



240 S. Route 59
Bartlett, Illinois 60103

Regular Meeting of Township Board

May 4, 2010

7:00 PM

A G E N D A

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Town Hall (Public Comments)
- V. Presentations
 - A. Volunteer Recognition – Passport Day in the USA and Community Shred
 - B. Interview with Committee for Senior Citizen Services Candidate
- VI. Supervisor’s Report
- VII. Clerk’ Report
 - A. Approve Regular Meeting Minutes of April 20, 2010
 - B. Approve Special Meeting Minutes of April 20, 2010
 - C. Approve Executive Session Minutes of April 20, 2010
- VIII. Highway Commissioner’s Report
- IX. Assessor’s Report
- X. Trustee Liaisons’ Committee Reports
- XI. Treasurer’s Report
- XII. Bill Paying
- XIII. Unfinished Business
- XIV. New Business
 - A. National Nurses Week Proclamation
 - B. Motorcycle Awareness Month Proclamation
 - C. Approval of Financial Services Agreement
 - D. Approval of IMRF Resolution Regarding Retirement Health Savings Plans
- XV. Executive Session

XVI. Workshop – Senior Transportation Update

XVII. Other Business

XVIII. 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 4/21/10 to 5/4/10

Total Town Fund	53,397.75
Total Senior Center	32,583.34
Total Welfare Services	1,750.40
Total Road and Bridge	6,868.73
Total Mental Health Board	86,996.52
Total Retirement	
Total Vehicle	
Total Capital	4,777.00
Total All Funds	<u><u>186,373.74</u></u>

** This summary reflects the amounts on the FY 10 and the FY 11 listing.

The above has been approved for payment this 4th day of May 2010

Supervisor

Town Clerk

Trustee

Trustee

Trustee

Trustee



H Proclamation

National Nurses Week 2010

Whereas nearly 2.9 million registered nurses in the United States comprise our nation's largest health care profession, and 2.4 million of the are actively 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 "Nursing: Caring Today for a Healthier Tomorrow," 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 4th day of May, 2010

In Witness Whereof, we have hereunto to 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

Trustee Howard Krick

Trustee Sandra Westlund-Deenihan

Seal of
Hanover
Township



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roclamation

Motorcycle Awareness Month - May 2010

Whereas safety is the highest priority for the highways and streets of Hanover Township and of the State of Illinois; and,

Whereas the great State of Illinois is proud to be a national leader in motorcycle safety, education and awareness; and

Whereas motorcycles are a common and economical means of transportation that uses less fuel and creates less road wear, and contributes in a significant way to the relief of traffic and parking congestion; and

Whereas it is especially important that the citizens of Hanover Township and Illinois be aware of motorcycles on the roadways and recognize the importance of motorcycle safety; and

Whereas the members of A.B.A.T.E. of Illinois, Inc., continually promote motorcycle safety, education and awareness in high school drivers' education programs and to the general public in our township and state, presenting motorcycle awareness programs to over 100,000 participants in Illinois in the past four years; and

Whereas all motorcyclists should join A.B.A.T.E. of Illinois, Inc. in actively promoting the safe operation of motorcycles, as well as promoting motorcycle safety, education and awareness to the citizens of our township and state; and

Whereas the motorcyclists of Illinois have contributed extensive volunteerism and money to national and community charitable organizations; and

Whereas during the month of May, all roadway users should unite in the safe sharing of roadways within the township and throughout the great State of Illinois.

Therefore, I, the Supervisor, in Hanover Township, County of Cook, in the great State of Illinois, in recognition of the 24th Anniversary of the efforts of A.B.A.T.E. of Illinois, Inc., and the over 614,682 registered motorcyclists statewide, and in recognition of the continued role Illinois serves as a leader motorcycle safety, education and awareness, do hereby proclaim the month of May, this year 2010, as Motorcycle Awareness Month in Hanover Township and urge all motorists to join in an effort to improve safety and awareness on our roadways.

Dated this 4th day of May, 2010

In Witness Whereof, we have hereunto to 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

Trustee Howard Krick

Trustee Sandra Westlund-Deenihan

Seal of
Hanover
Township

Governmental Accounting, Inc.

Accounting Services & Applications
1853 Tweed Road
Inverness, IL 60067
847-991-3909 Fax 847-991-3138

March 31, 2010

Brian McGuire, Supervisor
James Barr, Administrator
Hanover Township
250 South Route 59
Bartlett, Illinois 60103

Dear Mr. McGuire:

We are very pleased that the Hanover Township has requested our firm to provide a comprehensive financial services plan. Our history with the Township, knowledge of the budget and tax levy, and familiarity with your systems puts us in a unique position to offer a more complete financial package which complements the services we currently provide to the Township.

