



240 S. Route 59, Bartlett, Illinois 60103

**Special Meeting of Town Board**  
*May 5<sup>th</sup>, 2011*  
**6:30 PM**

## **AMENDED AGENDA**

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
  - A. Veterans Honor Roll
    - 1. SGT Charles W. Gerlach, Jr.
    - 2. SGT Tomio Tanaka
  - B. TOI Scholarship Award
  - C. Bruno's Pro Bone O Pet Pantry, NFP
- V. Reports
  - A. Supervisor's Report
  - B. Clerk's Report
    - 1. Approval of Regular Meeting Minutes of April 19, 2011
  - C. Highway Commissioner's Report
  - D. Assessor's Report
  - E. Treasurer's Report
  - F. Trustees' Committee Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Resolution Designating Nurses Week
  - B. Resolution Designating May 2011 Older Americans Month
- IX. Workshop – Facilities Planning
- X. Executive Session
- XI. Other Business
- XII. Adjournment

### **Mission Statement**

**Hanover Township is committed to providing an array of quality, cost effective, community-based services; and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.**

**Hanover Township**  
 Board Audit Report  
 From 4/20/11 to 5/5/11

	<b>General Invoices</b>		<b>Alexian Invoices</b>	<b>Total</b>
Total Town Fund	61,067.29		174.00	61,241.29
Total Senior Center	15,451.64		176.00	15,627.64
Total Welfare Services	6,723.14			6,723.14
Total Road and Bridge	3,049.16			3,049.16
Total Mental Health Board	28,393.55			28,393.55
Total Retirement	0.00			0.00
Total Vehicle	0.00			0.00
Total Capital	3,238.30			3,238.30
<b>All Funds - SUBTOTAL</b>		<b>117,923.08</b>		
			<b>TOTAL ALL FUNDS</b>	
			<b>350.00</b>	<b>118,273.08</b>

The above "General Invoices" column has been approved for payment this 5th day of May 2011.

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Town Clerk**

\_\_\_\_\_  
**Trustee**

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**Trustee**

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**Trustee**

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**Trustee**

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**Supervisor**

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**Town Clerk**

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**Trustee**

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**Trustee**

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**Trustee**

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**Trustee**



# Resolution

National Nurses Week 2011

*Whereas* nearly 2.9 million registered nurses in the United States comprise our nation's largest health care profession, with 83% being employed, and

*Whereas* the depth and breadth of the registered nursing profession meets the different and emerging health care needs of the American population in a wide range of settings, and

*Whereas* the Hanover Township Board has made a commitment to the betterment of its residents' health through continued support of the community health nurse program, and

*Whereas* a renewed emphasis on primary and preventive health care will require the better utilization of all of our nation's registered nursing resources, and

*Whereas* professional nursing has been demonstrated to be an indispensable component in the safety and quality of care of hospitalized patients, and

*Whereas* the demand for registered nursing services will be greater than ever because of the aging of the American population, the continuing expansion of life-sustaining technology, and the explosive growth of home health care services, and

*Whereas* that more qualified registered nurses will be needed in the future to meet the increasingly complex needs of health care consumers in this, community, and

*Whereas* the cost-effective, safe and quality health care services provided by registered nurses will be an ever more important component of the U.S. health care delivery system in the future, and

*Whereas* along with the American Nurses Association which has declared the week of May 6- 12 as National Nurses Week and the theme is "Nurses Trusted to Care," dedicated to the way that nurses commit to build more powerful and complex patient care methods.

*Therefore*, be it resolved that we, the Hanover Township Board, ask that all residents of Hanover Township, Illinois in the County of Cook, join us in honoring the registered nurses who care for all of us, and be it further resolved that the residents join us in celebrating nurses' accomplishments, care and compassion especially right here in Hanover Township not just during this week, but throughout the entire year.

Dated this 5th day of May, 2011

In Witness Whereof, we have hereunto set our hands and caused the seal of Hanover Township to be affixed hereto.

