



**899 Jay Street, Elgin, Illinois 60120
Izaak Walton Youth Center**

**Regular Meeting of the Township Board
August 4th, 2026
7:00 PM**

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Reports
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Assessor's Report
 - D. Trustees' Committee Reports
 - E. Department Reports
- V. Bill Paying
- VI. Unfinished Business
- VII. New Business
 - A. Regular Meeting Minutes of July 21, 2026
 - B. Executive Session Minutes of July 21, 2026
 - C. Resolution to Approve Amendment No. 1 to the Professional Services Agreement with V3 Companies, Ltd.
 - D. Approval of the 2027 Township Board Meeting Dates
 - E. Approval of the 2027 Township Holiday Closures
 - F. Approval of Emergency Services Deputy Chief Position
- VIII. Executive Session
- IX. Other Business
- X. Adjournment

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

Hanover Township

Board Audit Report

From 7/21/26 - 8/3/26

	<u>Total</u>
Total Town Fund	42,414.75
Total Senior Services Fund	16,502.42
Total General Assistance Fund	3,736.11
Total Road Maintenance Fund	17,220.92
Total Committee for Senior Citizens Services	250.00
Total Mental Health Board Fund	15,495.00
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	-
Total Capital Fund	142,297.22
 Total All Funds	 <u><u>237,916.42</u></u>

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

July 21 through August 3, 2026

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014425 · Building Improvements					
Check	07/28/2026	168637	Menards - West Chicago	Inv# 44972 Small Pond Elbow Fitting, Tubing	7.47
Total 1014425 · Building Improvements					7.47
1014430 · Computer Equipment & Software					
Check	07/31/2026	168683	ProxIT Technology Solutions	Inv# 25190 Sonicwall Wireless Netwrok Mgmt Switch/Installation (9)	13,540.84
Total 1014430 · Computer Equipment & Software					13,540.84
Total 101CAP · Capital Expenditures					13,548.31
101CHN · Community Health					
1014454 · Travel & Training					
Check	07/28/2026	168634	Jaclyn Nichols.	Mileage Reimbursement April 2026	80.22
Total 1014454 · Travel & Training					80.22
1014465 · Medical Supplies					
Check	07/22/2026	168609	McKesson Medical Surgical	Inv #80463134 Capillary tubes, plungers	34.93
Check	07/22/2026	168609	McKesson Medical Surgical	Inv #80187093 Needles, gloves, sanitizer	182.05
Check	07/22/2026	168609	McKesson Medical Surgical	Inv #80463134 Cholesterol tests	362.88
Check	07/31/2026	168682	McKesson Medical Surgical	Inv# 25965678 Pulse Oximeter/Oxygen Reader	33.50
Total 1014465 · Medical Supplies					613.36
1014466 · Communications					
Check	07/29/2026	168671	Verizon Wireless (00002)	Department Tablet Monthly Fee Inv #6148941942	36.01
Total 1014466 · Communications					36.01
1014492 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	14.61
Total 1014492 · Dental, Vision & Life Insurance					14.61
Total 101CHN · Community Health					744.20
101CVA · Community Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	07/29/2026	168671	Verizon Wireless (00002)	Department Tablet Monthly Fee Inv #6148941942	36.01
Total 1014617 · Equipment & Furniture					36.01
1014627 · Community Affairs					
Check	07/22/2026	168605	Elgin Area Chamber of Commerce	Inv# 4572 Elgin Chamber Membership Renewal	400.00
Total 1014627 · Community Affairs					400.00

Hanover Township Board Audit Report

July 21 through August 3, 2026

Type	Date	Num	Name	Memo	Amount
1014631 · Community Festivals					
Check	07/21/2026	168487	Entertainment Management Group	2026 Fall Food Truck Fest Headliner Band	2,750.00
			Total 1014631 · Community Festivals		2,750.00
1014637 · Website Accessibility Software					
Check	07/21/2026	168488	CivicPlus LLC	Inv# 375269 Website Accessibility Software Subscription	10,500.00
			Total 1014637 · Website Accessibility Software		10,500.00
1014692 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	11.24
			Total 1014692 · Dental, Vision & Life Insurance		11.24
			Total 101CMA · Community Relations		13,697.25
			Total 101CVA · Community Affairs		13,697.25
101ES · ES - Expenditures					
1014804 · Printing					
Check	07/28/2026	168635	Kwik Print	Inv# 80025 Business Cards Ryan, Ihnen, Moore (3)	148.92
			Total 1014804 · Printing		148.92
1014811 · Station Utilities					
Check	07/28/2026	168628	Com Ed (4635)	Acct 4870734635 HTES Station 6.5.26-7.7.26 balance	36.10
Check	07/28/2026	168638	Nicor 91	Acct# 91-98-58-5112 9 Monthly Charges 6.16.26-7.16.26	36.69
			Total 1014811 · Station Utilities		72.79
1014814 · Communications					
Check	07/29/2026	168662	Motorola Solutions Starcom21 Network	Inv# 10467320260601 Starcom July 2026	1,020.00
Check	07/29/2026	168671	Verizon Wireless (00002)	ES Drone/Tablet Data Service Inv #6148941942	122.17
			Total 1014814 · Communications		1,142.17
1014892 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	8.99
			Total 1014892 · Dental, Vision & Life Insurance		8.99
			Total 101ES · ES - Expenditures		1,372.87
101ISE · Insurance & Employee Benefits					
1014514 · Employee Recognition					
Check	07/28/2026	168623	Big Tent Events	2026 All Staff Picnic Chairs/Tables	414.76
			Total 1014514 · Employee Recognition		414.76
			Total 101ISE · Insurance & Employee Benefits		414.76

Hanover Township Board Audit Report

July 21 through August 3, 2026

Type	Date	Num	Name	Memo	Amount
101MAIN · Facilities Maintenance					
1014214 · Equipment Maintenance - Senior					
Check	07/28/2026	168630	Fox Valley Fire & Safety	Inv# IN00875273 Emergency Call Out for Fire Pump Activation	1,441.00
Total 1014214 · Equipment Maintenance - Senior					1,441.00
1014216 · Equipment Rental					
Check	07/28/2026	168632	Herc Rentals Inc.	Inv# 36808630-001 Lift For Smoke Detector Replacement	175.00
Total 1014216 · Equipment Rental					175.00
1014218 · Vehicle Maintenance - Town					
Check	07/21/2026	168489	Suburban - Hanover Park	Inv# 4006983 Truck 324 Brake Line/Brake Fluid	489.99
Total 1014218 · Vehicle Maintenance - Town					489.99
1014221 · Cell Phone/Communications					
Check	07/29/2026	168662	Motorola Solutions Starcom21 Network	Inv# 10467320260601 Radio Subscription July 2026	150.00
Check	07/29/2026	168671	Verizon Wireless (00002)	F&M Tablet Data Plan Inv #6148941942	252.07
Check	07/29/2026	168671	Verizon Wireless (00002)	Director Monthly Phone Plan Inv #6148941942	92.37
Total 1014221 · Cell Phone/Communications					494.44
1014225 · Grounds/Reserve Maintenance					
Check	07/28/2026	168637	Menards - West Chicago	Inv# 44684 Concrete, Pea Gravel	57.87
Total 1014225 · Grounds/Reserve Maintenance					57.87
1014228 · Building Maintenance - Izaac					
Check	07/28/2026	168617	Sherwin-Williams	Inv# 03296185840726 4" Flame, Roller Sleeves	62.98
Check	07/28/2026	168617	Sherwin-Williams	Inv# 02132185840726 Paint Brush	16.30
Total 1014228 · Building Maintenance - Izaac					79.28
1014229 · Equipment Maintenance - Izaac					
Check	07/28/2026	168641	TK Elevator Corp	Inv# 7000377178 Emergency Call Out Power Loss	1,591.43
Total 1014229 · Equipment Maintenance - Izaac					1,591.43
1014292 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	58.82
Total 1014292 · Dental, Vision & Life Insurance					58.82
Total 101MAIN · Facilities Maintenance					4,387.83
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	07/29/2026	168650	Comcast (185)	Inv #276950443 Monthly Phone Service July 2026	629.14
Total 1014402 · Telephone - Town					629.14

