



240 S. Route 59, Bartlett, Illinois 60103

**Meeting of Town Board**  
**July 19<sup>th</sup>, 2011**  
**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. Veterans Honor Roll
    - A. SP4 Ronald V. Brandt
    - B. SP4 Douglas W. Conner
- V. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Highway Commissioner’s Report
  - D. Assessor’s Report
  - E. Treasurer’s Report
  - F. Trustees’ Committee Reports
  - G. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Approval of Regular Meeting Minutes of July 5, 2011
  - B. Approval of Executive Session Minutes of July 5, 2011
  - C. Approval of Resolution Directing the Deposit of Funds into the Crisis Care Accountant from the Prescription Discount Program
  - D. Approval of Resolution Authorizing CEDA Agreements
- IX. Executive Session
- X. Other Business
- XI. 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.**

# OFFICE OF THE CLERK



Report for June, 2011

SERVICE PROVIDED	JUNE 2011	JUNE 2010	FYTD 2012	FYTD 2011
<i>Passports</i>	134	149	465	470
Photo Fees	\$355	\$680	\$1,360	\$1,920
Total Passport Fees & Photo Fees	\$3,675	\$3,615	\$13,090	\$11,995
<i>Cook County Vehicle Stickers</i>	141	172	165	182
<i>Fishing/Hunting Licenses</i>	20	17	94	77
Fishing/Hunting Agent Fees	\$4.50	\$15.50	\$69.25	\$65.50
<i>Handicap Placards</i>	28	29	79	77
<i>Voter Registration</i>	1	11	7	199
<i>FOIA Request</i>	4	1	7	3
<i>Telephone Inquiries</i>	203	-	753	-

## Department Highlights

- Clerk Katy Dolan Baumer submitted “Clerk Weekly Communiqué” to Supervisor and Trustees.
- **Cook County Vehicle Stickers:** Office has been busy with issuance of the Cook County Vehicle Stickers, as they must be displayed by July 1. After July 1 there will be a late penalty charge equal to the price of the sticker or \$25, whichever is greater.
- Staff meeting was on June 24. Reviewed FY2012 Action Plans and discussed the daily operations in the office as well as upcoming events.
- Office received modifications of Application for Authority to Dispose of Local Records No. 94:021C for the Amendment of Record Series title or minimum retention period (approved by the Local Records Commission of Cook County on June 14, 2011) for several items.
- Prevailing Wage Ordinances for Hanover Township, Hanover Township Road District, and Hanover Township Mental Health Board were filed with the Secretary of State Index Division and Department of Labor of the State of Illinois.
- SEI responses now available on the public portal for Cook County Statement of Economic Interests online [cookcountyclerk.com/ethics/econinterest/](http://cookcountyclerk.com/ethics/econinterest/).
- Mental Health Board Ordinance No. 2011-1 Adopting the Hanover Township Mental Health Board Identity-Protection Policy filed in our office.
- Proposal and Agreement for Pavement Rehabilitation/Resurfacing Program – Old Lake Street and Dale Drive were executed between Hanover Township Road District and Gewalt Hamilton Associates, Inc. The addendum and revised proposal were e-mailed to the company by Attorney Mraz. Filed in our office.
- Clerk Dolan Baumer administered oath to the new COY members on June 27.
- **Professional Development:** Deputy Clerk Crespo attended TOI Education in Lisle on June 23.
- **Clerk’s Events:** Clerk Dolan Baumer presented Storytime at the Library on June 24; this event went very well.
- **Community Outreach:** Our office will participate at the Community Character Expo at the Senior Center on July 20. Clerk Katy Dolan Baumer will present “Storytime at the Library” on July 22 at the Poplar Creek Library.
- **Streamwood Summer Celebration:** July 29-July 31
- **Clerk’s Saturday Office Hours:** Our next Saturday schedule will be August 6.
- The next Breakfast with the Board is schedule on October 1.

