University's Center for
Governmental Studies**



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Hanover Township Background

Hanover Township is a growing community in Illinois with a population of nearly 100,000 residents located approximately 30 miles northwest of Chicago's Loop. Hanover Township encompasses 36 square miles and houses portions of six communities within their jurisdiction: Streamwood, Bartlett, Hanover Park, Elgin, Schaumburg, and Hoffman Estates. The Township is primarily responsible for Human Services not regularly offered by incorporated municipalities.¹ These Human Services include:



- **An Office of Community Health which provides health-based services and programs that focus on preventative health screenings, improving overall health status, managing chronic diseases, navigating the health system and improving access to health services;**
- **A Youth and Family Services department with a staff of full-time family therapists;**
- **A Senior Center which assists the Township's older adult population in maintaining an active and independent lifestyle;**
- **A Mental Health Board that is responsible for allocating funding each year to support services and programming for residents of Hanover Township in the areas of mental health, developmental disabilities and substance abuse;**
- **A General Assistance office which administers local, state, and federal welfare programs;**
- **An Assessors and Clerk's Office, and various internal support departments.²**

Township offices include the Township Town Hall and Senior Center in Bartlett, the Astor Avenue Community Center in Hanover Park, and the Izaak Walton Youth Center in Elgin.

¹<https://www.hanover-township.org/about-us/faq>

²<https://www.hanover-township.org/government/message-from-the-supervisor>

Introduction

Strategic planning is an effective way to identify and confirm the Township's vision for the future and set organizational purpose and direction by incorporating clear priorities and measurable goals. To this end, Hanover Township (the "Township") engaged the Northern Illinois University Center for Governmental Studies ("NIU-CGS") in March 2024 to facilitate its strategic planning update process (Figure 1). The value of such processes continues to be recognized by policy-making boards, councils, and executive staffs in both private and public organizations.

From September through October 2024, the NIU-CGS team gathered internal and external stakeholder input that was shared at the strategic planning leadership workshop held in March 2025. The workshop offered elected officials and administrative leadership

an opportunity to reaffirm and refine the Township's future vision, explore the Township's mission, and establish short- and long-term goals. It also provided a positive atmosphere where workshop participants could discuss the best ways to serve the Township and the broader community in the coming years.

It is important to keep in mind that the judicious use of the Township's limited resources (including financial resources and professional staff time) is key to achieving good results. Only a limited number of goals and objectives can be managed and implemented effectively at any given time. In a very realistic sense, clear and stable priorities must be maintained if the Township desires to stretch its resources as far as they can go.

Figure 1. Strategic Planning Model



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

Pre-Workshop

Environmental Scanning and Stakeholder Input

The Township's leadership recognizes the importance of gaining a comprehensive understanding of their organization and the broader community they serve by gathering input from various stakeholders. During the environmental scanning phase of the strategic planning process, NIU-CGS aimed to examine factors that shape the Township's future direction. To accomplish this, the NIU-CGS team conducted focus groups and interviews involving external and internal stakeholders. The results from the stakeholder input phase were shared in thematic form at the strategic planning leadership workshop, providing valuable insights to guide discussions.

EXTERNAL PERSPECTIVES

Incorporating external perspectives into the Township's strategic plan is important for capturing the diverse needs and aspirations of the community, ensuring the plan is responsive to the concerns of its residents, businesses, and partners. This approach fosters greater public trust and engagement, leading to more effective and sustainable outcomes. To that end, NIU-CGS conducted four in-person external stakeholder focus groups.

- **Focus groups** are designed to be a highly interactive approach, allowing for a robust and informative conversation with and between participants. In September 2024, four in-person focus groups were conducted with the Township's external stakeholders, as outlined below. The number of participants in each group ranged from 3-12. Detailed summaries are provided in [Appendix A](#).

- » **Human Service Organizations**
- » **Intergovernmental Partners and Civic Institutions**
- » **Volunteer Group**
- » **Invitation Residents, Clients, and Customers**

INTERNAL PERSPECTIVES

Gathering internal perspectives when developing the Township's strategic plan is also crucial, ensuring the plan is informed by the insights and experiences of those who understand the organization's unique operations, challenges, and opportunities. This comprehensive input fosters alignment with the community's needs and goals. To collect these internal perspectives, the NIU-CGS team conducted a mix of virtual and in-person interviews with the Township's leadership team and elected officials, facilitated an in-person focus group with front- and mid-line staff, and conducted a working session with department heads. Detailed summaries are provided in [Appendix A](#).

- **Interviews** result in highly personalized participation and the in-depth sharing of ideas. The focus of the interview sessions is to gain an initial perspective by building a balanced and informed view of the Township from each stakeholder's unique vantage point. In September, six virtual interviews were conducted with the Township Trustees, Assessor, and Clerk.
- **Focus group** with 14 members of the Township's front- and mid-line staff across the different departments was conducted in late October 2024.
- **A working session** was also conducted in October with the Township's department heads. This working session provided an opportunity for NIU-CGS to learn more about each department, their priorities, and what they hope to see come out of the strategic planning process.

Figure 2. 2024 Stakeholder Feedback Themes

Top Priorities for All Stakeholders

Alignment of all stakeholder feedback (focus groups and interviews)



**Organizational
Development**



**Facility and Resource
Enhancement**



**Community Engagement
and Outreach**



**Strategic Partnerships
and Advocacy**

Leadership Workshop

Outline of Exercises and Discussion Sessions

All discussion sessions at the strategic planning leadership workshop employed highly participative and interactive approaches. The workshop facilitators utilized a group discussion approach that assures each participant an equal opportunity to speak and share opinions with the larger group. Participants were also able to weigh alternatives and refine their thinking through dialogue in small-group activities at the workshop. As ideas were shared and debated, the group worked steadily toward a consensus regarding the Township's mission, future direction, goals, and priorities.

INTRODUCTIONS AND ICEBREAKER EXERCISE

Participants were asked to introduce themselves and share how long they have been involved with the Township in their current role. Next, they engaged in an icebreaker exercise titled, "Garage Sale." In this exercise, workshop participants selected an item from the "garage sale" table that represented to them an important issue, initiative, or big idea they felt should be a part of the Township's future and be discussed as part of the strategic planning process. This was a brainstorming exercise, and no evaluative or judgmental debate was permitted during this session. Next is a list of those answers (Figure 3).

Figure 3. Icebreaker: important issue, initiative, or big idea that should be part of the Township's future

Garage Sale Item	Responses
Fly Swatter	The Township continues to prove its worth and acquire additional responsibilities (e.g., Township takes over the Mosquito Abatement District).
Knot	The Township needs and values its volunteers, is tied to them and supports them.
Baseball	Cohesiveness within the community, staff, and team.
Socket	Unique. The Township is innovative, the "idea" people.
Steam Engine	The Township continues to do good work to work to abolish the threat of getting rid of township government. Increase or improve the branding of the Township.
Capitol Building	Dedicated staff and elected officials. Leadership is responsive, and the programming makes Hanover Township #1.
Measuring Tape	Need data and statistics to learn why Township programs are important, what is needed in the community, measure success.
Stuffed Elephant	There is a need for specific programs for early childhood.
Foam Finger	Staff contributes to the high standard – Hanover Township is #1 in the state.
Outlet Extender	The Township is plugging more into services programs – connector of the community.
Ballerina	The Township has addressed needs and created new programs over the years (e.g., offer caregiver services, create Latino groups)
Light Bulb 1	The Township is innovative, developing new programs, new ways to serve residents, finding creative solutions and ideas.
Clorox Wipes	"Clean up" the old ways of doing things - less paperwork - more streamlined processes and updated, integrated software (e.g., HR).
Light Bulb 2	Customer service is the primary focus – an opportunity exists to enhance customer service.
Kleenex	Township staff and Board are passionate, care about programs and residents.
Police Car	Emergency Services Department continues to improve outstanding services.
Rubber Duck	Land development and stewardship of green areas has increased, would like to develop educational programs to involve other departments in the Township in this initiative and work together (e.g., Facilities and Maintenance with Youth and Family Services, etc.)



VISIONING FOR THE FUTURE

The workshop participants next engaged in a visioning exercise to describe the desired future direction of the Township by answering the following question: **“If you left the community and didn’t return for 5 -10 years, what do you think you will see or what do you hope you will see when you return in terms of Township development, services, programs, improvements, or changes?”** Participants were asked to think about their ideas ahead of time and then be ready to share them with the group during the workshop. Responses are listed in Figure 4.