\_\_\_\_\_  
Trustee Mary Alice Benoit

\_\_\_\_\_  
Supervisor Brian McGuire

\_\_\_\_\_  
Trustee William Burke

\_\_\_\_\_  
Clerk Katy Dolan Baumer

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Trustee Howard Krick

\_\_\_\_\_  
Trustee Sandra Westlund-Deenihan

Seal of  
Hanover  
Township



# Resolution

## Older Americans Month 2011

*Whereas*, Hanover Township is a community that includes an ever increasing population of citizens over aged 59 and older; and

*Whereas*, these older adults in Hanover Township are among our most treasured resources, united by historical experiences, strengthened by diversity, and interpreting events through varied perspectives and backgrounds to bring wisdom and insight to our community; and

*Whereas*, increasing numbers of adults are reaching retirement age and remaining strong and active for longer than ever before; and

*Whereas*, the older adults in Hanover Township deserve recognitions for the contributions they have made and will continue to make to the culture, economy and character of our community and nation; and

*Whereas*, our community can provide that recognition and respect by improving the quality of life for older Americans by:

Increasing their opportunities to remain active and engaged in community life;

Providing individualized services and support systems to maintain the dignity, independence, and self-determination of older Americans as they age; and

Combating ageist attitudes by honoring their past, present and future contributions.

*Now Therefore*, the Town Board of the Township of Hanover, in the County of Cook, State of Illinois hereby resolves that May 2011 to be Older Americans month in Hanover Township and urge every citizen to take time this month to honor our older adults and the professionals, family members, and volunteers who care for many of them. Our recognition and involvement of older American can enrich our entire community's quality of life.

Dated this 5th day of May, 2011

In Witness Whereof, we have hereunto set our hands and caused the seal of Hanover Township to be affixed hereto.

\_\_\_\_\_  
Trustee Mary Alice Benoit

\_\_\_\_\_  
Supervisor Brian McGuire

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Trustee William Burke

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Clerk Katy Dolan Baumer

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Trustee Howard Krick

\_\_\_\_\_  
Trustee Sandra Westlund-Deenihan

Seal of  
Hanover  
Township

**Memorandum**

**To:** Hanover Township Finance Committee

**From:** James Barr, Township Administrator

**Date:** April 21, 2011

**RE: New Building Analysis with Road & Bridge's Three Year Surplus Projections**

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**Background**

On March 14, 2011, the Finance Committee requested that staff analyze the total cost of owning a new building. In response, staff reviewed three years of building costs for Town Hall (13,000 sq. ft.), Astor Ave (4,500 sq. ft.) and the Highway Garage (2,000 sq. ft.). The following data points were seen as relevant to the annual cost of owning and operating a building: utilities (water, gas, and electric), telephone, internet, building maintenance, postage machine rental, office supplies, janitorial supplies, housekeeping, trash removal, building insurance, copier maintenance, grounds maintenance and building security.

Staff analyzed the total annual cost of three building types, which would offer the Township residents three different service opportunities.

**Building Type One**

Building type one is a 2,250 sq. ft. office space, roughly the size of a store front in a strip-mall. This office space would be used as a branch office for the Township's major service providing departments. This type of space would require one full-time staff person to field resident visits, phone calls and to make appointments. This staffer might also be cross-trained in various Clerk's Office or Assessor's duties.

The chart below details the annual, monthly, and per square foot cost of building type one:

<b>Option One - 2250 sq. ft. Office Space</b>			
	<b>Annual</b>	<b>Monthly</b>	<b>Per Sq. Ft.</b>
Natural Gas	\$ 1,215.00	\$ 101.25	\$ 0.54
Water	\$ 202.50	\$ 16.88	\$ 0.09
Electric	\$ 2,250.00	\$ 187.50	\$ 1.00
Telephone/Internet	\$ 2,790.00	\$ 232.50	\$ 1.24
Building Maintenance	\$ 1,260.00	\$ 105.00	\$ 0.56
Postage	\$ 1,344.00	\$ 112.00	\$ 0.60
Office Supplies	\$ 900.00	\$ 75.00	\$ 0.40
Janitorial Supplies	\$ 517.50	\$ 43.13	\$ 0.23
Housekeeping	\$ 3,060.00	\$ 255.00	\$ 1.36
Trash Removal	\$ 765.00	\$ 63.75	\$ 0.34
Insurance	\$ 427.50	\$ 35.63	\$ 0.19
Copier	\$ 1,500.00	\$ 125.00	\$ 0.67
Grounds Maintenance	\$ 675.00	\$ 56.25	\$ 0.30
Security	\$ 312.00	\$ 26.00	\$ 0.14
1 Full-time Staff + Fringe Benefits	\$ 38,000.00	\$ 3,166.67	\$ 16.89
<b>Totals</b>	<b>\$ 55,218.50</b>	<b>\$ 4,601.54</b>	<b>\$ 24.54</b>

### Building Type Two

Building type two is similar to building one, since it has 2,250 sq. ft. of office space, but it includes the addition of a 10,000 sq. ft. garage for the Highway Department. However, the office space will house offices for the Highway Department and the remaining space could be used for Township satellite services. The addition of a full-time staff member with the above stated duties would still apply in this scenario.