### Office of the Clerk Mission Statement:

The Clerk's office is continuously striving to provide fast, courteous service to Township residents, Board members, other departments and citizens through the most modern and cost effective methods available; and to maintain the township records in a systematic, orderly, logically organized and accessible manner.

# DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for June, 2011

SERVICE PROVIDED	JUNE 2011	JUNE 2010	FYTD 2012	FYTD 2011
<i>Website Visits</i>	5,690		14,965	
<i>Facebook Likes</i>	0		529	
<i>Media Releases</i>	6		16	
<i>Technology work orders</i>	31		98	
<i>Resident Contacts</i>	1,668		5,770	
<i>Percent of Budget Expended (25% of year)</i>	5.5%	5.2%	13.4%	12.7%
<i>Grant application submissions</i>	1		2	

## Department Highlights

- Operation Support Our Troops: Freedom Bash 2011 was held on June 10 and 11.
- The Township hosted Relay For Life on June 17.
- The application for the state liquor license has been submitted. Staff is working on a liquor operations plan for the Senior Center.
- Staff met with representatives of Elgin to tour the Elgin Recreation Center on June 7.
- Capital improvements update: The biodiesel emergency generator has been installed in the Senior Center. The Food Pantry renovation plans are being reviewed by the Village of Hanover Park and Cook County. The expected bid date for this project is mid-August. The lower level renovation plans are being reviewed by the Village of Bartlett. The expected bid date for this project is early October.
- Environmental Sustainability Workgroup update: Encouraged all employees to print on both sides of the paper and by doing this the Township could potentially decrease paper usage by 25,692 sheets per year. After extensive research, it was determined that eliminating paper towels from the Township bathrooms and installing hand air-dryers is both fiscally and environmentally efficient. Hand air-dryers will be phased in as new construction and renovations occur. Information will be provided to employees at the annual all-staff picnic on July 19. There will be information, brochures and interactive displays available for employees.

### *Hanover Township 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.*

# OFFICE OF THE ASSESSOR

Report for June 2011

SERVICE PROVIDED	JUNE 2011	JUNE 2010	FYTD 2012	FYTD 2011
<i>Administration</i>				
Office visits	256	356	1053	5477
Building permits processed	484	1659	761	10678
Sales recording	131	112	313	860
Change of Name*	3	59	212	1744
Property tax appeals	-	77	183	883
Certificate of Errors	69	66	202	1054
Property location updates	1	3	29	12
New owner mailings	177	86	271	796
Long time occupants*	52	98	85	300
<i>Exemptions</i>				
Home owner exemptions	14	21	70	196
Senior home owner exemptions	46	7	187	297
Senior freeze exemptions*	29	21	111	903
Miscellaneous exemptions	26	19	133	208
<i>Foreclosures</i>	55		124	46

\* Denotes notary requirement

## Department Highlights

- Extended Tuesday hours, open until 6:00 p.m., JUNE had a total of 4 visitors after 4:30.

### *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.*



# DEPARTMENT OF EMERGENCY SERVICES

Report for June, 2011

SERVICE PROVIDED	MAY 2011	MAY 2010	FYTD 2012	FYTD 2011
<i>Volunteers</i>				
Total volunteers	28		27	
New volunteers	3		6	
Volunteer hours	429		778.5	
<i>Training</i>				
Total hours	126.5		355	
<i>Details</i>				
Township events	4		9	
Municipal Event Assistance	2		8	
Emergency call outs	8		20	
Miscellaneous	1		9	

## Department Highlights

- Significant inroads were made toward becoming a routinely used emergency service support resource. Hoffman Estates and Streamwood Police Departments are calling us on a regular basis. Bartlett Police have been utilizing us regularly for pre-planned events as well.
- Emergency services staff time for the two major township sponsored events was substantial as it was with many other Township departments. Operation Support our Troops and the Relay for Life were well staffed and were successful events.
- Staff recognition/awards were awarded at the June 8<sup>th</sup> training night.
- Director Palmer attended the Illinois Public Health Preparedness Summit and conference in Lombard.
- I met with an ILEAS representative. We are jointly working on getting the Emergency Services Unit utilized as a resource to other agencies. While we cannot be listed as a law enforcement agency, we are exploring an addendum to their list for supporting resources such as is offered by Hanover Township Emergency Services.
- Training during the month resulted in an additional 126.5 hours to the volunteers.