Figure 4. Visions for the Future—Hope or think you will see in 5 - 10 years

Visions for the Future—Responses

- Township building has updated façade – modernized look.
- More connected Township campus, enhanced beautification (OSLAD Grant).
- More parking added at food pantry to improve accessibility.
- Community or Youth Center, sports programs, etc. – potentially partner to provide these programs.
- Expanded services for children with disabilities and their caregivers.
- Add more inclusive, diverse services, programming.
- Expansion of the Township’s physical space – facilities, consider conducting a space needs assessment.
- More communication, engagement with the youth to amplify youth voices.
 - Student Government Day is hosted by the Township
- Think there will be younger Board members, even more diversity on the Board.
- Township offers more services than it does today
 - More youth and family services
 - Programming changes to match demographic changes
 - Services are more focused on emerging technology (telehealth, artificial intelligence, etc.)
- Hope to see improved and updated technology at the Senior Center.
 - Move from paper to electronic record keeping, tablets, etc.
- Township follows through on current projects and sees them to completion.
 - E.g., cemetery and walking paths
- Hanover Township acquires additional responsibilities and continues to be a leader.

A FRESH LOOK AT THE TOWNSHIP'S MISSION, VISION, AND VALUES STATEMENTS

The next exercise at the workshop provided Township leadership with an opportunity to review and discuss the Township's mission, vision, and values statements. This exploration began with these formative questions: Who are we and why are we here? Why do we get up in the morning? Why do we expend time, money, and personnel resources?

Participants were organized into small groups and asked to compile a list of suggested edits or revisions to the mission, vision, and values statements for the Township. Groups then shared their adjustments with the larger group for discussion, suggestions, and modifications. There was a consensus among the group that no revisions were necessary for the Township's mission and vision statements. Below are proposed modifications to the values statements drafted at the workshop with suggested changes shown in **blue**. Township leadership plans to further review suggested changes after the workshop.

MISSION STATEMENT

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

No Changes Suggested

VISION STATEMENT

A better life through leadership, innovation, and diversity.

No Changes Suggested

VALUES STATEMENT

Above and Beyond – We go the extra mile.

Ownership – Our responsibility is great service.

Adaptability – We **listen and move** to a solution.

Ensure that equal value and weight is afforded to "Ownership" and "Adaptability" internally. Make sure Township values statement is made visible for all staff.

ENVIRONMENTAL SCANNING PART I—SURRENDER OR LEAD

Next, participants were introduced to a leadership exercise titled, "Surrender or Lead." During this exercise, participants organized into small groups to respond to a series of structured questions. These questions aimed to reveal hopes, perspectives, challenges, opportunities, and possible barriers based on the collective view of each group. The responses were recorded and the combined themes from the three groups are reported next. For a full list of Surrender or Lead responses from each individual group, see [Appendix B](#).

Themes from Surrender or Lead:



Balancing growth and expansion of services with fiscal constraints.



Employee and volunteer support.



Improving stakeholder awareness and addressing Township government misconceptions.

ENVIRONMENTAL SCANNING PART II—LARGE GROUP SWOC ANALYSIS

The next exercise at the strategic planning workshop allowed participants to further review and account for the internal and external factors present that could potentially influence the Township, both negatively and positively. Workshop participants were asked to identify the Township's **strengths** (S) and **weaknesses** (W). In what areas does the Township regularly excel, and in what areas are there difficulties or shortcomings in terms of expertise, resources, or training? What **opportunities** (O) are on the horizon that can be used to the Township's advantage? Conversely, what trends or **challenges** (C) lie ahead that would be obstacles or hindrances? These elements could include both internal and external factors, conditions, trends, regulations, agencies, and resources. The full list of responses to the exercise are provided in Figure 5.

Figure 5. Large Group Rapid Fire SWOC Analysis



STRENGTHS

- Breadth of services
- Leadership, operational capacity
 - » *Managing many projects and tasks*
- Passion
- Social media, "gets the word out"
- Really strong local partners
- Empathetic staff
- Diversity of staff, volunteers, Board members – working to better reflect the community
- Multi-lingual staff
- Planning and implementation
- Volunteers
- Financial stability and careful stewardship
- Open-door policy with other townships
- Physical space – ability to serve clients
- Ability to satellite services and partner



WEAKNESSES

- Enhanced engagement with new residents is needed
- Township Associations
 - » *Statewide and regional*
- Volunteer trends



OPPORTUNITIES

- Engage new residents
- Work more closely with Springfield
- Social media and search engine optimization (SEO)
- Create more outreach opportunities like Breakfast with the Board
- Strong local partnerships
- Offer more bilingual services
- Continued diversity amongst Board and staff
- AI technology – incorporate into all departments
- More digital programs and software
 - » *Registration, payroll, data management, fleet maintenance, senior services, etc.*
- Expand physical space to increase and enhance programming



CHALLENGES

- Landlocked
- Springfield
- Diverse community - meeting all needs, communication
- Statewide and regional Township Associations
- Fiscal constraints
- Physical space constraints



NOMINAL GROUP GOAL IDENTIFICATION

With the preceding discussion sessions and exercises acting as a sound foundation for goal setting, the next exercise provided time for a healthy group discussion including an update on the previous strategic plan's goals. Participants walked through each of the previous nine goals from the 2020 strategic planning process, and discussed if the goal was **completed**, **in progress**, or **no longer relevant**.

To develop new goals and objectives to achieve the future visions as expressed by leadership, workshop participants reconvened in the same small groups from the previous exercises. Each group was allotted time to develop and then report out at least **three to four** important policy and program goals they thought the Township should accomplish. Groups were asked to create goals using two-time frames: **short-term goals**, which could be started or accomplished in the next one to three years, as well as those that would be considered **long-term goals**, which could be accomplished in a four- to eight-year time frame.

Group goals could be extensions or refinements of prior goals or could be new goals. Each group then shared their short- and long-term goals with the larger group. Goals could be highly specific or general, but all goals pointed to important outcomes that leadership hopes to see in the years ahead.

Short-term goals are those goals or objectives that could or should be completed or substantially underway in the next one to three years.

Long-term goals are those goals or objectives that could or should be completed or substantially underway within a four- to eight-year time frame.

Open Group Discussion and Consolidation of Goals and Objectives

This final phase of the goals discussion served as a forum for workshop participants to refine and compare the ideas and goals offered by each participant. Participants gave their opinions and further explained the fit, ideas, and policy outcomes expressed in the goals and discussed if additional goals or details were needed.



Strategic Goal Areas

After the workshop, Township leadership reviewed the final list of goals created at the workshop. Five overarching goal areas were created based on the workshop participants' input. These goal areas represent important strategic priorities for the Board and staff to address in the months and years ahead (Figure 6).

- **Advance the Township's Town Hall Renovation and Improvements Project**
- **Enhance Community Health Services**
- **Strengthen Staff and Volunteer Development and Retention**
- **Promote Community Engagement and Communication**
- **Assess and Implement Technology Upgrades**

Figure 6. Hanover Township Strategic Goal Areas 2025-2028





Conclusion

The strategic planning process will only be effective if this report serves as a practical guide for Hanover Township leaders and community. It captures key discussions throughout the strategic planning process and supports the Township's leadership in creating action plans to achieve strategic goals and advance priority initiatives.

As the Township continues to evolve, it must adapt to changes in demographics, community trends, technology, and best practices. The strategic plan provides a flexible roadmap to navigate these shifts. To stay aligned with community needs, regular reviews of the strategic planning goals—monthly, quarterly, or semi-annually—are recommended, along with a full update of the plan every three to five years.

The discussions and idea-sharing during the strategic planning process highlighted Hanover Township's forward-thinking leadership, who are committed to embracing strategic thinking and ensuring thoughtful planning for the Township's future.

We wish you well with the ambitious years that lie ahead.

Melissa Henricksen A. Hoebing Jeanna Ballard

Mel Henriksen, Alli Hoebing, and Jeanna Ballard
NIU-CGS Project Coordinators and Facilitators.

Appendix A

Focus Group and Leadership Interview Feedback

SUMMARY

One of the key analytical techniques used for the focus groups and interview notes is an analyst's search for key phrases, words, or terms that emerged during the stakeholder input sessions, a process known as coding. Coding is an analyst's individual readings of the data, followed by key term searches. The words and phrases listed below are the results of the NIU-CGS team's analysis of the collected focus group and interview notes. At a glance, the analyst can discover which ideas were referred to most frequently in the feedback notes. Using individual analysts' coding, the researcher identifies themes that recur across participant groups and across questions. The results reveal key topics or issues that should be weighed and considered when proceeding with strategic planning discussions.

The information that follows is a summary of key themes and topics that emerged during the exploratory focus group sessions and leadership interviews. The stakeholder feedback collection served as a primer for the strategic planning process. The information that is presented in this summation was designed to add exploratory and thematic information for the Township's leadership team to consider during the strategic planning workshop.