Hanover Township Board Audit Report

July 21 through August 3, 2026

Type	Date	Num	Name	Memo	Amount
1014403 · Utilities - Town					
Check	07/28/2026	168626	Com Ed (8000) ES	Acct 1819128000 Farm HQ 6.5.26-7.7.26	21.04
Check	07/29/2026	168664	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 6.16.26-7.16.26	185.41
Total 1014403 · Utilities - Town					206.45
1014405 · Internet Access - Town					
Check	07/29/2026	168651	Comcast (098)	Inv #276950437 Monthly Internet Charges July 2026	967.54
Check	07/29/2026	168652	Comcast (773 ES)	Acct# 877110083 0226773 Internet Fee 7.18.26-8.17.26	154.91
Total 1014405 · Internet Access - Town					1,122.45
Total 101THE · Town Hall Expense					1,958.04
101TOE · Town Office Expense					
1014408 · Salaries					
Check	07/31/2026	168674	Northern Illinois University	Graduate Management Intern Sponsor Payment	2,684.10
Total 1014408 · Salaries					2,684.10
1014412 · Travel Expenses					
Check	07/31/2026	168672	Julie Kapadoukakis (v)	Mileage Reimbursement April-July 2026	71.25
Total 1014412 · Travel Expenses					71.25
1014424 · Education & Training					
Check	07/31/2026	168673	Phoebe Ugalde	Tuition Reimbursement	634.30
Total 1014424 · Education & Training					634.30
1014531 · Community Affairs					
Check	07/22/2026	168602	4imprint, Inc.	Inv #31786586 Township tote bags (200)	310.70
Total 1014531 · Community Affairs					310.70
1014592 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	44.21
Total 1014592 · Dental, Vision & Life Insurance					44.21
Total 101TOE · Town Office Expense					3,744.56
104ASR · Assessor's Division					
1044492 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	14.61
Total 1044492 · Dental, Vision & Life Insurance					14.61
Total 104ASR · Assessor's Division					14.61
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					

Hanover Township Board Audit Report

July 21 through August 3, 2026

Type	Date	Num	Name	Memo	Amount
1094618 · Psychiatric Backup					
Check	07/28/2026	168620	Alexian Bros. Behavior Health Hospital	Office Visit 7.1.26	240.00
Check	07/28/2026	168620	Alexian Bros. Behavior Health Hospital	Office Visit 7.2.26	305.00
Total 1094618 · Psychiatric Backup					545.00
1094621 · Recruitment and Pre Employment					
Check	07/29/2026	168663	Next Generation Screen Printing & Embroid	Inv #214611 HT Summer Olympics Tee Shirts (49)	320.25
Total 1094621 · Recruitment and Pre Employment					320.25
1094623 · Travel					
Check	07/31/2026	168680	Maximilian Schoebel (v)	Mileage Reimbursement July 2026	102.75
Total 1094623 · Travel					102.75
1094692 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	61.07
Total 1094692 · Dental, Vision & Life Insurance					61.07
Total 109ADM · Administration & Clinical					1,029.07
109OUT · Outreach & Prevention					
1094644 · Travel					
Check	07/22/2026	168606	Juliana Moreno (v)	Mileage Reimbursement June 26	53.65
Check	07/22/2026	168606	Juliana Moreno (v)	Mileage Reimbursement July 26	14.44
Total 1094644 · Travel					68.09
1094651 · Cellphones					
Check	07/29/2026	168671	Verizon Wireless (00002)	Youth and Family Monthly Fee Inv #6148941942	245.35
Total 1094651 · Cellphones					245.35
1094658 · Youth Center Utilities					
Check	07/29/2026	168653	Com Ed (7000)	Acct 0423237000 Monthly Charges 6.12.26-7.14.26	1,167.33
Total 1094658 · Youth Center Utilities					1,167.33
1094792 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	22.48
Total 1094792 · Dental, Vision & Life Insurance					22.48
Total 109OUT · Outreach & Prevention					1,503.25
Total 109YFS · Youth & Family Services					2,532.32
Total 1014 · Town Fund - Expenditures					42,414.75
1104 · Aging Services - Expenditures					

Hanover Township Board Audit Report

July 21 through August 3, 2026

Type	Date	Num	Name	Memo	Amount
1104ADM · Administration					
1104524 · Utilities					
Check	07/22/2026	168604	Com ed (8111)	Acct# 9275608111 Monthly Charges 6.7.26-7.7.26	3,515.14
Total 1104524 · Utilities					3,515.14
1104525 · Telephone & High Speed Internet					
Check	07/29/2026	168671	Verizon Wireless (00002)	Social Services Phone Monthly Fee Inv #6148941942	25.47
Check	07/31/2026	168687	Phoebe Ugalde	Monthly Phone Reimbursement	30.00
Total 1104525 · Telephone & High Speed Internet					55.47
1104528 · Office Supplies					
Check	07/31/2026	168677	Crown Trophy #116	Inv# 20809 Name Tags (2)/ Name plate	47.50
Total 1104528 · Office Supplies					47.50
1104533 · Printing					
Check	07/31/2026	168681	Kwik Print	Inv# 80064 Business Cards - T. Manson	49.64
Total 1104533 · Printing					49.64
1104535 · Travel					
Check	07/22/2026	168612	Katherine Ackley.	Mileage Reimbursement June 2026	12.54
Check	07/28/2026	168642	Trisha Abbey	Mileage reimbursement April-June 2026	52.20
Total 1104535 · Travel					64.74
1104536 · Education & Training					
Check	07/31/2026	168687	Phoebe Ugalde	Mileage Reimbursement - July 2026	160.06
Total 1104536 · Education & Training					160.06
1104592 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	5.62
Total 1104592 · Dental, Vision & Life Insurance					5.62
Total 1104ADM · Administration					3,898.17
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	07/29/2026	168648	Get Fresh Produce, Inc	Congregate Food	1,201.44
Total 1105551 · Congregate Food					1,201.44
1105553 · Congregate Supplies					
Check	07/29/2026	168648	Get Fresh Produce, Inc	Congregate Supplies	116.52
Total 1105553 · Congregate Supplies					116.52
1105558 · Home Delivered Meals Food					