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# DEPARTMENT OF FACILITIES & MAINTENANCE

Report for June 2011

SERVICE PROVIDED	JUNE 2011	JUNE 2010	FYTD 2011	FYTD 2010
<i>Administration</i>				
Vehicle service calls	20		107	
Work orders	54		306	
Event set-ups/tear downs	137		669	
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	3.103		16.183	
Town Hall	9,360		58.200	
Senior Center	46.555		204.245	
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	59.53		2867.71	
Town Hall	92.82		4982.93	
Senior Center	932.84		12400.82	

## Department Highlights,

- 1) Started the remodeling of the resource center.
- 2) Completed the generator installation.
- 3) Evaluating and inspections of the possible Espo building.

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# HIGHWAY DEPARTMENT

Report for January, 2011



SERVICE PROVIDED	JUNE 2011	JUNE 2010	FYTD 2011	FYTD 2010
<i>Spring Season</i>				
Continue cutting Grass				
Spray Township/Subdivision with Herbicide				
<i>Summer Season</i>				
Branch pick-up (truckloads)	10		31	

## Department Highlights

- Successfully cleaned up after a major rain/wind storm
- Installed check valve in Sherwood Oaks to improve water placement

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# OFFICE OF THE MENTAL HEALTH BOARD

June 2011 Report

SERVICE PROVIDED	JUNE 2011	JUNE 2010	FYTD 2012	FYTD 2011
<i>Grant Funding</i>				
Ongoing clients	326	605	710	1150
New clients	110	222	838	1408
Clients served (Unduplicated)	436	827	1548	2258
<i>TIDE</i>				
Participants	8	NC	12	NC
Rides	144	NC	410	NC
<i>Resource Center</i>				
Organizations providing services	7	6	7	6
Clients served	42	93	187	299

## Department Highlights

- Renovations started at the Resource Center in June. Under the direction of Director Spejcher, the renovations will be done in 3 phases in order to limit disruption to the agencies that meet clients there on a regular basis.
- Worked with all agencies in coordination with the Facilities and Maintenance Department to relocate agencies as needed during renovations. Held pre-construction meeting to answer questions and ensure a smooth transition.
- Working with Environmental Sustainability Committee to implement their suggestions for environmentally friendly appliances in the Resource Center.
- Attended Care for the Underserved Coalition to inform area agencies on upcoming events at the Township as well as grants that are available through the Mental Health Board.
- Met with Mental Health Board Secretary to discuss 3-year plan as well as to review auditing procedures for funded agencies. Audits will begin in the next couple weeks and presented to the Mental Health Board at their September meeting.
- Annual informational meeting for FY12 Mental Health Grants will be held at Poplar Creek Library on Tuesday July 19. The meeting will review the new application procedures for the FY13 fiscal year. FY13 grants are due at the end of September and will be reviewed in October.

### *Mental Health Board Mission Statement:*

*The mission of the Hanover Township Mental Health Board is to advocate for increasing the availability and quality of mental health services through the development of a comprehensive and coordinated system of effective and efficient program delivery, accessible to all residents of Hanover Township*