The chart below details the annual, monthly, and per square foot cost of building type two:

<b>Option Two - Large Garage (10,000 Sq Ft) and HWY Office Space and Space for Satellite Services (2250 Sq Ft)</b>			
	<b>Annual</b>	<b>Monthly</b>	<b>Per Sq. Ft.</b>
Natural Gas	\$ 12,730.00	\$ 1,060.83	\$ 1.04
Water	\$ 1,202.50	\$ 100.21	\$ 0.10
Electric	\$ 19,950.00	\$ 1,662.50	\$ 1.63
Telephone/Internet	\$ 750.00	\$ 62.50	\$ 0.06
Building Maintenance	\$ 11,260.00	\$ 938.33	\$ 0.92
Postage	\$ 1,344.00	\$ 112.00	\$ 0.11
Office Supplies	\$ 2,500.00	\$ 208.33	\$ 0.20
Janitorial Supplies	\$ 2,017.50	\$ 168.13	\$ 0.16
Housekeeping	\$ 3,060.00	\$ 255.00	\$ 0.25
Trash Removal	\$ 1,550.00	\$ 129.17	\$ 0.13
Insurance	\$ 852.00	\$ 71.00	\$ 0.07
Copier	\$ 1,500.00	\$ 125.00	\$ 0.12
Grounds Maintenance	\$ 7,375.00	\$ 614.58	\$ 0.60
Security	\$ 312.00	\$ 26.00	\$ 0.03
1 Full-time Staff + Fringe Benefits	\$ 38,000.00	\$ 3,166.67	\$ 16.89
Sub-Totals	\$ 104,403.00	\$ 8,700.25	\$ 22.31
Less Road & Bridge Current Budget	\$ 15,040.78	\$ 1,253.40	\$ 7.52
<b>Totals</b>	<b>\$ 89,362.22</b>	<b>\$ 7,446.85</b>	<b>\$ 7.29</b>

### Building Type Three

Building type three includes space for a 10,000 sq. ft. garage and the Highway Commissioner's office space, but this building would also include 7,500 sq. ft. of space for the Youth and Family Services Department (YFS). This type of space would not require the hiring of a new staff member; those duties would transfer to the current YFS reception staff. This location still affords other Township departments the ability to provide satellite services.

The chart below details the annual, monthly, and per square foot cost of building type three:

<b>Option Three - Large Garage (10,000 Sq. Ft) and Large Office Space for YFS (7,500 Sq. Ft.)</b>			
	<b>Annual</b>	<b>Monthly</b>	<b>Per Sq. Ft.</b>
Natural Gas	\$ 15,250.00	\$ 1,270.83	\$ 0.87
Water	\$ 1,750.00	\$ 145.83	\$ 0.10
Electric	\$ 25,725.00	\$ 2,143.75	\$ 1.47
Telephone/Internet	\$ 6,500.00	\$ 541.67	\$ 0.37
Building Maintenance	\$ 13,300.00	\$ 1,108.33	\$ 0.76
Postage	\$ 1,344.00	\$ 112.00	\$ 0.08
Office Supplies	\$ 6,500.00	\$ 541.67	\$ 0.37
Janitorial Supplies	\$ 3,225.00	\$ 268.75	\$ 0.18
Housekeeping	\$ 7,050.00	\$ 587.50	\$ 0.40
Trash Removal	\$ 5,250.00	\$ 437.50	\$ 0.30
Insurance	\$ 1,704.00	\$ 142.00	\$ 0.10
Copier	\$ 1,500.00	\$ 125.00	\$ 0.09
Grounds Maintenance	\$ 8,275.00	\$ 689.58	\$ 0.47
Security	\$ 624.00	\$ 52.00	\$ 0.04
<b>Sub-Total</b>	<b>\$ 97,997.00</b>	<b>\$ 8,166.42</b>	<b>\$ 5.60</b>
<b>Less Current R&amp;B Budget</b>	<b>\$ 15,040.78</b>	<b>\$ 1,253.40</b>	<b>\$ 7.52</b>
<b>New Total Cost</b>	<b>\$ 82,956.22</b>	<b>\$ 6,913.02</b>	<b>\$ 4.74</b>

### **Three Year Road & Bridge Fund Balance Expenditure Projections**

The ability of the Road and Bridge fund balance to handle a new building purchase and its subsequent annual cost should be considered in determining the feasibility of owning and operating a new Township building. Below are two fund balance spend down plans, each examine the course of the fund over the next three years. The first scenario includes the building purchase and those yearly costs, above and beyond the current Road & Bridge expenditures, associated with owning another building. The second scenario reflects the health of the fund balance without the purchase of a new Township facility.