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

1

How would you describe the Township to a stranger or someone who doesn't live or work in the area?

2

If you left and didn't return for 10-15 years, what services or programs do you think you would see the Township offering or what do you hope you would see when you return?

3

What do you like best about the Township? Related to that, what are the strengths or greatest assets of the Township?

4

Can you identify areas or topics in need of attention or improvement? Related to that, what are the weaknesses or greatest needs for the Township?

5

What are or should be the top priorities for the Township over the next three to five years?

6

If you could change or initiate one key item or one goal for the Township, what would it be?



Communication and Outreach



Strategic Partnerships and Advocacy



Organizational Advancement

COMMUNICATION AND OUTREACH

- Elevate the “why” of what the Township does and how money is spent – value of Township
- Ensure outreach and education is offered via multiple avenues – social media, paper, in person
- Distribute a comprehensive brochure listing all the Township services in one place
 - » *Potentially distribute to local real estate agents, Welcome Packet for new residents*
- Engage with local realtors to be aware of township and services
- Promote communication between intergovernmental organizations (IGOs) and human service organizations (HSOs) to provide support
 - » *Create scheduled monthly meetings, catch ups*
 - » *Connect local organizations to share some staff, e.g., regional HR Director*

STRATEGIC PARTNERSHIPS AND ADVOCACY

- Continue to support human service organizations by advocating to state or other fundraisers for funding
- Funding for workforce development within human service organizations
 - » *Need for bilingual staff, multicultural*
 - » *Professional development, quality staff, reduction of turnover*
 - » *Compensation, recruitment, and retention, training opportunities*
- Investigate alternate funding sources through strategic partnerships
 - » *Advocate for Township programs, services, partnership opportunities on the legislative level*
- Consider offering 708 Board and Township trainings at a higher level
 - » *Workforce, support groups, continuing education with more expansive fundraising*
- Addition of more social services staff such as counselors, health services staff, and nurses
- Work to increase access to affordable legal services
- Expand transportation services
 - » *More affordable transportation options*
 - » *Pace buses 24/7 access, increase accessibility*
 - » *Expanded transportation service hours*
- Strengthen partnerships (find efficiencies and intergovernmental agreement opportunities) to increase social services such as affordable housing, access to mental health services, emergency housing, etc.
 - » *Provide follow up services to the school district, police department, and fire department identified issues*



Communication and Outreach



Strategic Partnerships and Advocacy



Organizational Advancement

ORGANIZATIONAL ADVANCEMENT

- Volunteer coordination
 - » Consider hiring a central volunteer coordinator for all buildings and volunteers
 - » Create a volunteer onboarding or orientation and cross-training process
 - » Build some more flexibility into the volunteer structure (e.g., don't have to be "all or nothing", can have more specialized roles for volunteers that align with their talents or interests)
 - » Youth recruitment for volunteers – schools often require civic hours, other avenues
 - » Communicate volunteer needs (which staff needed in which department, etc.) and opportunities – internally and externally
- Additional storage space for the food pantry and other Township programs (e.g., Christmas program gifts, Thanksgiving meals, etc.)
 - » More parking for the food pantry volunteers
- Streamline the Township's hiring process to be more efficient and ensure staffing level remain adequate





Staff Support and Recognition



Facility and Equipment Upgrades

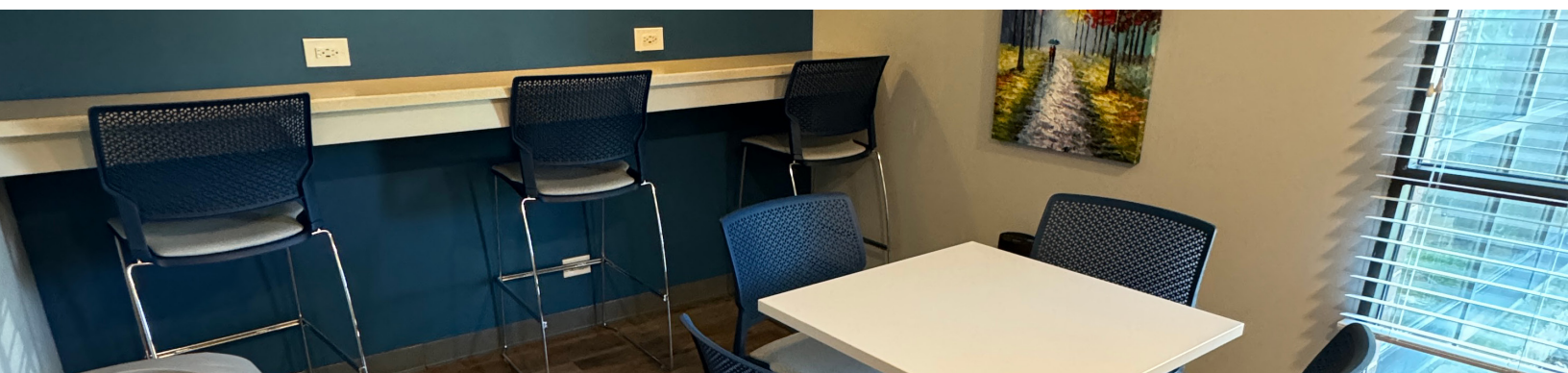


Enhanced Communication



STAFF SUPPORT AND RECOGNITION

- Administration and leadership staff shadows or spends a day in each department to know the challenges of short staffing
- Every employee and department are held to the same standard, more even and fair management of paid time off (PTO) and vacation time and expectations
 - » *Accountability of leadership*
- Increased staffing across all departments
 - » *Reduce burnout, stress*
 - » *Consider a possible flexible administrative role to support all departments (e.g., scheduling, answering phones, etc.)*
- Competitive compensation and benefits for current staff and as a recruitment tool
 - » *Helps show commitment, trust, and respect to current employees*
 - » *Incentives, include merit raises to reward above and beyond employees not just inflation raises*
- Enhance employee appreciation and recognition program - give staff more time to connect with one another, catch up, communicate
 - » *Creation of a New Employee Spotlight*
 - » *Allow staff to nominate or praise another employee throughout the year. Receive a certain number of points from nominations and receive a gift card, etc. Communicate all who were nominated, not just the winner*
 - » *Offer different locations or dates for staff gatherings, some can make it, some can't due to staffing or obligations*
- Onboarding for new employees could be better
- Engage more volunteers, younger generation to replace aging volunteer population
 - » *Invested volunteers, long-lasting*
 - » *Figure out how to get volunteers to stay past mandatory hours*





Staff Support and Recognition



Facility and Equipment Upgrades



Enhanced Communication



FACILITY AND EQUIPMENT UPGRADES

- Updated equipment and technology resources and staff across departments
- Reconfiguration of Township's physical space
 - » *Expansion to include more gathering spaces, additional offices – increased privacy for health and therapy appointments, green space, more staff offices*
- Youth Services Center (Izaak Walton Center) has the ability to redecorate the Center – more funding and resources
 - » *Addition of technology, video games, other activities for youth*
 - » *Increase brightness*
- Continued updates of aging equipment
 - » *Including bus maintenance*
- Expand the office of Community Health to expand services, e.g., physicals



ENHANCED COMMUNICATION

- More focus on longer outcomes and improvements rather than just numbers
 - » *Quality over quantity*
- Leadership listens to suggestions of stakeholders – use ideas
- Having a concise, standard message that everyone uses when speaking about the Township
- Create a manual explaining all Township roles and responsibilities
- Extend hours for phone services – possibly a remote worker
- Campus signage is improved, directional, maybe list departments on signage
- Township remains practical with asks given resources and staff, e.g., outdoor landscaping, facilities, projects, workload
- Meeting patients and clients where they are – in their homes, satellite locations
 - » *Ability to do intakes at schools for therapy*



**Succession Planning,
Staff Retention, and
Recruitment**



**Community Engagement
and Outreach**



**Board and Leadership
Dynamics**



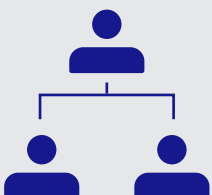
SUCCESSION PLANNING, STAFF RETENTION, AND RECRUITMENT

The Township is currently navigating challenges related to recruitment, retention, and succession planning, as employees approach retirement and transition to new opportunities. Ensuring the transfer of institutional knowledge has become a growing priority, with a recommendation for staff to begin actively training their successors and creating or updating policies and procedures. Despite offering competitive compensation and benefit packages, some positions have experienced prolonged vacancies and turnover. There is interest in gaining a deeper understanding of the underlying causes and exploring strategies to address these issues moving forward.