# OFFICE OF COMMUNITY HEALTH

Report for June, 2011

SERVICE PROVIDED	JUNE 2011	JUNE 2010	FYTD 2012	FYTD 2011
<i>Appointments</i>				
ProTimes	15		64	263
TB skin test	27		40	248
Cholesterol	3		23	133
Pharmaceutical Assistance Programs	11		54	N/C
Miscellaneous labs	15		38	N/C
Other	39		174	734
Total (unduplicated)	110		364	1425
<i>Clinic Clients</i>				
Victory Centre of Bartlett	16		51	171
Glendale Terrace	5		24	125
Elgin Recreation Center	-		-	38
Clare Oaks	9		22	76
Astor Avenue	13		48	198
Total (unduplicated)	43		145	608
<i>Public Education &amp; Health Promotion</i>				
Media coverage	3		10	N/C
Informational seminars	5		12	N/C
<i>Primary Care Provider Support</i>	17		57	N/C
<i>Phone Triage</i>	624		1845	N/C
<i>Embracelet Program</i>	10		33	N/C

## Department Highlights

- Provided First Aid for Relay for Life
- Working on Exposure Control Plan for Hanover Township
- Working on implementing/Marketing Smart 911 program with other village municipalities
- Attended American Public Health Association Midyear summit
- Summer Alternative Program Presentation given on Stress relief and nutrition
- Voluntary Public Health Accreditation Update Webinar with Becky S.
- CPR and BBP training sessions scheduled and being done by OCH for all Township staff in need

### *Office of Community Health Mission Statement:*

*The Office of Community Health is focused on the health and wellbeing of the residents of Hanover Township. Services are offered to assist individuals in making decisions to achieve optimal functioning within their environment and to provide choices for our residents to maintain and build a healthier community for all of Hanover Township*

# DEPARTMENT OF SENIOR SERVICES

Report for June, 2011

SERVICE PROVIDED	JUNE 2011	JUNE 2010	FYTD 2012	FYTD 2011
<i>Programming Division</i>				
Planned programs	115	104	223	283
Participants	1536	1550	2988	4330
Wait listed (unduplicated)	44	98	254	315
Art & Computer classes	50	54	100	152
Art & Computer class participants	447	499	955	1421
New volunteers	2	5	7	12
Total volunteers	110	84	358	322
Volunteer hours reported	1478	1379	3069	3530
Meals delivered by volunteers	1051	1207	3132	3681
<i>Social Services Division</i>				
Clients served (unduplicated)	165	157	565	485
Energy Assistance	5	2	38	27
Prescription drugs & health insurance assistance	187	216	561	707
Public Aid	21	22	63	50
Social Service programs	10	12	29	34
Social Service program participants	115	141	386	364
Lending Closet transactions	52	105	160	211
<i>Transportation Division</i>				
One way rides given	1499	1511	4208	4445
Individuals served (unduplicated)	200	230	631	686
New riders	11	22	37	58
Unmet requests for rides	13	49	34	155

## Department Highlights

- Social Services Manager attended the Make Medicare Work Coalition (MMW) Conference Call which focused on the potential changes of decreasing the income guidelines for the Circuit Breaker/Illinois Cares Rx program that is expected to take place in September. In addition, Age Options provided ways to help navigate and assist our clients with the projected changes and possible changes in their prescription drug coverage.
- Our Social Services Team received their second SHIP (Senior Health Insurance Program) Stipend in the amount of \$2,069.
- Social Services has gained 3 new Medicare Counselors (in addition to our 4 Circuit Breaker Volunteers) who successfully attended the 5 day SHIP (Senior Health Insurance Program) Training in June.
- Computers: Mail Merge, Word, Skype, EBay, Couponing, How to Buy a New Computer.
- Arts & Crafts: Hand Painted Scarves, Painted Canvas Dinnerware, Water Color, Sail boating trip on Lake Michigan for inspiration in Oil Painting class.
- Programming: Taylor Marie Fashion Show, Lunch/Learn about Pakistan, Broadway Bound; Drury Lane, Spirit of Chicago/Navy Pier, Wild Rose Casino
- The T.R.I.P. program: Ride request went up 15 % compared with May 2011. There are now 285 clients registered with the program.
- Transportation starting providing rides for Youth and Family Services Open Gym on Friday, June 17, and The Summer Alternatives Program on Thursday, June 21<sup>st</sup>.
- On Wednesday, June 22<sup>nd</sup> and Tuesday, June 28<sup>th</sup> Transportation Manager and Dispatcher went to observe dispatch and scheduling methods at Wheeling Township and Palatine Townships.