SERVICES

Cash Management

- a) Set-Up All Bank Accounts and Investments (As Needed)
- b) Monitor All Bank Account Balances (Weekly)
- c) Facilitate and Research Investments (As Needed)
- d) Report Interest Rates and Maturities (Monthly)
- e) Transfer Monies Between Money Market and Checking to Avoid Overdraft (Weekly)
- f) Prepare and Review Deposits (Weekly) - **NEW**

Accounts Payable

- a) Provide Set-Up, Segregation and Oversight of Departmental Store Accounts (Weekly) - **NEW**
- b) Prepare Invoices for Approval (Weekly)
- c) Process and Print GA Checks (Monthly)
- d) Year-end 1099 & 1096 Processing (Yearly)

Payroll

- a) Provide Review of New Hire Set-Up (As Needed)
- b) Make Payroll Adjustments to Benefit Deductions (Biweekly)
- c) Provide Step and Pct. Increases (As Needed)
- d) Provide Retroactive Increases (As Needed)
- e) Process Payroll for Full-Time and Part-Time Employees (Biweekly)
- f) Print Checks (Biweekly)
- g) Prepare all Withholdings / Garnishments (Biweekly)
- h) Federal and State Tax Payments (Biweekly)
- i) IMRF Payments and Reporting (Monthly)
- j) Federal 941, State 941 and IDES Contribution and Wage Report (Quarterly)
- k) Year-end W-2 & W-3 Processing (Yearly)

General Ledger

- a) Property Tax Receipts, Personal Property Replacement Taxes and Interest Journal Entries (Monthly)
- b) Bank Reconciliations (Monthly)

- c) Compile Monthly Financial Statements (Monthly)
- d) Review of Budget v. Actual (Monthly)
- e) Prepare and Email Monthly Financials to Department Heads and Finance Committee (Monthly)

Budgets

- a) Create Individual Budget Submissions (3 Weeks)
- b) Compile Budget Worksheets and Review with Budget Team (4 Weeks)
- c) Compile Detailed Budget (1 Weeks)
- d) Compile Summary and Property Tax Budgets (1 Weeks)
- e) Present Proposed Budget to the Board (Yearly)
- f) Create Budget Ordinance (Yearly)
- g) Chart of Account Maintenance for Account Changes (Yearly)

Levy

- a) Compute Tax Levy Figures (Yearly)
- b) Present Proposed Tax Levy to the Board (Yearly)
- c) Create Tax Levy Ordinance (Yearly)

Audit

- a) Work with Auditors (Yearly)
- b) Review and Enter All Audit Adjustments (Yearly)
- c) Reconcile Audit with Books
- d) Preparation of Treasurer's Report (Yearly)

Special Projects

- a) Motor Fuel Tax Rebate (Yearly)
- b) FOIA Requests (As Needed)
- c) Prepare and Report on Senior Committee Finances (Monthly) - **NEW**
- d) Coordinate and print Senior Committee Checks (Weekly) - **NEW**

FEES & CHARGES

We will provide these services for \$4,833.33 per month. Fees are payable as of the first of each month.

CONTRACT TERMINATION

Notwithstanding any legal requirement to the contrary, the Township may terminate the contract with or without cause on 30 days written notice.

We appreciate the opportunity to serve Hanover Township, and look forward to continuing a long and mutually beneficial relationship.

Sincerely,



Lee J. Howard, CPA - President

RESOLUTION 0504101

**A RESOLUTION APPROVING THE AGREEMENT
BETWEEN HANOVER TOWNSHIP AND GOVERNMENTAL ACCOUNTING, INC.**

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

SECTION ONE: That the Agreement between Hanover Township and Governmental Accounting, Inc. for financial services (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, 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: 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 FOUR: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: 5 Supervisor McGuire, Trustees Benoit, Burke, Krick, and Westlund-Deenihan

NAYS: 0

ABSENT: 0

PASSED: May 4, 2010

APPROVED: May 4, 2010

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 0504101, enacted on May 4, 2010, and approved on May 4, 2010, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



Suggested resolution to include compensation directed into a Retirement Health Savings Plan as IMRF earnings

IMRF Form 6.73 (Rev. 04/03)

PLEASE ENTER Employer IMRF I.D. Number
05785

RESOLUTION

Number 0504102

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund may not include certain forms of compensation directed into a Retirement Health Savings Plan; and

WHEREAS, the governing body of an IMRF participating unit of government may elect to include in IMRF earnings all compensation directed into a Retirement Health Savings Plan; and

WHEREAS, the _____ Board _____ of the
BOARD, COUNCIL, etc.

_____ Township of Hanover _____ is authorized to include
EMPLOYER NAME
compensation directed into a Retirement Health Savings Plan as earnings reportable to IMRF and it is desirable that it do so.

NOW THEREFORE BE IT RESOLVED that the _____ Board _____ of the
BOARD, COUNCIL, etc.

_____ Township of Hanover _____ does hereby elect to
EMPLOYER NAME
include as earnings reportable to IMRF compensation directed into a Retirement Health Savings Plan

effective May 4, 2010 .
EFFECTIVE DATE

BE IT FURTHER RESOLVED that the _____ Township Clerk _____ is authorized and directed
CLERK OR SECRETARY OF THE BOARD
to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

CERTIFICATION

I, Katy Dolan Baumer, the _____ Clerk _____
NAME CLERK OR SECRETARY

of the Township of Hanover of the County of Cook,
EMPLOYER NAME COUNTY

State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy

of a resolution duly adopted by its Township Board of Trustees at a meeting duly convened
GOVERNING BODY

and held on the 4th day of May, 2010.

SEAL

CLERK OR SECRETARY OF THE BOARD

Illinois Municipal Retirement Fund

Suite 500, 2211 York Road, Oak Brook Illinois 60523-2337
Service Representatives 1-800-ASK-IMRF (1-800-275-4673)

www.imrf.org