Hanover Township Board Audit Report

July 21 through August 3, 2026

Type	Date	Num	Name	Memo	Amount
Check	07/29/2026	168648	Get Fresh Produce, Inc	HDM Food	1,497.92
Total 1105558 · Home Delivered Meals Food					1,497.92
1105560 · Home Delivered Meals Supplies					
Check	07/29/2026	168648	Get Fresh Produce, Inc	HDM Supplies	189.07
Total 1105560 · Home Delivered Meals Supplies					189.07
1105562 · Nutrition Software					
Check	07/22/2026	168610	Orchard Stack LLC	Monthly nutrition Software Subscription 7.18.26-8.18.26	300.00
Total 1105562 · Nutrition Software					300.00
1105792 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	5.62
Total 1105792 · Dental, Vision & Life Insurance					5.62
Total 1104NUT · Nutrition					3,310.57
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	07/28/2026	168619	Albert Olsen	Inv# 0013 Self-Defense Class Sept/Oct	480.00
Check	07/28/2026	168621	Beverly DeJovine	Supplies for Pickle Perfect Program	86.69
Check	07/28/2026	168624	Cesar Grimaldo	Language Instruction Sept/Oct	600.00
Check	07/28/2026	168629	Dance Alternatives, Inc.	Inv# HT09102026 Line Dance Classes Sept/Oct	390.00
Check	07/28/2026	168631	Giuseppa Bartolomeo	Chef Pina Class Supplies 7.22.26	218.94
Check	07/28/2026	168633	Jim Collins	Tai Chi Instrution Sept/Oct	315.00
Check	07/28/2026	168643	Very Smart People LLC	Instruction for Oct 2026	200.00
Check	07/28/2026	168645	Warehouse Direct, Inc.	Inv# 6186844-0 Pop	128.68
Check	07/29/2026	168649	Bob Kalal	Music Performance 10.5.26	200.00
Check	07/29/2026	168654	Debra Ann Miller	Inv# 091426 Entertainment - 9.14.26	375.00
Check	07/29/2026	168655	Denise Laurin-Donatelle	Presentation on Dark Art 10.22.26	200.00
Check	07/29/2026	168656	Giuseppa Bartolomeo	Chef Pina 4 Classes Sept/Oct 2026	800.00
Check	07/29/2026	168656	Giuseppa Bartolomeo	Chef Pina 2 Classes Sept/Oct 2026	400.00
Check	07/29/2026	168657	Heather Braoudakis	Music Entertainment 9.24.26	115.00
Check	07/29/2026	168658	Joy Andreassen	Zumba Gold Classes Sept 2026	450.00
Check	07/29/2026	168658	Joy Andreassen	Zumba Gold Classes Oct 2026	650.00
Check	07/29/2026	168659	Liz Goss	Inv# 9126 Music Presentation 9.1.26	225.00
Check	07/29/2026	168661	Michelle Gibbons Presents	Inv# 10310 Presentation 10.19.26	275.00
Check	07/29/2026	168661	Michelle Gibbons Presents	Inv# 10363 Presentation 10.8.26	275.00
Check	07/29/2026	168661	Michelle Gibbons Presents	Inv# 10309 Presentation 9.21.26	275.00
Check	07/29/2026	168667	Radio Players West	Inv# HTSC-0004 Radio Performance 10.24.26	50.00
Check	07/29/2026	168668	The Wildbird Shack	Presentation 9.3.26	200.00
Check	07/29/2026	168668	The Wildbird Shack	Presentation 10.29.26	200.00
Check	07/29/2026	168669	Tim Wilsey	Cub Vs White Sox presentation 9.28.26	200.00
Check	07/31/2026	168676	LaVerne Bobkowski	Inv# 261015 Musical Entertainment 10.15.26	200.00
Total 1104515 · Programming					7,509.31

Hanover Township Board Audit Report

July 21 through August 3, 2026

Type	Date	Num	Name	Memo	Amount
1104520 · Volunteer Services					
Check	07/22/2026	168607	Larry Piemonte	Home Delivered Meals Mileage Reimbursement June 26	30.45
Check	07/22/2026	168608	Margaret Kinsella	Home Delivered Meals Mileage Reimbursement April-July 26	228.96
Check	07/22/2026	168611	Roth, Philip	Home Delivered Meals Mileage Reimbursement June-July 26	68.15
Check	07/28/2026	168636	Lynn Marinelli	Home Delivered Meals Mileage Reimbursement June/July 2026	96.08
Check	07/29/2026	168660	Marlies Bellos	Home Delivered Meals Mileage Reimbursement May-July 2026	165.57
Check	07/29/2026	168665	Pat Zickler	Home Delivered Meals Mileage Reimbursement June/July 26	135.14
Check	07/29/2026	168666	Ray & Peg Deyne	Home Delivered Meals Mileage Reimbursement April-July 26	296.44
Total 1104520 · Volunteer Services					1,020.79
1104892 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	22.48
Total 1104892 · Dental, Vision & Life Insurance					22.48
Total 1104PRO · Enrichment Programs					8,552.58
1104SOC · Social Services					
1104572 · Caregivers Resource Respite					
Check	07/28/2026	168640	Right At Home	Inv# 40953 Respite Care 7.17.26	20.00
Check	07/31/2026	168678	Right At Home	Inv# 41010 Respite Care 7.21.26 and 7.24.26	189.00
Total 1104572 · Caregivers Resource Respite					209.00
1104992 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	46.27
Total 1104992 · Dental, Vision & Life Insurance					46.27
Total 1104SOC · Social Services					255.27
1104TRN · Transportation					
1104550 · Telephone					
Check	07/29/2026	168670	Verizon Wireless	Inv #6148941941 Transportation phones & tablets 6.19.26-7.18.26	448.55
Total 1104550 · Telephone					448.55
1104692 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	37.28
Total 1104692 · Dental, Vision & Life Insurance					37.28
Total 1104TRN · Transportation					485.83
Total 1104 · Aging Services - Expenditures					16,502.42
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024511 · Phone and Internet					
Check	07/28/2026	168646	Comcast (898 WS)	Acct 8771 10 085 0097898 Cable/Internet Charges 7.25.26-8.24.26	312.66

Hanover Township Board Audit Report

July 21 through August 3, 2026

Type	Date	Num	Name	Memo	Amount
Check	07/29/2026	168671	Verizon Wireless (00002)	Residential Fire Response Phone Inv #6148941942	111.54
Total 2024511 · Phone and Internet					424.20
2024592 · Dental, Vision & Life Insurance					
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	14.80
Total 2024592 · Dental, Vision & Life Insurance					14.80
Total 2024ADM · Administration					439.00
2024HOM · Home Relief					
2024102 · Rent					
Check	07/28/2026	6915	Larry Bennett	Aug 2026 Rent	700.00
Check	07/28/2026	6916	Hanover Landings	Aug 2026 Rent	89.00
Total 2024102 · Rent					789.00
2024105 · Personal Essentials					
Check	07/28/2026	6917	Walmart	Aug 2026 Personal Essentials (4)	600.00
Total 2024105 · Personal Essentials					600.00
2024106 · Travel Expenses					
Check	07/28/2026	6914	State Farm Salah, Neal	Transportation Assistance - Aug 2026	51.94
Check	07/28/2026	6918	BP Gas Station	Transportation Assistance - Aug 2026	50.00
Total 2024106 · Travel Expenses					101.94
Total 2024HOM · Home Relief					1,490.94
202PAN · Pantry					
2024161 · Utilities					
Check	07/21/2026	168490	Com Ed (9000)	Service 6.8.26-7.8.26 Astor Ave	1,547.65
Check	07/22/2026	168613	Nicor 65	Acct# 65-08-57-1000 5 (Meter 1) Monthly Charges 6.15.26-7.15.26	129.62
Check	07/22/2026	168614	Nicor 75	Acct# 75-08-57-1000 4 (Meter 2) Monthly Charges 6.15.26-7.15.26	128.90
Total 2024161 · Utilities					1,806.17
Total 202PAN · Pantry					1,806.17
Total 2024 · Human Services - Expenditures					3,736.11
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034711 · Utilities					
Check	07/28/2026	168625	Com Ed (6000)	Acct# 0741276000 Douglas Road De-Icer 6.11.26-7.13.26	39.84
Check	07/28/2026	168639	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 6.16.26-7.16.26	63.91
Total 3034711 · Utilities					103.75
3034792 · Dental, Vision & Life Insurance					