COMMUNITY ENGAGEMENT AND OUTREACH

Efforts to engage the diverse residents of Hanover Township, including the Hispanic and South Asian populations, are seen as an area for improvement. While the Township has a strong connection with its senior population, there is an opportunity to expand outreach efforts to new and underrepresented groups. Enhancing these efforts will improve awareness of the Township's programs and services, help to better match patrons with the services and resources they need, and potentially recruit more volunteers. There is also an opportunity to improve collaboration with external entities, such as School District U-46, to better utilize existing resources such as the Izaak Walton Youth Center.



BOARD AND LEADERSHIP DYNAMICS

The interview participants noted their strong, diverse, and synergistic leadership as a strength. They also shared they try to remain actively engaged with the community and involved in decision-making processes that prioritize the Township's long-term success. A large part of that success is due to the staff's professionalism and dedication, along with effective communication between leadership, employees, and the community. The importance of maintaining a strong focus on improving the Township, adapting to emerging needs, and ensuring consistency and transparency in policymaking was also highlighted.

Appendix B

Surrender or Lead Exercise

The **bolded and underlined sections** are key phrases that each group provided in response to the Surrender or Lead exercise's open-ended questions and prompts during the leadership workshop.

Group 1:

1. We want to **increase programming and services**, but **we are limited by budget and resources**.
2. The two most important things to focus on are **employee retention** and **development** because **they are our front-line service to our residents**.
3. If it weren't for **lack of resident awareness, disinterest, or unknown value**, we would **serve more people**.
4. We need to finally **utilize the search engine optimization (SEO)** and **next-gen social media**.
5. **The Illinois General Assembly** will have the biggest impact on the Township in the coming 2-3 years.

Group 2:

1. We want to **grow**, but **there are financial constraints**.
2. The two most important things to focus on are **staff development** and **service delivery** because **supporting employees and volunteers drives growth, expansion, and excellence**.
3. If it weren't for **misconceptions about townships**, we would **focus on funding and expansion**.
4. We need to finally **address the lack of statewide leadership**.
5. **Springfield** will have the biggest impact on the Township in the coming 2-3 years.

Group 3:

1. We want to **expand**, but **there are fiscal constraints and limitations**.
2. The two most important things to focus on are **service** and **quality** because **it justifies our existence (keeps the Township relevant and fills a need)**.
3. If it weren't for **outdated state statutes about townships**, we would **have more staffing and fiscal opportunities**.
4. We need to finally **renovate Town Hall**.
5. **Employee turnover and volunteer retention** will have the biggest impact on the Township in the coming 2-3 years.

Appendix C

Strategic Goal Area and Stakeholder Feedback Alignment

ADVANCE THE TOWNSHIP'S TOWN HALL RENOVATION AND IMPROVEMENTS PROJECT-RELATED STAKEHOLDER FEEDBACK:

- **Additional storage space for the food pantry and other Township programs (e.g., Christmas program gifts, Thanksgiving meals, etc.)**
 - » *More parking for the food pantry volunteers*
- **Reconfiguration of Township's physical space**
 - » *Expansion to include more gathering spaces, additional offices – increased privacy for health and therapy appointments, green space, more staff offices*
- **Youth Services Center (Izaak Walton Center) has the ability to redecorate the Center – more funding and resources**
 - » *Addition of technology, video games, other activities for youth*
 - » *Increase brightness*
- **Continued updates of aging equipment**
 - » *Including bus maintenance*
- **Campus signage is improved, directional, maybe list departments on signage**

ENHANCE COMMUNITY HEALTH SERVICES-RELATED STAKEHOLDER FEEDBACK:

- **Expand the office of Community Health to expand services, e.g., physicals**
- **Meeting patients and clients where they are – in their homes, satellite locations**
 - » *Ability to do intakes at schools for therapy*
- **Addition of more social services staff such as counselors, health services staff, and nurses**
- **Consider offering 708 Board and Township trainings at a higher level**
 - » *Workforce, support groups, continuing education with more expansive fundraising*



STRENGTHEN STAFF AND VOLUNTEER DEVELOPMENT AND RETENTION-RELATED STAKEHOLDER FEEDBACK:

- **Volunteer coordination**

- » Consider hiring a central volunteer coordinator for all buildings and volunteers
- » Create a volunteer onboarding or orientation and cross-training process
- » Build some more flexibility into the volunteer structure (e.g., don't have to be "all or nothing", can have more specialized roles for volunteers that align with their talents or interests)
- » Youth recruitment for volunteers – schools often require civic hours, other avenues
- » Communicate volunteer needs (which staff needed in which department, etc.) and opportunities – internally and externally

- **Streamline the Township's hiring process to be more efficient and ensure staffing level remain adequate**

- **Administration and leadership staff shadows or spends a day in each department to know the challenges of short staffing**

- **Increased staffing across all departments**

- » Reduce burnout, stress
- » Consider a possible flexible administrative role to support all departments (e.g., scheduling, answering phones, etc.)

- **Competitive compensation and benefits for current staff and as a recruitment tool**

- » Helps show commitment, trust, and respect to current employees
- » Incentives, include merit raises to reward above and beyond employees not just inflation raises

- **Enhance employee appreciation and recognition program - give staff more time to connect with one another, catch up, communicate**

- » Creation of a New Employee Spotlight
- » Allow staff to nominate or praise another employee throughout the year. Receive a certain number of points from nominations and receive a gift card, etc. Communicate all who were nominated, not just the winner
- » Offer different locations or dates for staff gatherings, some can make it, some can't due to staffing or obligations

- **Onboarding for new employees could be better**



PROMOTE COMMUNITY ENGAGEMENT AND COMMUNICATION-RELATED STAKEHOLDER FEEDBACK:

- **Engage more volunteers, younger generation to replace aging volunteer population**
 - » *Invested volunteers, long-lasting*
 - » *Figure out how to get volunteers to want to stay past mandatory hours*
- **Leadership listens to suggestions of stakeholders – use ideas**
- **Create a manual explaining all Township roles and responsibilities**
- **Extend hours for phone services – possibly a remote worker**
- **Strengthen partnerships (find efficiencies and intergovernmental agreement opportunities) to increase social services such as affordable housing, access to mental health services, emergency housing, etc.**
 - » *Provide follow up services to the school district, police department, and fire department identified issues*
- **Continue to support human service organizations by advocating to state or other fundraisers for funding**
- **Elevate the “why” of what the Township does and how money is spent – value of Township**
- **Ensure outreach and education is offered via multiple avenues – social media, paper, in person**
- **Distribute a comprehensive brochure listing all the Township services in one place**
 - » *Potentially distribute to local real estate agents, Welcome Packet for new residents*
 - » *Have a concise, standard message that everyone uses when speaking about the Township*
- **Engage with local realtors to be aware of township and services**
- **Promote communication between intergovernmental organizations (IGOs) and human service organizations (HSOs) to provide support**
 - » *Create scheduled monthly meetings, catch ups*
 - » *Connect local organizations to share some staff, e.g., regional HR Director*

ASSESS AND IMPLEMENT TECHNOLOGY UPGRADES-RELATED STAKEHOLDER FEEDBACK:

- Updated equipment and technology resources and staff across departments
- Take advantage of technology such as AI, being cautious to use discernment and ensure communications are coming from the correct source
- Communicate using multiple platforms, including social media, website, etc.
- Think that technology will be incorporated into more services in the future (e.g., robocalls, e-newsletters, etc.) and Township will evolve with the times

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A REVISED DRUG- AND ALCOHOL-FREE
WORKPLACE POLICY**

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

WHEREAS, the Board has adopted the “Hanover Township Personnel Policy,” as amended from time-to-time, to codify its personnel policies for the employees of Hanover Township; and

WHEREAS, the Board deems it appropriate to periodically review and revise the Hanover Township Personnel Policy, *inter alia*, to comply with current employment laws, statutes, regulations, and ordinances; and

WHEREAS, the Board has reviewed the Hanover Township Personnel Policy and deems it necessary and appropriate to revise the Drug- and Alcohol-Free Workplace Policy contained therein as set forth below; and

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

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

SECTION TWO: ADOPTION. The Revised Drug and Alcohol-Free Workplace Policy contained in the Hanover Township Personnel Policy, as provided herein, is hereby adopted and approved.

SECTION THREE: DIRECTION TO STAFF. The Township Administrator, or his designee, is hereby directed to delete the stricken text (indicated textually in the same manner

as the following example: “~~stricken text~~”) from, and to add the underlined text (indicated textually in the same manner as the following example: “underlined text”) to, the Hanover Township Personnel Policy, as follows.

A. With respect to Article VIII, Section B of the Hanover Township Personnel Policy, replace the Drug- and Alcohol-Free Workplace policy with the following:

B. Revised Drug- and Alcohol-Free Workplace Policy

- 1.) This policy applies to all employees and volunteers of the Township, as well as applicants for employment with the Township who have been given conditional offers of employment. Such individuals are expected to be familiar with, and comply with, this policy.