**Scenario One: Road & Bridge Surplus 3-Year Review with a Building Purchase**

<b>YEAR ONE (FY 11/12)</b>		
<b>Beginning Surplus Balance</b>	<b>\$</b>	<b>2,326,201</b>
<b>Project</b>	<b>Amount Expended</b>	
Road Projects*	\$	125,000
Transfer to Senior Transportation	\$	283,208
Transfer to Vehicle Fund	\$	115,000
Building Purchase & Improvements	\$	1,400,000
Building Cost	\$	<u>89,362</u>
<b>Total Surplus Used</b>	<b>\$</b>	<b>2,012,570</b>
<b>Remaining Surplus</b>	<b>\$</b>	<b>313,631</b>

<b>YEAR TWO (FY 12/13)</b>		
<b>Beginning Surplus Balance</b>	<b>\$</b>	<b>313,631</b>
<b>Project</b>	<b>Amount Expended</b>	
Road Projects*	\$	125,000
Transfer to Senior Transportation	\$	283,208
Transfer to Vehicle Fund	\$	115,000
Building Cost	\$	<u>89,362</u>
<b>Total Surplus Used</b>	<b>\$</b>	<b>612,570</b>
<b>Remaining Surplus</b>	<b>\$</b>	<b>(298,939)</b>

<b>YEAR THREE (FY 13/14)</b>		
<b>Beginning Surplus Balance</b>	<b>\$</b>	<b>(298,939)</b>
<b>Project</b>	<b>Amount Expended</b>	
Road Projects*	\$	125,000
Transfer to Senior Transportation	\$	283,208
Transfer to Vehicle Fund	\$	115,000
Building Cost	\$	<u>89,362</u>
<b>Total Surplus Used</b>	<b>\$</b>	<b>612,570</b>
<b>Remaining Surplus</b>	<b>\$</b>	<b>(911,509)</b>

\*Road projects that are above an annual budget of \$75,000. This assumes a \$200,000 project per year.

**Scenario Two: Road and Bridge Surplus 3-Year Review without a Building Purchase**

<b>YEAR ONE (FY 11/12)</b>		
<b>Beginning Surplus Balance</b>	<b>\$</b>	<b>2,326,201</b>
<b>Project</b>	<b>Amount Expended</b>	
Road Projects*	\$	125,000
Transfer to Senior Transportation	\$	283,208
Transfer to Vehicle Fund	\$	<u>115,000</u>
<b>Total Surplus Used</b>	<b>\$</b>	<b>523,208</b>
<b>Remaining Surplus</b>	<b>\$</b>	<b>1,802,993</b>

<b>YEAR TWO (FY 12/13)</b>		
<b>Beginning Surplus Balance</b>	<b>\$</b>	<b>1,802,993</b>
<b>Project</b>	<b>Amount Expended</b>	
Road Projects*	\$	125,000
Transfer to Senior Transportation	\$	283,208
Transfer to Vehicle Fund	\$	<u>115,000</u>
<b>Total Surplus Used</b>	<b>\$</b>	<b>523,208</b>
<b>Remaining Surplus</b>	<b>\$</b>	<b>1,279,785</b>

<b>YEAR THREE (FY 13/14)</b>		
<b>Beginning Surplus Balance</b>	<b>\$</b>	<b>1,279,785</b>
<b>Project</b>	<b>Amount Expended</b>	
Road Projects*	\$	125,000
Transfer to Senior Transportation	\$	283,208
Transfer to Vehicle Fund	\$	<u>115,000</u>
<b>Total Surplus Used</b>	<b>\$</b>	<b>523,208</b>
<b>Remaining Surplus</b>	<b>\$</b>	<b>756,577</b>

\*Road projects that are above an annual budget of \$75,000.  
This assumes a \$200,000 project per year.