Hanover Township Board Audit Report

July 21 through August 3, 2026

Type	Date	Num	Name	Memo	Amount
Check	07/28/2026	168644	Vision Service Plan	Vision Insurance Premium Aug 2026	14.61
Total 3034792 · Dental, Vision & Life Insurance					14.61
Total 3034ADM · Administration					118.36
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	07/29/2026	168662	Motorola Solutions Starcom21 Network	Inv# 10467320260601 Radio Subscription July 2026	150.00
Total 3034602 · Operating Supplies & Materials					150.00
3034606 · Engineering					
Check	07/28/2026	168616	Thomas Engineering Group LLC	Inv# 23095 Road Resurface Porject June Progress Payment	9,475.08
Total 3034606 · Engineering					9,475.08
3034610 · Street Lighting					
Check	07/28/2026	168627	Com Ed (4000)	Acct 434065400 Berner & Dale Street Lights	243.52
Total 3034610 · Street Lighting					243.52
Total 3034ROD · Road Maintenance					9,868.60
303EQM · Equipment					
3034608 · Equipment Purchase					
Check	07/28/2026	168617	Sherwin-Williams	Inv# 03288185840726 Road Stripping Paint Sprayer	6,150.00
Total 3034608 · Equipment Purchase					6,150.00
3034609 · Maintenance Vehicles & Equip					
Check	07/21/2026	168491	Suburban - Hanover Park	Inv #4008059 Tires for truck #500	1,083.96
Total 3034609 · Maintenance Vehicles & Equip					1,083.96
Total 303EQM · Equipment					7,233.96
Total 3034 · Road Maintenance - Expenditures					17,220.92
4045 · Comm/SR Citizens Svcs - Expense					
4045115 · Senior Support					
Check	07/28/2026	168615	Squire Village	Rent Assistance	250.00
Total 4045115 · Senior Support					250.00
Total 4045 · Comm/SR Citizens Svcs - Expense					250.00
5054 · Mental Health - Expenditures					
5054SVC · Service Contracts					
5054180 · Capital Grant Fund					
Check	07/31/2026	168685	Easter Seals DuPage & Fox Valley Region	Capital Grant - Audiology Equipment/Desk	15,495.00

Hanover Township Board Audit Report

July 21 through August 3, 2026

Type	Date	Num	Name	Memo	Amount
Total 5054180 · Capital Grant Fund					15,495.00
Total 5054SVC · Service Contracts					15,495.00
Total 5054 · Mental Health - Expenditures					15,495.00
8084 · Capital Projects - Expenditures					
8084401 · Tiknis Campus Expansion					
Check	07/28/2026	168618	RVi Planning + Landscape Architecture	Inv #0062600463 June 2026 Tiknis Campus Phase 3 Architect progress	3,058.30
Check	07/28/2026	168622	Bluestem Ecological Services	Inv #5355 Phase 1 Native Stewardship Contract FY27 (2 of 5)	1,925.00
Check	07/28/2026	168647	E. Hoffman Inc	June 2026 Tiknis Campus Phase 3 Construction Progress Payment	127,011.47
Total 8084401 · Tiknis Campus Expansion					131,994.77
8084420 · Izaak Walton Reserve Improvemen					
Check	07/28/2026	168618	RVi Planning + Landscape Architecture	Inv #0062600374 June 2026 Phase 2 IW Reserve	10,302.45
Total 8084420 · Izaak Walton Reserve Improvemen					10,302.45
Total 8084 · Capital Projects - Expenditures					142,297.22
TOTAL					237,916.42

RESOLUTION _____

**A RESOLUTION
TO APPROVE AMENDMENT NO. 1 TO A PROFESSIONAL SERVICES
AGREEMENT WITH V3 COMPANIES, LTD.**

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

SECTION ONE: APPROVAL. Amendment No. 1 to the Professional Services Agreement with V3 Companies, Ltd., for Phase I Engineering Services for the Rohrssen Road Bridge Replacement Project, Section No. 22-09100-00-BR, including a revised not-to-exceed Contract Sum of \$550,749.00, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: AUTHORIZATION. The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, Amendment No. 1 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: August 4, 2026

APPROVED: August 4, 2026

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on August 4, 2026, and approved on August 4, 2026, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

**AMENDMENT NO. 1
TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN HANOVER TOWNSHIP AND
V3 COMPANIES, LTD.**

THIS AMENDMENT (“Amendment”) dated August ____, 2026, by and between V3 Companies, Ltd. (“Design Professional”), and Hanover Township, a body politic and corporate of the State of Illinois (“Township”). Design Professional and Township may be referred to herein individually as a “Party” and collectively as the “Parties.”

WHEREAS, on March 25, 2025, the Township Board passed a Resolution to approve a Professional Services Agreement (the “Agreement”) with V3 Companies, Ltd. in the original authorized amount of \$499,766.00, for Phase I Engineering Services for the Rohrssen Road Bridge Replacement Project, Section No. 22-09100-00-BR (the “Project”);

WHEREAS, during the Project, additional and expanded engineering effort became necessary to advance the Phase I process, including expansion of the alternatives analysis beyond the originally anticipated alternatives; additional hydraulic modeling and compensatory-storage evaluation; additional technical documentation, submissions, reviews, responses, revisions, and resubmittals; and expanded coordination with Cook County, IDOT, and other involved agencies and stakeholders;

WHEREAS, certain additional and expanded services have been performed, additional services remain necessary to complete Phase I, and Design Professional has submitted supporting narrative, estimate-to-completion, manhour, CECS, schedule, and reallocation materials; and

WHEREAS, Design Professional and Township now desire to amend the Agreement to authorize and incorporate the supported services, revise the Contract Sum, address the supported reallocations, and revise the applicable Project Schedule as set forth herein; and

NOW THEREFORE, in consideration of the above recitals, the mutual covenants contained herein, and other good and valuable consideration, receipt and sufficiency of which is acknowledged, the Parties agree as follows:

1. RECITALS. The Recitals set forth above are incorporated into this Amendment and shall be deemed terms and provisions hereof, the same as if fully set forth in this Paragraph 1. Any capitalized terms not otherwise defined herein shall have the same meaning ascribed to them in the Agreement.