Unless otherwise specified, any reference to “employee” in this policy shall be interpreted to include both employees and volunteers of the Township. The provisions of this policy apply equally to volunteers to the extent they perform services on behalf of the Township, unless the context clearly indicates otherwise or a provision expressly excludes volunteers.

- 2.) The Township is a public agency and has the responsibility to uphold the public trust and maintain a positive image. The Township expects all personnel to report to work in a condition suitable to perform their duties at the highest level of efficiency. The impairing influence of drugs, cannabis, and alcohol during working hours is inconsistent with this objective.

- 3.) Employees are prohibited from using, possessing, buying, selling, transferring, manufacturing, dispensing, or storing illegal drugs, controlled substances, cannabis in all of its forms (including, but not limited to, inhalation, ingestion, and topical application), drug paraphernalia, or alcohol in the workplace, during work hours, while performing job duties, while on-call, while on or using Township property, while operating Township equipment or vehicles, or while otherwise representing the Township.

For purposes of this policy, “on-call” refers to situations where an employee or volunteer has been given at least 24 hours’ notice that they are expected to remain available to perform work-related duties, either at the Township’s premises or another designated location.

- 4.) Employees are further prohibited from being under the influence of illegal drugs, controlled substances, cannabis in all its forms (including, but not limited to, inhalation, ingestion, and topical application), or alcohol while working or on Township property.

- 5.) Nothing in this policy prohibits employees or volunteers from legally consuming alcohol at Township-related social events where expressly permitted and while not working, but this policy does prohibit such consumption in a manner that could reflect negatively on the Township.

6.) This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their ability to perform the essential functions of the job and work safely, and promptly disclose any restrictions or information which may otherwise indicate that such medications may impact these abilities to their Department Head (employees should not, however, disclose underlying medical conditions unless specifically directed to do so). Employees are prohibited from using or possessing of legal or prescribed drugs in a manner inconsistent with prescribed limits that impairs job performance.

7.) Individuals who are registered users of medical cannabis will not be disqualified from employment based solely on the detected presence of cannabis on a drug test, unless failing to do so would put the Township in violation of a federal law of cause it to lose a federal contract or funding. Individuals who are registered users of medical cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act may not report to work under the influence of cannabis and must comply with all other provisions of this policy. This policy prohibits the undertaking of any task under the influence of cannabis, when doing so would constitute negligence, professional malpractice or professional misconduct.

Volunteers serving in safety-sensitive positions, such as those involving the operation of vehicles or machinery, direct supervision of vulnerable populations, or emergency response functions, will be disqualified from such roles if they are registered users of medical cannabis, due to the potential safety risks and legal limitations associated with cannabis impairment in those contexts.

8.) Certain employees are also covered by the Township's Illinois Department of Transportation Drug and Alcohol Policy. Covered employees will receive a copy of this policy from their Department Head. It should be noted that pursuant to the explicit provision of the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/10-50(g), nothing in CRTA shall be construed to interfere with any federal, State, or local restrictions on employment, including, but not limited to, the United States Department of Transportation Regulation, 49 CFR 40.151(e), or impact the Township's ability to comply with federal or State law or cause it to lose a federal or State contract or funding.

9.) Employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment or perform other safety-sensitive functions in addition to the prohibitions above must not consume alcohol for four hours prior to duty time and up to eight hours following an accident or until the employee undergoes a post-accident test, whichever comes first.

Additionally, employees and volunteers assigned to Emergency Services strictly prohibited from using cannabis in all its forms (including, but not limited to, inhalation, ingestion, and topical application) four hours prior to duty and up to eight hours following an accident or until testing is complete.

10.) To promote a safe, productive, and drug-free workplace, the Township may require employees, volunteers, and applicants to undergo drug and/or alcohol testing under the circumstances outlined below, in accordance with applicable federal and state laws:

- a. **Pre-Employment Testing:** Volunteers and applicants may be required to undergo and pass a drug screening before beginning volunteering or employment. Specific testing requirements vary by position. Applicants who test positive will not be hired, subject to and in accordance with applicable federal and state laws.
 - i. Applicants for Department of Transportation (DOT) covered positions, meaning those that require an employee or volunteer to hold a Commercial Driver's License (CDL) and operate a vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more, designed to transport 16 or more passengers (including the driver), or that is a hazardous materials vehicle requiring placarding, are subject to a 5-panel DOT pre-employment drug test. All other CDL and non-CDL drivers are subject to a 9-panel pre-employment drug test.
 - ii. Emergency Services employees and volunteers must complete a 10-panel pre-employment drug test.
 - iii. Youth and Family Services Department applicants must complete a 9-panel pre-employment drug test.
 - iv. The Township reserves the right to modify the type of pre-employment drug test required for any position at its discretion, consistent with applicable federal and state laws, and may do so with or without prior notice.
- b. **Random Testing (CDL Holders Only):** Employees in positions that require a Commercial Driver's License (CDL) are subject to unannounced, random drug and alcohol testing as required by law.
- c. **Reasonable Suspicion Testing:** Employees may be required to submit to drug or alcohol testing when there is reasonable suspicion of substance use or impairment. Factors that could establish reasonable suspicion include, but are not limited to:
 - i. Sudden changes in work performances;
 - ii. Repeated failure to follow instructions or operating procedures;
 - iii. Violation of Township safety policies;
 - iv. Involvement in an accident or near-accident;
 - v. Discovery or presence of illegal or suspicious substances or materials in an employee's or volunteer's possession or near their workplace;
 - vi. Odors such as the smell of alcohol, cannabis, body odor, and urine or residual odor unique to some chemical or controlled substances or alcohol;
 - vii. Unsteady, fidgety, or dizzy movements;
 - viii. Involuntary eye movements or dilated, constricted, or watery eyes;

- ix. Flushed face, sweating, or confused or blank look;
 - x. Slurred or slow speech, distraction mid-thought, or an inability to verbalize thoughts;
 - xi. Being argumentative, agitated, irritable, or drowsy;
 - xii. Involuntary yawning or twitching;
 - xiii. Being found asleep, unconscious, or providing no reaction to being asked questions;
 - xiv. Unexplained or frequent absenteeism; and
 - xv. Personality changes, unusual behavior, or disorientation.
- d. **Post-Accident Testing:** Employees involved in workplace accidents, injuries, or near-miss incidents may be required to undergo drug and/or alcohol testing as part of the incident investigation process.
- e. **Return-to-Work Testing:** Employees returning to work after a leave related to substance use issues may be required to undergo and pass a drug and/or alcohol test as a condition of reinstatement.
- 11.) Any violations of this policy may subject the employee to immediate discipline, up to and including termination.

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: June 24, 2025

APPROVED: June 24, 2025

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on June 24, 2025, and approved on June 24, 2025, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

Hanover Township Current Policy

B. Drug and Alcohol-Free Workplace

- 1.) The Township is a public agency and has the responsibility to uphold the public trust and maintain a positive image. The Township expects all personnel to report to work in a condition suitable to perform their duties at the highest level of efficiency. The impairing influence of drugs, cannabis, and alcohol during working hours is inconsistent with this objective.
- 2.) Whenever employees are working, operating Township equipment, vehicles or are present on Township premises, they are prohibited from using, possessing, buying, selling, manufacturing or dispensing illegal drugs.
- 3.) Employees are further prohibited from being under the influence of alcohol or illegal drugs and possessing or consuming alcohol.
- 4.) Employees are prohibited from possessing, using, consuming, purchasing, selling, transferring, manufacturing, dispensing, or storing cannabis in all of its forms (including, but not limited to, inhalation, ingestion, and topical application) in the workplace, during work hours, while performing job duties, while on call, while on or using Township property, while operating Township equipment or vehicles, or while otherwise representing the Township.
- 5.) Employees are further prohibited from being impaired or under the influence of cannabis in all of its forms (including, but not limited to, inhalation, ingestion, and topical application) in the workplace, during work hours, while performing job duties, while on call, while on or using Township property, while operating Township equipment or vehicles, or while otherwise representing the Township.
- 6.) This policy does not prohibit employees from the lawful use and possession of prescribed medications.
- 7.) Employees must, however, consult with their doctors about the medications' effect on their ability to perform the essential functions of the job and work safely, and promptly disclose any restrictions or information which may otherwise indicate that such medications may impact these abilities to their Department Head (employees should not, however, disclose underlying medical conditions unless specifically directed to do so). Any violations of this policy will subject the employee to immediate discipline up to and including discharge.
- 8.) Certain employees are also covered by the Township's Illinois Department of Transportation Drug and Alcohol Policy. Covered employees will receive a copy of this policy from their Department Head. It should be noted that pursuant to the explicit provision of the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/10-50(g), nothing in CRTA shall be construed to interfere with any federal, State, or local restrictions on employment, including, but not limited to, the United

States Department of Transportation Regulation, 49 CFR 40.151(e), or impact the Township's ability to comply with federal or State law or cause it to lose a federal or State contract or funding.