### *Senior Services Mission Statement:*

*With respect, innovation and a dedication to excellence, Senior Services is committed to facilitating programs and services that promote independence, a sense of community, and well being for mature adults in Hanover Township.*

# DEPARTMENT OF WELFARE SERVICES



Report for June, 2011

SERVICE PROVIDED	JUNE 2011	JUNE 2010	FYTD 2011	FYTD 2010
<i>General Assistance</i>				
General Assistance clients	16		37	
General Assistance appointments	42		122	
Emergency Assistance appointments	16		42	
Emergency Assistance approved	6		17	
<i>LIHEAP Applications</i>				
Office	Closed		123	
Circuit Breaker	3		8	
<i>Social Services</i>				
ComEd hardships	15		31	
Weatherization – 1/18-2/18	5		15	
<i>Food Pantry</i>				
Served	743		2216	
New applications	82		220	
Food Donations	68		176	
<i>Community Center Walk-Ins</i>	386		1146	

Additional Applications Include: • 3 Pending GA Applicants; • 9 Pending EA Applicants

## Department Highlights:

- Astor Avenue Staff and Office of Community Health Staff presented to 50 DHS employees on services provided by Hanover Township. Since this meeting we have begun receiving referrals as well as have been invited to participate in other community events with them. Beginning in September DHS will schedule office hours quarterly at Astor Avenue to meet with clients and discuss services.
- Summer Lunch program began and 60 children daily are offered free lunches provided at no charge to the township from the Northern Illinois Food Bank.
- The Community Resource Group continues in Welfare Services. July's topic is how to be grateful and changing your outlook on life by Om Jahari, PhD. Interest in these groups continues to grow in the community.
- In cooperation with the Office of Community Health and KidCare Medical a school physical clinic was held at Astor Avenue and was very successful with more than 25 children completing school physicals in 3 hours. We will continue to work with the Office of Community Health to try and offer more clinics at Astor Avenue.
- As we continue to serve our community I am pleased to report that CEDA has filled one of their housing units with a homeless family from Hanover Township. They officially have moved in and are relieved to have a safe place to sleep at night. The United Church of Christ in Streamwood has helped this family furnish their new apartment.
- I have been elected to CEDA's Executive Board as Treasurer. I am excited to learn more about our community partner and how we can better serve our community together.
- There's still time to reserve your seat on the Fox River Queen Riverboat Cruise to benefit the Hanover Township Foundation set to sail on July 23<sup>rd</sup>.

### *Welfare Services Mission Statement:*

*Hanover Township Welfare Services is committed to improving the welfare of Hanover Township residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.*

# DEPARTMENT OF YOUTH AND FAMILY SERVICES



Report for June, 2011

SERVICE PROVIDED	JUNE 2011	JUNE 2010	FYTD 2012	FYTD 2011
<i>Outreach &amp; Prevention</i>				
Open Gym participants	1121	1617	2446	2778
Open Gym participants (unduplicated)	419	477	630	730
Alternative to Suspension referrals	24	0	36	0
Alternative to Courts referrals	0	0	0	0
<i>Clinical</i>				
Therapy clients (total)	266	269	587	873
Therapy clients (unduplicated)	21	20	163	159
Total families	48	34	147	184
New families	6	5	18	9
Clinical hours	203	170	697	608
Group session participants	69	0	358	23
<i>Tutoring Participants</i>				
Total	24	19	128	102
Unduplicated	20	12	88	12