2. ADDITIONAL SERVICES. The additional and expanded engineering effort summarized in Exhibit A-1 and supported by Exhibits A-2 through A-5, whether performed before or remaining after the Effective Date, is referred to collectively as the “Additional Services.” Exhibit A is incorporated herein by this reference and made a part of this Amendment.

3. AMENDED CONTRACT SUM. Section 6(A) of the Agreement is hereby amended and restated to provide that the total amount paid by the Township to the Design Professional for

the Services pursuant to the Agreement, as amended, shall not exceed Five Hundred Fifty Thousand Seven Hundred Forty-Nine Dollars and 00/100 (\$550,749.00) (the “Amended Contract Sum”). The Amended Contract Sum reflects an increase not to exceed \$50,983.00 over the original authorized compensation of \$499,766.00. The increase is a maximum authorization and is not a guaranteed payment. Compensation remains governed by the approved cost-plus-fixed-fee methodology and applicable approved payroll rates, overhead, direct costs, and fixed fee. The Township shall pay only for properly performed, supported, authorized, and documented services, subject to the Agreement's invoice documentation, audit, review, approval, and payment requirements. Execution of this Amendment does not approve any particular invoice.

4. REALLOCATION OF EXISTING AUTHORIZED COMPENSATION. Within the amounts remaining under the original authorized compensation, the Township authorizes: (a) transfer of an approved portion of remaining V3 direct-cost authority to V3 labor; (b) transfer of remaining Atlas Engineering Group compensation to V3 labor because Atlas's survey scope is complete; and (c) transfer of remaining Rubino Engineering direct-cost authority to Rubino labor, without increasing Rubino's total authorized compensation. These reallocations do not independently increase the Amended Contract Sum, are limited to documented remaining amounts, and remain subject to Exhibit A and any required agency or funding-source approval. The Township Administrator, or his designee, may confirm the final allocation amounts in writing, provided that no confirmation increases the Amended Contract Sum and each allocation remains consistent with the approved compensation methodology and applicable agency requirements. No unsupported amount is authorized.

5. TIME OF PERFORMANCE AND PROJECT SCHEDULE. The Project Schedule included in the Proposal is hereby supplemented to provide that the contract period for the Phase I Services ends October 31, 2026. Agency review times, required agency approvals, and delays beyond Design Professional's control remain governed by the Agreement and incorporated Project Schedule. No open-ended extension is granted.

6. INCORPORATION. This Amendment is incorporated into the above Agreement as an amendment to the Agreement between the Township and the Design Professional commencing on the date the last Party signs this document (“Effective Date”). Except as expressly modified by this Amendment, the Agreement remains unchanged and in full force and effect. In the event of a conflict, this Amendment controls over the Agreement and any incorporated Proposal, BLR agreement, CECS, schedule, email narrative, or supporting exhibit. Any future modification to the scope, character, form, quality, extent, schedule, allocation, or cost of the Services or Project shall be valid only if set forth in a written amendment executed in accordance with the Agreement.

7. PRIOR SERVICES. The Township authorizes and ratifies only those Additional Services identified in Exhibit A-1 that were actually and properly performed before the Effective Date, are adequately documented, are within the Amended Contract Sum, comply with the applicable compensation methodology, and satisfy the Agreement's invoice, audit, review, and payment requirements and any required agency or funding approval. This limited ratification does not approve any invoice; authorize unidentified work or unsupported charges; waive the Township's right to review, dispute, reduce, offset, withhold, reject, or audit any charge; waive

any Township right, remedy, defense, immunity, or privilege; or excuse future compliance with the Agreement's prior-written-authorization requirements.

8. SCOPE AND COMPENSATION. The Parties hereby acknowledge and agree this Amendment reflects and is inclusive of all presently known changes to the scope, compensation, fee allocation, and work schedule necessary to complete the Phase I Engineering Services described in Exhibit A. No other additional services, compensation, fee reallocation, or schedule extension is authorized except through a further written amendment executed in accordance with the Agreement.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 1 as of the date set forth above.

HANOVER TOWNSHIP

V3 COMPANIES, LTD

Township Supervisor

Authorized Representative

Date: _____

Title: _____

ATTEST: _____

Date: _____

ATTEST: _____

Township Clerk

Name/Title

EXHIBIT A

V3 SUPPLEMENTAL SERVICES AND ESTIMATE-TO-COMPLETION MATERIALS

Rohrssen Road Bridge Replacement Project - Phase I
Section No. 22-09100-00-BR

The following existing materials collectively comprise Exhibit A. The Amendment controls over Exhibit A in the event of any conflict.

Exhibit A-1 - V3 Supplemental Services Narrative

Exhibit A-2 - Estimate to Completion Summary

Exhibit A-3 - Supplemental BLR 05514 CECS

Exhibit A-4 - V3 Manhours Summary

Exhibit A-5 - Rubino Funds Shift Letter dated April 8, 2026

EXHIBIT A-1

V3 SUPPLEMENTAL SERVICES NARRATIVE

The following summarizes the key activities that contributed to the additional effort and associated supplemental request:

- **Alternatives Analysis:** The original scope included evaluation of three bridge type alternatives and development of a preferred alternative. During project development, the alternatives analysis expanded to include evaluation of five project alternatives, incorporating varying bridge lengths, retaining wall configurations, sidewalk options, and alignment considerations to identify a solution that balanced hydraulic, right-of-way, environmental, and design requirements.
- **Hydraulic and Compensatory Storage Evaluations:** The original scope included preparation of a Hydraulic Report and compensatory storage calculations. During Phase I, additional analysis was required after it became apparent that the pre-Phase I study did not fully capture the project's compensatory storage requirements and associated floodplain impacts. This resulted in additional hydraulic modeling, compensatory storage evaluations, and supporting documentation beyond the level of effort originally anticipated.
- **Additional Technical Documentation and Reviews:** The original scope anticipated standard Phase I deliverables, including two PDR submittals, two TS&L submittals, and associated agency reviews. During project development, additional interim submittals were prepared to support review of existing conditions, hydraulic analyses, alternatives evaluations, and project documentation. This included additional rounds of agency comments, technical responses, revisions, and resubmittals beyond the anticipated review process, requiring additional engineering, documentation, and coordination effort to advance the project toward approval.
- **Expanded Coordination Efforts:** The original scope included monthly coordination meetings and agency coordination. Additional coordination with Cook County and IDOT was required throughout the alternatives evaluation and review process to discuss technical findings, refine project requirements, and support project approvals.

In summary, the additional effort described above was associated with project-specific technical findings, expanded alternatives evaluation, and the level of review, coordination, and documentation required to advance the project through the Phase I process and support agency approvals.

Rohrssen Road Bridge Replacement Phase I Study

Summary Estimated Level of Effort to Complete Phase I - Supplement Request

Total Estimated Level of Effort to Complete Phase I	
Anticipated Tasks to Complete Phase I (per CECS)	\$ 166,864.00
Direct Costs for Public Involvement (per CECS)	\$ 6,000.00
Total Estimated Level of Effort to Complete Phase I	\$ 172,864.00
Estimated Remaining Under Contract (as of 4/10/2026)	
V3 Labor	\$ 90,452.00
V3 Direct Costs ¹	\$ 11,413.00
Sub-consultant - Atlas (Survey) ²	\$ 5,981.00
Sub-consultant - Rubino (Geotech) ³	\$ 14,035.00
Total Estimated Remaining Under Contract	\$ 121,881.00
Approximate Supplement Request <i>(Total Estimated Level of Effort to Complete less Total Estimated Remaining Under Contract)</i> ⁴	
	\$ 50,983.00

Notes:

- 1) A portion of V3 Direct Costs will need CCDOTH/Township approval to transfer to V3 labor costs.
- 2) Atlas Engineering Group's scope of work (survey) is complete. They have remaining budget that will need CCDOTH/Township approval to transfer to V3 labor costs.
- 3) Rubino Engineering Inc.'s scope of work (geotech) is complete; however they will need CCDOTH/Township approval to transfer direct costs to labor costs to finalize invoicing.
- 4) The approximate supplement request assumes approval of the funding transfers listed above.