- 9.) From time to time, as prescribed by the Township's Drug and Alcohol Policy, employees may be subject to initial, random, and for-cause drug, cannabis, and alcohol testing.

Recommended Revised Policy

B. Revised Drug and Alcohol-Free Workplace Policy

- 1.) This policy applies to all employees and volunteers of the Township, as well as applicants for employment with the Township who have been given conditional offers of employment. Such individuals are expected to be familiar with, and comply with, this policy.

Unless otherwise specified, any reference to "employee" in this policy shall be interpreted to include both employees and volunteers of the Township. The provisions of this policy apply equally to volunteers to the extent they perform services on behalf of the Township, unless the context clearly indicates otherwise or a provision expressly excludes volunteers.

- 2.) The Township is a public agency and has the responsibility to uphold the public trust and maintain a positive image. The Township expects all personnel to report to work in a condition suitable to perform their duties at the highest level of efficiency. The impairing influence of drugs, cannabis, and alcohol during working hours is inconsistent with this objective.

- 3.) Employees are prohibited from using, possessing, buying, selling, transferring, manufacturing, dispensing, or storing illegal drugs, controlled substances, cannabis in all of its forms (including, but not limited to, inhalation, ingestion, and topical application), drug paraphernalia, or alcohol in the workplace, during work hours, while performing job duties, while on-call, while on or using Township property, while operating Township equipment or vehicles, or while otherwise representing the Township.

For purposes of this policy, "on-call" refers to situations where an employee or volunteer has been given at least 24 hours' notice that they are expected to remain available to perform work-related duties, either at the Township's premises or another designated location.

- 4.) Employees are further prohibited from being under the influence of illegal drugs, controlled substances, cannabis in all its forms (including, but not limited to, inhalation, ingestion, and topical application), or alcohol while working or on Township property.
- 5.) Nothing in this policy prohibits employees or volunteers from legally consuming

alcohol at Township-related social events where expressly permitted and while not working, but this policy does prohibit such consumption in a manner that could reflect negatively on the Township.

- 6.) This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their ability to perform the essential functions of the job and work safely, and promptly disclose any restrictions or information which may otherwise indicate that such medications may impact these abilities to their Department Head (employees should not, however, disclose underlying medical conditions unless specifically directed to do so). Employees are prohibited from using or possessing of legal or prescribed drugs in a manner inconsistent with prescribed limits that impairs job performance.
- 7.) Individuals who are registered users of medical cannabis will not be disqualified from employment based solely on the detected presence of cannabis on a drug test, unless failing to do so would put the Township in violation of a federal law of cause it to lose a federal contract or funding. Individuals who are registered users of medical cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act may not report to work under the influence of cannabis and must comply with all other provisions of this policy. This policy prohibits the undertaking of any task under the influence of cannabis, when doing so would constitute negligence, professional malpractice or professional misconduct.

Volunteers serving in safety-sensitive positions, such as those involving the operation of vehicles or machinery, direct supervision of vulnerable populations, or emergency response functions, will be disqualified from such roles if they are registered users of medical cannabis, due to the potential safety risks and legal limitations associated with cannabis impairment in those contexts.

- 8.) Certain employees are also covered by the Township's Illinois Department of Transportation Drug and Alcohol Policy. Covered employees will receive a copy of this policy from their Department Head. It should be noted that pursuant to the explicit provision of the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/10-50(g), nothing in CRTA shall be construed to interfere with any federal, State, or local restrictions on employment, including, but not limited to, the United States Department of Transportation Regulation, 49 CFR 40.151(e), or impact the Township's ability to comply with federal or State law or cause it to lose a federal or State contract or funding.
- 9.) Employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment or perform other safety-sensitive functions in addition to the prohibitions above must not consume alcohol for four hours prior to duty time and up to eight hours following an accident or until the employee undergoes a post-accident test, whichever comes first.

Additionally, employees and volunteers assigned to Emergency Services strictly prohibited from using cannabis in all its forms (including, but not limited to, inhalation, ingestion, and topical application) four hours prior to duty and up to eight

hours following an accident or until testing is complete.

- 10.) To promote a safe, productive, and drug-free workplace, the Township may require employees, volunteers, and applicants to undergo drug and/or alcohol testing under the circumstances outlined below, in accordance with applicable federal and state laws:
- a. **Pre-Employment Testing:** Volunteers and applicants may be required to undergo and pass a drug screening before beginning volunteering or employment. Specific testing requirements vary by position. Applicants who test positive will not be hired, subject to and in accordance with applicable federal and state laws.
 - i. Applicants for Department of Transportation (DOT) covered positions, meaning those that require an employee or volunteer to hold a Commercial Driver's License (CDL) and operate a vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more, designed to transport 16 or more passengers (including the driver), or that is a hazardous materials vehicle requiring placarding, are subject to a 5-panel DOT pre-employment drug test. All other CDL and non-CDL drivers are subject to a 9-panel pre-employment drug test.
 - ii. Emergency Services employees and volunteers must complete a 10-panel pre-employment drug test.
 - iii. Youth and Family Services Department applicants must complete a 9-panel pre-employment drug test.
 - iv. The Township reserves the right to modify the type of pre-employment drug test required for any position at its discretion, consistent with applicable federal and state laws, and may do so with or without prior notice.
 - b. **Random Testing (CDL Holders Only):** Employees in positions that require a Commercial Driver's License (CDL) are subject to unannounced, random drug and alcohol testing as required by law.
 - c. **Reasonable Suspicion Testing:** Employees may be required to submit to drug or alcohol testing when there is reasonable suspicion of substance use or impairment. Factors that could establish reasonable suspicion include, but are not limited to:
 - i. Sudden changes in work performances;
 - ii. Repeated failure to follow instructions or operating procedures;
 - iii. Violation of Township safety policies;
 - iv. Involvement in an accident or near-accident;

- v. Discovery or presence of illegal or suspicious substances or materials in an employee's or volunteer's possession or near their workplace;
 - vi. Odors such as the smell of alcohol, cannabis, body odor, and urine or residual odor unique to some chemical or controlled substances or alcohol;
 - vii. Unsteady, fidgety, or dizzy movements;
 - viii. Involuntary eye movements or dilated, constricted, or watery eyes;
 - ix. Flushed face, sweating, or confused or blank look;
 - x. Slurred or slow speech, distraction mid-thought, or an inability to verbalize thoughts;
 - xi. Being argumentative, agitated, irritable, or drowsy;
 - xii. Involuntary yawning or twitching;
 - xiii. Being found asleep, unconscious, or providing no reaction to being asked questions;
 - xiv. Unexplained or frequent absenteeism; and
 - xv. Personality changes, unusual behavior, or disorientation.
- d. **Post-Accident Testing:** Employees involved in workplace accidents, injuries, or near-miss incidents may be required to undergo drug and/or alcohol testing as part of the incident investigation process.
 - e. **Return-to-Work Testing:** Employees returning to work after a leave related to substance use issues may be required to undergo and pass a drug and/or alcohol test as a condition of reinstatement.
- 11.) Any violations of this policy may subject the employee to immediate discipline, up to and including termination.

RESOLUTION _____

**A RESOLUTION
TO APPROVE AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE HANOVER TOWNSHIP EMERGENCY SERVICES DEPARTMENT AND
THE DUPAGE COUNTY SHERIFF'S OFFICE**

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

SECTION ONE: APPROVAL. That the Intergovernmental Agreement between the Hanover Township Emergency Services Department and the DuPage County Sheriff's Office, (hereinafter, the "Agreement"), for the provision of mutual aid and cooperation between the two entities, a copy of which is attached hereto and incorporated herein by this reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: June 24, 2025

APPROVED: June 24, 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 June 24, 2025, and approved on June 24, 2025, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

**MUTUAL AID AGREEMENT
BETWEEN THE DUPAGE COUNTY SHERIFF'S OFFICE AND
THE HANOVER TOWNSHIP EMERGENCY SERVICES DEPARTMENT**

This Agreement (hereinafter, the "Agreement") is hereby made and entered into by and between the Sheriff, DuPage County, Illinois (hereinafter, the "Sheriff") and Hanover Township, Illinois (hereinafter, the "Township") (collectively, the "Parties"). In consideration of the mutual promises and covenants contained herein, the adequacy and sufficiency of which is hereby acknowledged, the Parties hereby agree, as follows:

1. Definitions. For the purpose of this Agreement, the following terms shall have the meaning set forth in this Paragraph 1.