EXHIBIT D
COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET
FIXED RAISE

Local Public Agency	County	Section Number
Hanover Township	Cook	
Prime Consultant (Firm) Name	Prepared By	Date
V3 Companies	Zaida Morillo / Elora Hsu	4/13/2026
Consultant / Subconsultant Name	Job Number	
V3 Companies / AEG / Rubino		

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

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PAYROLL ESCALATION TABLE

CONTRACT TERM	7	MONTHS	OVERHEAD RATE	165.00%
START DATE	4/1/2026		COMPLEXITY FACTOR	0
RAISE DATE	1/1/2027		% OF RAISE	3.00%
END DATE	10/31/2026			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	4/1/2026	10/31/2026	7	100.00%

Hanover Township

Cook

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V3 Companies / AEG / Rubino

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EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

90.00

0.00%

[illegible]

Local Public Agency

Hanover Township

County

Cook

Section Number**Consultant / Subconsultant Name**

V3 Companies / AEG / Rubino

Job Number**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)	1	\$500.00	\$500.00
Advertisements	Actual Cost (Submit supporting documentation)	1	\$1,500.00	\$1,500.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)	1	\$1,000.00	\$1,000.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)	1	\$3,000.00	\$3,000.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Title Commitments	Actual Cost			\$0.00
Sub-Plats	Actual Cost			\$0.00
PESA Report & FOIA Fees	Actual Cost			\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$6,000.00

Local Public Agency

Hanover Township

County

Cook

Section Number**Consultant / Subconsultant Name**

V3 Companies / AEG / Rubino

Job Number**COST ESTIMATE WORKSHEET**

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE **165.00%**COMPLEXITY FACTOR **0**

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
01 DATA COLLECTION			-	-	-		-	0.00%
02 RIGHT OF WAY VERIFICATION (AS NECESSARY)			-	-	-		-	0.00%
03 TOPOGRAPHIC SURVEY			-	-	-		-	0.00%
04 GEOTECHNICAL INVESTIGATION			-	-	-		-	0.00%
05 ENVIRONMENTAL SURVEY COORDINATION		12	593	978	196		1,767	1.02%
06 TREE SURVEY			-	-	-		-	0.00%
07 WETLAND DELINEATION/ASSESSMENT		16	816	1,346	269		2,431	1.41%
08 PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT		32	1,535	2,533	507		4,575	2.65%
09 SECTION 4(F) DEMINIMIS REPORT (AS NECESSARY)		64	3,153	5,203	1,041		9,397	5.44%
10 HYDRAULIC REPORT		116	7,628	12,586	2,517		22,731	13.15%
11 LOCATION DRAINAGE TECHNICAL MEMORANDUM		84	5,492	9,062	1,812		16,366	9.47%
12 ALTERNATIVES ANALYSIS			-	-	-		-	0.00%
13 TRAFFIC MANAGEMENT PLAN		18	914	1,507	301		2,722	1.57%
14 LOAD RATING ANALYSIS			-	-	-		-	0.00%
15 BRIDGE CONDITION REPORT		24	1,440	2,376	475		4,291	2.48%
16 TYPE, SIZE, AND LOCATION (TS&L)		78	4,701	7,757	1,551		14,009	8.10%
17 CONSTRUCTION COST ESTIMATE		19	953	1,573	315		2,841	1.64%
18 PROJECT DEVELOPMENT REPORT		182	8,731	14,406	2,881		26,018	15.05%
19 PUBLIC INVOLVEMENT	6,000	168	8,364	13,800	2,760		24,924	14.42%
20 AGENCY MEETINGS/COORDINATION		108	6,576	10,851	2,170		19,597	11.34%
21 ADMINISTRATION AND MANAGEMENT		35	2,723	4,493	899		8,115	4.69%
22 QUALITY ASSURANCE/QUALITY CONTROL		32	2,376	3,920	784		7,080	4.10%
FUNDING APPLICATIONS (NO COST)			-	-	-		-	0.00%
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
Subconsultant DL							\$0.00	
Direct Costs Total ==>	\$6,000.00						\$6,000.00	3.47%
TOTALS		988	55,995	92,391	18,478	-	172,864	100.00%

148,386

Hanover Township

V3 Companies / AEG / Rubino

Cook

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EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 **OF** 4

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Hanover Township

V3 Companies / AEG / Rubino

Cook

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EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 4

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Hanover Township

Cook

V3 Companies / AEG / Rubino

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 3 OF 4

PAYROLL CLASSIFICATION	AVG HOURLY RATES	12 ALTERNATIVES ANALYSIS			13 TRAFFIC MANAGEMENT PLAN			14 LOAD RATING ANALYSIS			15 BRIDGE CONDITION REPORT			16 TYPE, SIZE, AND LOCATION (TS&L)			17 CONSTRUCTION COST ESTIMATE		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	90.00										6	25.00%	22.50	24	30.77%	27.69	1	5.26%	4.74
Project Manager	69.00				4	22.22%	15.33										2	10.53%	7.26
Senior Project Engineer	65.00																		
Engineer III	50.00				4	22.22%	11.11				18	75.00%	37.50	30	38.46%	19.23	4	21.05%	10.53
Civil Designer II	43.76				10	55.56%	24.31							12	15.38%	6.73	12	63.16%	27.64
Design Technician III	43.00													12	15.38%	6.62			
Project Scientist I	44.97																		
Project Landscape Architect III	49.76																		
Administration I	27.71																		
TOTALS		0.0	0%	\$0.00	18.0	100%	\$50.76	0.0	0%	\$0.00	24.0	100%	\$60.00	78.0	100%	\$60.27	19.0	100%	\$50.16

**Rohrssen Road Bridge over Poplar Creek Phase I Study
Hanover Township
Cook County, IL**

Summary of V3 Manhours Estimated to Complete Phase I Study

TASK	MANHOURS										TOTAL V3 Hours
	Proj	Project	Project	Design	CAD	Project		Survey	Survey	Project	
	Director	Manager	Engineer	Engineer	Tech	Scientist	Scientist	Field	Tech	Coordinator	
01 DATA COLLECTION											
	0	0	0	0	0	0	0	0	0	0	0
02 RIGHT-OF-WAY VERIFICATION (AS NECESSARY)											
	0	0	0	0	0	0	0	0	0	0	0
03 TOPOGRAPHIC SURVEY											
REFER TO ATLAS ENGINEERING GROUP SCOPE											
	0	0	0	0	0	0	0	0	0	0	0
04 GEOTECHNICAL INVESTIGATION											
REFER TO RUBINO SCOPE											
	0	0	0	0	0	0	0	0	0	0	0
05 ENVIRONMENTAL SURVEY COORDINATION											
Wetland Impact Evaluation (WIE) for preferred alternative		2	2	4		4					12
	0	2	2	4	0	4	0	0	0	0	12
06 TREE SURVEY											
	0	0	0	0	0	0	0	0	0	0	0
07 WETLAND DELINEATION/ASSESSMENT											
Wetland Project Meetings, Coordination, & Permit Scoping		2				3					5
Wetland Preliminary Jurisdictional Determination Forms		2				9					11
	0	4	0	0	0	12	0	0	0	0	16
08 PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT (PESA)											
Submit PESA to CCDOTH for review		2					24				26
Update PESA per any revisions + Include Executive Summary in PDR		2					4				6
	0	4	0	0	0	0	28	0	0	0	32
09 SECTION 4(F) DEMINIMIS EVALUATION (AS NECESSARY)											
Address CCDOTH Comments and submit to FPDCC		8	4	24							36
Address FPDCC Comments to Section 4(f) Report		2	4	16							22
Finalize Section 4(f) Officials With Jurisdiction Concurrence, signatures, etc.		2		4							6
	0	12	8	44	0	0	0	0	0	0	64
10 HYDRAULIC REPORT											
Revisions to Hydraulic Report per CCDOTH comments (Round 2)		4	32								36
Revisions to Hydraulic Report per IDOT comments (Round 1)		10	30								40
Revisions to Hydraulic Report per IDOT comments (Round 2)		4	24								28
PBDHR forms		4	8								12
	0	22	94	0	0	0	0	0	0	0	116

**Hanover Township
Cook County, IL**

Summary of V3 Manhours Estimated to Complete Phase I Study

TASK	MANHOURS										TOTAL V3 Hours
	Proj	Project	Project	Design	CAD	Project		Survey	Survey	Project	
	Director	Manager	Engineer	Engineer	Tech	Scientist	Scientist	Field	Tech	Coordinator	
11 LOCATION DRAINAGE TECHNICAL MEMORANDUM											
Revisions to LDTM per CCDOTH comments (Round 2)		2	36								38
Revisions to LDTM per IDOT comments (Round 1)		4	24								28
Revisions to LDTM per IDOT comments (Round 2)		2	16								18
											0
	0	8	76	0	0	0	0	0	0	0	84
12 ALTERNATIVES ANALYSIS											
	0	0	0	0	0	0	0	0	0	0	0
13 TRAFFIC MANAGEMENT PLAN											
Revisions to IDOT TMP		2	4	8							14
Finalize TMP and include in PDR		2		2							4
	0	4	4	10	0	0	0	0	0	0	18
14 LOAD RATING ANALYSIS											
	0	0	0	0	0	0	0	0	0	0	0
15 BRIDGE CONDITION REPORT											
Revisions to BCR per IDOT Comments (Round 1)	4			10							14
Final Revisions to BCR per IDOT Comments (Round 2)	2			8							10
	6	0	0	18	0	0	0	0	0	0	24
16 TYPE, SIZE, AND LOCATION (TS&L)											
TS&L Preparation	8		8	4	4						24
Revisions to TS&L per IDOT Comments (Round 1)	8		16	4	4						32
Final Revisions to TS&L per IDOT Comments (Round 2)	8		6	4	4						22
	24	0	30	12	12	0	0	0	0	0	78
17 CONSTRUCTION COST ESTIMATE											
Updates to Cost Estimate to correspond with various design updates	1	2	4	12							19
	1	2	4	12	0	0	0	0	0	0	19
18 PROJECT DEVELOPMENT REPORT											
Compile PBDHR Submittal to IDOT		4	12								16
Revisions to Pre-Final DRAFT Project Development Report (narrative & various exhibits) per CCDOTH Comments		4	8	32							44
Revisions to Pre-Final DRAFT Project Development Report (narrative & various exhibits) per IDOT Comments		4	8	32							44
Final Project Development Report Preparation (incorporate IDOT comments + public involvement materials)		4	8	32							44
Revisions to Final Project Development Report (incorporate final IDOT/CCDOH comments)		4	6	24							34
	0	20	42	120	0	0	0	0	0	0	182

**Hanover Township
Cook County, IL**

Summary of V3 Manhours Estimated to Complete Phase I Study

TASK	MANHOURS										TOTAL V3 Hours
	Proj	Project	Project	Design	CAD	Project		Survey	Survey	Project	
	Director	Manager	Engineer	Engineer	Tech	Scientist	Scientist	Field	Tech	Coordinator	
19 PUBLIC INVOLVEMENT											
Coordination for Public Involvement Activities (Township/CCDOTH coord, newspaper ads, etc)		6	4								10
Create Project Website and maintain		2			16						18
Prepare exhibits and handouts for Public Involvement Activities		2		24	8						34
Revisions to exhibits, handouts, and materials per Township/CCDOTH comments		4		24	8						36
Open House Public Meeting (incl travel time, set-up, & attendance for 4 V3 reps)	4	16	4							4	28
Draft Summary & Addressing Public Comments to Township/CCDOTH for review		4	12							8	24
Revisions to Public Comment Responses (incorporate into Final PDR)		2	12							4	18
	4	36	32	48	32	0	0	0	0	16	168
20 AGENCY MEETINGS/COORDINATION											
Monthly coordination meetings with the Township/CCDOTH until May-Oct 2026 (Virtual, 4 V3 reps)	7	14	7								28
FHWA meeting (assume 1, 3 V3 reps)	2	4	2								8
FPDCC meeting (assume 1 Land Use Committee meeting, 3 V3 reps)	2	4	2								8
Up to four (4) other coordination meetings with nearby stakeholders, if necessary	6	6	6								18
Prepare exhibits/meeting minutes for meetings		6	16	24							46
	17	34	33	24	0	0	0	0	0	0	108
21 ADMINISTRATION AND MANAGEMENT											
Project team meetings (assume 14 internal 1/2 hr meetings total - bi-weekly)	7	7	7								21
Contract administration and budget control (assume 7 billing periods)	7										7
Invoice and billing reviews (assume 7 billing periods)	7										7
	21	7	7	0	0	0	0	0	0	0	35
22 QA/QC											
Hours required for reviews of various stages of Phase I deliverables (PDR, Section 4(f), Public Involvement Materials, BCR, TS&L, PBDHR, etc)	8	24									32
	8	24	0	0	0	0	0	0	0	0	32
TOTAL HOURS	81	179	332	292	44	16	28	0	0	16	988



April 8, 2026

To: Zaida Morillo, P.E., S.E.
V3 Companies
7325 Janes Avenue
Woodridge, Illinois 60517
P: 630.724.9200

Re: **Funds Shift Letter Request**
Rohrssen Road over Poplar Creek
Bridge Replacement Project Phase I
Hanover Township, Elgin, Illinois

Rubino Proj No. G25.079
Rubino Proposal No. Q25.139g_REV1

Via email: zmorillo@v3co.com

Dear Ms. Morillo,

Rubino Engineering, Inc. (Rubino) and V3 Companies (V3) have been working together on the referenced project via Agreement for Consultant Services executed on May 20th, 2025.