- a. "Department" shall mean the DuPage County Sheriff's Office, or the Hanover Township Emergency Services Department, respectively.
- b. "Department Head" shall mean the DuPage County Sheriff or his/her designee(s), or the Director of Emergency Services of Hanover Township Director or his/her designee(s), respectively.
- c. "Requesting Department" shall mean a Department which requests assistance pursuant to this Agreement.
- d. "Aiding Department" shall mean a Department providing equipment, personnel, and/or services to a Requesting Department pursuant to this Agreement.
- e. "Emergency" shall mean an occurrence or condition which results in a situation of such magnitude and/or consequence, that it cannot be adequately handled by a Requesting Department, and the Requesting Department determines the necessity and advisability of requesting assistance.
- f. "Equipment" shall mean any equipment owned by the Parties.
- g. "Personnel" shall mean any employees or volunteers of the Parties.

2. Authority to Effect Mutual Aid. The Parties hereby authorize and direct their respective Department Heads to take necessary and proper action to render mutual assistance to, and/or request mutual assistance from, the other Department, in accordance with their respective policies and procedures, as well as all applicable Local, State, and Federal statutes, regulations, and ordinances.

3. Requests for Mutual Aid. Whenever an emergency occurs or conditions are such that the Department Head of a Requesting Department determines it advisable to request assistance pursuant to this Agreement, he or she shall notify the Aiding Department of the nature and location of the emergency, and the type and amount of equipment, personnel, and/or services to be requested from the Aiding Department.

4. Rendering Mutual Aid. If an Aiding Department is willing and able to provide assistance, its Department Head shall inform the Requesting Department about the type of available resources and the approximate arrival time of such assistance. Any assistance rendered by an Aiding Department shall be to the extent of available personnel and equipment, as determined by its Department Head. An Aiding Department is not obligated to respond to a request for assistance pursuant to this Agreement.

5. Jurisdiction over Personnel and Equipment. The personnel of an Aiding Department that are dispatched to provide assistance to a Requesting Department pursuant to this Agreement will report to and serve under the direction and control of the Incident Commander of the Requesting Department and in accordance with the National Incident Management System. Such personnel shall remain employees and/or volunteers of the Aiding Department. An Aiding Department shall, at all times, have the right to withdraw any and all assistance upon the order of its Department Head.

6. Compensation for Aid. Equipment, personnel, and/or services provided pursuant to this Agreement shall be at no charge to the Requesting Department; provided, however, that any expenses recoverable from third-parties shall be equitably distributed among the Parties. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing statutes.

7. Insurance. Each Party shall procure and maintain, at its sole and exclusive expense, insurance coverage, including: comprehensive liability, personal injury, property damage, workers' compensation, and, if applicable, emergency medical service professional liability, with minimum limits of \$1,000,000 auto and \$1,000,000 combined single limits general liability and professional liability. No Party shall have any obligation to provide or extend insurance coverage for any of the items enumerated herein to any other party hereto or its personnel. The obligation of this paragraph 7 may be satisfied by a Party's membership in a self-insured pool, or a self-insured plan or arrangement with an insurance provider approved by the state of Illinois. A Party may require that copies or other evidence of compliance with the provisions of this Section be provided to its Department Head. Upon request, a Party and its Department Head shall provide such evidence, as herein provided, to the other Party to this Agreement. Each Party understands and agrees that any insurance coverage obtained shall in no way limit that Party's responsibility under paragraph 8 of this Agreement to indemnify and hold the other Party harmless from such liability.

8. Indemnification. Each Party agrees to waive all claims against the other Party for any loss, damage, personal injury, or death occurring in consequence of the performance of this Agreement; provided, however, that such claim is not a result of gross negligence or willful misconduct by a Party or its personnel. Each Party requesting assistance pursuant to this Agreement hereby expressly agrees to hold harmless, indemnify, and defend the Party rendering assistance and its employees and/or volunteers from any and all claims, causes of action, demands, liability, damages, losses, expenses (including attorneys fees), or suits in law or in equity which are made by a third party; provided, however, that all employee benefits, wage and disability payments, pensions, workers' compensation claims, damage to or destruction of equipment or clothing, and

medical expenses of the Party rendering aid or its employees and/or volunteers shall be the sole and exclusive responsibility of the Party rendering aid; and provided, further, that such claims made by a third party are not the result of gross negligence or willful misconduct on the part of the Party rendering aid.

9. Non-Liability for Failure to Render Aid. The rendering of assistance under this Agreement shall not be mandatory if local conditions of the Aiding Department prohibit response. No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a Party, or its duly authorized agents and personnel, for failure or refusal to render aid, or for the withdrawal of aid, once provided, pursuant to the terms of this Agreement.

10. Notice of Claim or Suit. Each Party who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect the other Party shall provide prompt and timely notice to the Party who may be affected by the suit or claim. Each Party reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

11. Notices. All notices hereunder shall be in writing and shall be served personally or by registered mail or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the Township:	Director of Emergency Services Hanover Township 250 S. Route 59 Bartlett, IL 60103
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If to the DCSO:	Law Enforcement Bureau Chief DuPage County Sheriff's Office 501 N. County Farm Road Wheaton, IL 60187
-----------------	--

12. Governing Law. This Agreement shall be governed, interpreted, and construed in accordance with the law of the state of Illinois.

13. Effective Date. This Agreement shall become effective upon the mutual signature of this Agreement by all Parties.

14. Execution in Counterparts. This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

15. Binding Effect. This Agreement shall be binding upon and inure to the benefit of any successor entity which may assume the obligations of any Party hereto; provided, however, that this Agreement may not be assigned by a Party without prior written consent of the other Party.

16. Term. This Agreement shall be in effect for a term of one (1) year from the Effective Date, as provided in paragraph 13 herein, and shall automatically renew for successive one (1) year terms, unless terminated in accordance with this paragraph. Either Party may terminate its

year terms, unless terminated in accordance with this paragraph. Either Party may terminate its participation in this Agreement at any time by giving the other Party at least sixty (60) days advanced written notice of the specified date of termination.

17. Amendments. Any amendments to this Agreement must be in writing and executed by both Parties.

18. Severability. The invalidity of any provision of this Agreement shall not render invalid any other provision. If for any reason, any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable and this Agreement may be enforced with that provision severed or modified by court order.

IN WITNESS WHEREOF, the Parties have approved the execution of this Agreement by their respective officers on the dates set forth below:



DuPage County SHERIFF

Date: 05/20/2025

ATTEST:

HANOVER TOWNSHIP

Brian P. McGuire, Supervisor

Date: _____

ATTEST:

Katy Dolan Baumer, Clerk

RESOLUTION _____

A RESOLUTION TO APPROVE AN ILLINOIS MUNICIPAL RETIREMENT FUND BENEFIT PROTECTION LEAVE FOR MARILYN PERRI

WHEREAS, Section 7-172(c) of the Illinois Pension Code (40 ILCS 5/7-172(c)) authorizes a participating municipality or instrumentality to grant an employee an authorized “benefit protection leave of absence,” during which the employee receives no earnings but retains eligibility for Illinois Municipal Retirement Fund (IMRF) service credit, provided that both the employer and employee make the required contributions; and

WHEREAS, Marilyn Perri received no reportable wages from August 1, 2024, through September 30, 2024; and

WHEREAS, Ms. Perri seeks to establish service credit with the Illinois Municipal Retirement Fund (IMRF) for the period during which no wages were reported by applying for a Benefit Protection Leave; and

WHEREAS, the IMRF Benefit Protection Leave form requires Township approval to effectuate the buy-back of two months of service credit;

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

SECTION ONE: That the Illinois Municipal Retirement Fund (IMRF) Benefit Protection Leave by and between Hanover Township and Marilyn Perri (the

“Form”), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: The Township Supervisor and Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Form on behalf of the 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: June 24, 2025

APPROVED: June 24, 2025

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on June 24, 2025, and approved on June 24, 2025, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



Memorandum

Date: June 17, 2015

To: Hanover Township Board of Trustees

Cc: James Barr, Township Administrator,
Mike Crews, Director of the Department of Emergency Services

From: Caleb Hanson, Director of the Facilities and Road Maintenance Department

Re: Air Compressor for Emergency Services Station

In recent years, Hanover Township Emergency Services (HTES) has expanded its roll on emergency scenes to include firefighter and diver air bottle filling. Emergency responders rely on breathable air tanks when working in toxic environments such as fires or on dive operations. The Department of Emergency Services is equipped with two rescue squad vehicles containing Cascade systems which are high pressure staged delivery air systems. The cascades allow the Department of Emergency Services to refill empty air bottles on-scene, increasing the length of time a firefighter or diver can operate. The air bottle filling operation has become an ongoing task for the Department of Emergency Services, providing a beneficial service to the partner agencies.

Currently, Emergency Services members can only refill the cascade tanks at a partner agency's fire station. The cascade refills can take between two and eight hours, depending on the remaining tank pressures after the fire or dive operation. This requires members to disrupt the partner agencies, occasionally in the middle of the night, to use the agency's air compressors. This extends the length of deployment by the time required to fill the tanks, leading to loss of sleep for both members and firefighters.

The Department of Emergency Services is requesting approval to purchase a breathable air compressor to be installed at the Emergency Services station. This will allow for convenient filling of the Cascade systems on the vehicles in-house, eliminating the need to impose on partner agencies, and reducing hardships for both partner agencies and HTES members.

The Department of Emergency Services Director Crew requested and received three quotes for the purchase and installation of a breathable air compressor, as well as securing a \$7,000 grant from the Barrington Community Foundation to support the purchase. The compressor will be installed at the Emergency Services Station in the mechanical room at 300 S. IL Rt. 59. and used by members of the unit.

The first quote, from Air One totaled \$39,790.00, the second quote, from Artic Air was \$31,221.90, and the third quote, from Breathing Air Systems was \$29,902.66.

Attached is the quote from Breathing Air Systems. As the Director of Facilities and Road Maintenance, I recommend the Township Board authorize the purchase of a Bauer Open Vertical Compressor/Purifier configured for 13.0 scfm, 6000 psig, 4-stage compressor from Breathing Air Systems in the amount of \$29,902.66 with a Township expense of \$22,902.66 due to additional grant funding. Please let me know if I can provide any additional information. Thank you for your consideration.



8855 E. BROAD STREET
REYNOLDSBURG, OH 43068

SALES & SERVICE CENTERS
SALES@BREATHINGAIR.COM | SERVICE@BREATHINGAIR.COM

OHIO - CORP HQ
614.864.1235
INDIANA/KENTUCKY
614.986.1025

NORTH CAROLINA
336.674.0749
PENNSYLVANIA
614.515.5765

FLORIDA
352.629.7712
MICHIGAN
517.786.4060

TENNESSEE
423.634.3184
ILLINOIS
217.768.4408



210 LABRADOR DR.
RANDLEMAN, NC 27317

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Quote

Page 1 of 3

Breathing Air Systems
210 N Main Street
Moweaqua IL 62550
United States

Requested By: Mike Crews
Title: Chief
Email:
mcrows@hanover-township.org
Phone: (217) 820-0912

Date 05/20/2025
Quote # QUO-IL1801
Customer ID 88676801
Expires 07/19/2025
Terms Net 30
Shipping Method LTL Motor Freight
FOB
Est Delivery Time

Bill To

Hanover Township Fire Department
300 South Route 59
Bartlett IL 60103
United States

Ship To

Mike Crews
Hanover Township Fire Department
300 South Route 59
Bartlett IL 60103
United States

Sales Rep: Jamie Mullins
Sales Rep Email: jmullins@breathingair.com
Sales Rep Phone: (217) 518-5364

A 3% CREDIT CARD CONVENIENCE FEE WILL BE ADDED TO ALL ORDERS AT TIME OF FULFILLMENT FOR ALL CREDIT CARD TRANSACTIONS EXCEEDING \$1,200.00. A WIRE FEE OF \$45.00 WILL BE ADDED TO ALL ORDERS PAID BY WIRE.

NOTE: Our quotes do not include the offloading, uncrating, or placement of compressors or fill stations. Customers are responsible for the wiring to or into an electrical compressor and to the electrical supply. Warranty is as proposed.

Item	Quantity	Description	Rate	Amount	Tax Rate
LEGACY-13-E3	1	Bauer Open Vertical Compressor/Purifier configured for 13.0 scfm, 6000 psig, 4-stage compressor, 10 hp, three phase motor and 67,000 cu ft capacity purifier, integrated purification system that meets NFPA 1989 requirements for firefighting and CGA Grade E air for SCUBA. -Open vertical configuration made of formed sheet and plate goods provides a firm foundation for all pressure bearing components -BAUER PLC based controller -NEMA 4 rated electrical enclosure with UL® listed control panel -All wiring harnesses incorporated within a corrugated loom with number coding for easy system diagnosis -Emergency stop push button -Automatic condensate drain system -Compressor on/off, final pressure, oil pressure, high temperature shutdown	29,581.43	29,581.43	
FHN716 WALL	1	100' WALL MOUNT REEL FHN 716-19-20-10.5M TR 1/2" FNPT SS RISER, PAINT GRAPHITE	950.00	950.00	



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REYNOLDSBURG, OH 43068

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Quote

Page 2 of 3

Breathing Air Systems
210 N Main Street
Moweaqua IL 62550
United States

Date 05/20/2025
Quote # QUO-IL1801
Customer ID 88676801

Item	Quantity	Description	Rate	Amount	Tax Rate
HPH7000	50	Hose, 7000 psi, per foot. Requires two fittings not included in price. Choose from 10155-4-4, 10255-4-4 or 10655-4-4.	9.56	478.00	
10155-4-4	2	Fitting - 1/4 MNPT Installed on 7000 psi hose Please use above ends on 50' hose	16.68	33.36	
Subtotal				31,042.79	
Discount 12%			-12.00%	-3,725.13	
Equipment Start-Up	9	Bauer Equipment Start-Up INCLUDES ROUND TRIP TRAVEL, ON SITE LABOR, START-UP, TESTING, AND TRAINING. CUSTOMER IS RESPONSIBLE FOR ELECTRIC SUPPLY AND HOOK-UP. INCLUDES ROUND TRIP TRAVEL, ON SITE LABOR, START-UP, TESTING, AND TRAINING. CUSTOMER IS RESPONSIBLE FOR ELECTRIC SUPPLY AND HOOK-UP. FOR 10 H.P. THREE PHASE, YOU WILL NEED ONE OF THE FOLLOWING: 40 AMP. SUPPLY BREAKER WITH #8 WIRE FOR 230 VAC 50 AMP. SUPPLY BREAKER WITH #8 WIRE FOR 208 VAC - CUSTOMER WILL OFFLOAD, UNCRATE, AND PLACE UNIT - FORKLIFT WILL BE REQUIRED NEW WARRANTY PROGRAM: TWO YEAR "BUMPER TO BUMPER" WARRANTY IS STANDARD FOR THE COMPRESSOR AND FILL STATION. OPTIONAL 5 YEAR 'BUMPER TO BUMPER" WARRANTY AVAILABLE FOR THE	165.00	1,485.00	



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THE NATION'S LARGEST DISTRIBUTOR OF



Quote

Page 3 of 3

Breathing Air Systems
210 N Main Street
Moweaqua IL 62550
United States

Date 05/20/2025
Quote # QUO-IL1801
Customer ID 88676801

Item	Quantity	Description	Rate	Amount	Tax Rate
		COMPLETE SYSTEM WITH A SIGNED AGREEMENT FOR A SEMI-ANNUAL MAINTENANCE PROGRAM WITH BREATHING AIR SYSTEMS. SEE ATTACHMENT FOR WARRANTY AGREEMENT.A SEPARATE QUOTE WILL BE AVAILABLE FOR A SEMI-ANNUAL MAINTENANCE PROGRAM THAT WILL AUTOMATICALLY RENEW EACH YEAR FOR THE DURATION OF THE WARRANTY PERIOD Customer will be installing system, no installation needed			

Subtotal 28,802.66
Shipping Cost (LTL Motor Freight) 1,100.00
Total \$29,902.66

PAYMENT TERMS: INVOICES ARE SUBJECT TO LATE CHARGES AT THE RATE OF 1.5% PER MONTH (ANNUAL 18%).

ALL PARTS RETURNS OR EXCHANGES MUST BE COMPLETED WITHIN 45 DAYS FROM INVOICE DATE. ALL RETURNS REQUIRE A RETURN MERCHANDISE AUTHORIZATION. ALL RETURNS ARE SUBJECT TO A 15% RESTOCKING FEE.

SHIPPING CHARGES WILL BE ADDED WHEN ORDERS ARE FULFILLED.

NOTE: PAYMENTS BY CREDIT CARD WILL INCUR A CONVENIENCE FEE TOTALING 3.0% OF THE INVOICE TOTAL ON ALL TRANSACTIONS EXCEEDING \$1,200.00.

Quote Approved By: _____ (Print Name)

Approved By Signature: _____

Approved Date: _____



QUO-IL1801