Rubino is requesting a funds shift as listed in the BLR 05514 dated March 28, 2025, moving funds from our direct costs to our labor costs. Unforeseen and unknowable circumstances lead Rubino to having an excess of funds available in our direct costs and a depleted labor hours and they are as follows:

- Soil boring "AB-02" encountered concrete debris at approximately 16 feet below the pavement surface, which prevented completion of the boring within a single day as originally scoped.
- The project was separated into two reports which resulted in extra time expended.
- A disproportionate amount of labor cost vs. direct cost was removed to accommodate the exclusion of CCDD from the scope.

Rubino is requesting the remaining direct costs funds be shifted to the labor funds without changing the total fee for the project.

Thank you for your continued consideration in shifting funds to cover costs already expended to issue the Structure Geotechnical Report for this referenced project.

RUBINO ENGINEERING, INC.

A handwritten signature in black ink, reading "Michelle Lipinski".

Michelle A. Lipinski, PE
President



****DRAFT****

2027 Board of Trustees Meeting Dates

Pursuant to 5 ILCS 120/2.0 and 2.03, the Hanover Township Board of Trustees generally meets on the first and third Tuesday of each month at 7:00 p.m., except as noted. The Board meetings will generally be held at 240 S. Route 59, Bartlett, Illinois 60103.

Tuesday, January 5
Tuesday, January 19
Tuesday, February 2
Tuesday, February 16
Tuesday, March 2
Tuesday, March 23
Tuesday, April 13 Annual Town Meeting (60 ILCS 1/30-5) 7:00 p.m.
Tuesday, April 13 7:30 p.m.
Tuesday, April 20
Tuesday, May 4
Tuesday, May 18
Tuesday, June 1
Tuesday, June 15
Tuesday, July 6
Tuesday, July 20
Tuesday, August 3
Tuesday, August 17
Tuesday, September 7
Tuesday, September 21
Tuesday, October 5
Tuesday, October 19
Tuesday, November 2
Tuesday, November 16
Tuesday, December 7
Tuesday, December 21



****DRAFT****

2027 Holiday Closing Dates

Friday, January 1 (New Years Day)
Monday, January 18 (Martin Luther King Birthday)
Monday, February 15 (Presidents Day)
Monday, May 31 (Memorial Day)
Monday, July 5 (Independence Day Observed)
Monday, September 6 (Labor Day)
Thursday, November 11 (Veterans Day)
Thursday, November 25 (Thanksgiving Day)
Friday, November 26 (Day After Thanksgiving)
Friday, December 24 (Christmas Eve)
Monday, December 27 (Christmas Day Observed)
Friday, December 31 (New Years Day Observed)

Job Description

Position: Deputy Chief

Department: Emergency Services

Reports to: Director

Last Update: July 2026

Position Summary:

This is a response position. In the absence of the Director, the Deputy Chief manages all personnel and activities related to the Department of Emergency Services. Assists the Director with the organization, administration, training and operations of the Department. Serves as a point of contact for all Emergency Services related matters to include acting as the liaison and coordinator between the department and local, county, state, federal, and non-governmental agencies. Performs other duties as required for the successful operation of the Department of Emergency Services as assigned by the Director.

Responsibilities:

- Assist the Director in planning and supervising activities of the Hanover Township Department of Emergency Services.
- Support the Director in all matters related to disaster preparedness, response, and recovery.
- Perform a variety of administrative functions that address Department of Emergency Service's needs, including the monthly run and personnel report and administering IAMResponding in coordination with the Administration Captain.
- Develop a robust annual training calendar and class curriculums in coordination with the Operations Captain.
- Respond to emergency and planned callouts along with members of the department in support of local public safety agencies and/or independently in times of manmade or natural disasters.
- Work to ensure the safety of all volunteers when performing emergency related activities or callouts through activity briefing, oversight, and by providing information during preparatory training.
- Engage in recruitment, retention, and recognition activities of volunteer officers.
- Maintain station supplies and equipment as needed in collaboration with team leaders.
- While onboarding new candidates, acquaint them with the Policy Manual, SOG's, establish email, IAMResponding and security operations of the facilities in coordination with the Administration Captain
- Assist with maintaining liaisons with local, county, and state emergency management and disaster agencies and public safety agencies serving the Township community.
- Develop periodic emergency operations exercises during normal training in coordination with the Operations Captain.
- May accompany the Director annually and as new programs are established, to partnering fire, police and EMA agencies.
- Assist in scheduling to provide coverage for the overnight program. Assuring the overnight accommodation is maintained.
- Cooperate and coordinate with local, county, state, federal, and non-governmental agencies during times of declared emergencies.
- In the absence of the Director, attend Hanover Township Board, Fleet, Management Team and MABAS Division meetings.
- Coordinate with the Administration Captain to assure minimum member compliance is met.
- Will maintain a purchasing card and adhere to the purchasing policy.
- Attend regular training on Wednesday nights.

Supervisory Responsibilities:

- Directly supervise the Administrative and Operations Captains and indirectly oversee all activities and personnel of the Department of Emergency Services.

Other Job Functions:

- Perform all other duties as assigned by the Director.

Required Knowledge, Skills, and Abilities:

- Ability to identify and manage multiple projects, programs and services in an efficient and effective manner while working independently or with minimal supervision.
- Ability to work in a diverse team environment while utilizing strong evaluative and critical judgment skills.
- Skill to identify problems, gather and analyze information, and resolve them in a timely manner.
- Aptitude to prioritize and plan work activities through the efficient utilization of time.
- Ability to maintain professional working relationships with elected officials, staff, residents, and other emergency services professionals.
- Ability to clearly convey instructions to employees or team. Capable of speaking clearly and effectively before groups of people and answering questions appropriately.
- Ability to use a personal computer to communicate within and outside of the organization and retrieve, prepare, and store documents successfully.
- Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations.
- Ability to write reports, correspondence, and manuals, as well as draft departmental procedures.
- Ability to effectively make presentations and respond to questions from groups of managers, citizens, or other agencies.

Education, Experience, and Computer Skills:

- Associate Degree in Emergency Management preferred or equivalent combination of education and experience.
- Two to four years as a member of Emergency Services or equivalents public safety experience.
- Proficiency in Microsoft Office related applications to include word processing, spreadsheets, Outlook and PowerPoint.

Special Requirements:

- Willingness to work evenings and/or weekends and holidays as needed.
- Achieving National Incident Management Systems (NIMS) compliance through the completion of IS-100, 200, 700, and 800B within three months of initial hire. Additionally, complete IS-300 and 400 within one year of hire.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Must be able to sit, walk, stand, twist and turn for long periods of time.
- The position will require heavy lifting, pulling, pushing and carrying of up to 75 pounds.
- Requires the operation of an Illinois Class C motor vehicle.
- Requires moving and operating hand-held generators, chainsaws and hand tools.
- Requires using hand brushes and water hoses to decontaminate firefighters' personal protective equipment.
- Requires using a large diameter hose rolling machine.
- Requires standing in roadways for long periods of time providing traffic direction.
- Requires walking through difficult terrain and carrying rescue equipment during searches for missing persons.

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position has extended periods of time outdoors and may require contact with outdoor weather at special event activity participation and emergency responses.

- This position requires occasional contact with extreme heat, cold, wet, and/or humid conditions.
- Contact with low noise levels is common. Moderate noise levels may be experienced during certain activities.