## Department Highlights:

- Summer Alternative Program is going well – participants are learning about differences while forming group cohesion and pro-social skills. The group is planning on having a fundraiser car wash on Thursday, July 28, 2011, 12:00 – 3:00PM on the south side of the Township Administration Building. Funds raised will be used to help cover the group’s final field trip.
- Summer Alternatives Program will be having a field day at the Township campus on August 2, 2011, 1:00 – 3:30PM. Various teambuilding games and water games will be occurring – the participants wish to extend an initiation to the Township Board – come prepared to get possibly wet.
- Summer Open Gym Field Trip Fridays has been a great addition to the Program – participants have enjoyed museums, swimming, and rock climbing excursions to name a few.
- John Parquette, LCSW, has been invited to participate on the School District U-46 Leadership Team starting in the fall.
- Tor Evans, MS., completed his internship, graduated, and was hired on as a full time family therapist, July 1, 2011.
- Deanna Aister, LSW, has transitioned to a full time therapist position on June 28, 2011.
- Youth and Family Services has been interviewing for a bilingual (English/Spanish) full time family therapist – second round interviews to start on 7/19/11.
- Outreach and Prevention Services staff received in-service training on youth job incubators and community development.
- Hanover Township and participants from the Oak Hill Elementary School Open Gym site participated at the 2011 Association of Illinois Township Committees on Youth Summer Olympics on 7/12/11.

### *Youth & Family Services Mission Statement:*

*The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. This is accomplished by providing services which help to strengthen families, to provide outreach to children and teens at risk of school failure and delinquency, and to contribute to the building up of a healthier community for all Township youth.*

**Hanover Township**  
Board Audit Report  
From 7/6/11 to 7/19/11

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	20,391.69	1,040.00	21,431.69
Total Senior Center	13,425.78		13,425.78
Total Welfare Services	1,199.06		1,199.06
Total Road and Bridge	3,830.44		3,830.44
Total Mental Health Board	100,576.53	2,300.00	102,876.53
Total Retirement	0.00		
Total Vehicle	0.00		
Total Capital	12,850.00		12,850.00
Total All Funds	<u>152,273.50</u>	<u>3,340.00</u>	<u>155,613.50</u>

The above "Subtotal" column has been approved for payment this 19th day of July 2011.

The above "Total" column has been approved for payment this 19th day of July 2011.

\_\_\_\_\_  
Supervisor

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

\_\_\_\_\_  
Supervisor

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

\_\_\_\_\_  
Trustee

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION DIRECTING THE DEPOSIT OF FUNDS INTO  
THE COMMUNITY HEALTH FUND CRISIS CARE LINE ITEM**

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**WHEREAS**, on July 5, 2011, the Supervisor and Board of Trustees (the “Township Board”) of Hanover Township (the “Township”) approved and adopted Resolution \_\_\_\_\_, “A Resolution Approving of a Marketing Agreement between Hanover Township and Financial Marketing Concepts Inc.”, pursuant to which Financial Marketing Concepts, Inc. (“FMC”) will, in part, provide Coast2Coast Rx discount prescription cards to the Township, Township residents, participating pharmacies in the Township, and other governmental offices designated by the Township, which will result in substantial savings relative to the purchase of prescription drugs using said discount cards (the “Coast2Coast Discount Card Program”); and

**WHEREAS**, the Township Board has determined that it is in the best interest of the Township that any fees, revenues, royalties and/or other funds received by the Township relative to the Coast2Coast Discount Card program (the “Coast2Coast Discount Card Program Funds”) be deposited into the Township’s Community Health Fund, Crisis Care line item, in order to further expand the crisis care services provided by the Township’s Office of Community Health as authorized by Section 85-13 of the Township Code (60 ILCS 1/85-13);

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

**SECTION ONE:**                   The Township Board hereby approves and directs that any and all Coast2Coast Discount Card Program Funds (as defined in the recitals above)

be deposited into the Township's Community Health Fund, Crisis Care line item, in order for the Office of Community Health to further provide crisis care services for Township residents as authorized by Section 85-13 of the Township Code (60 ILCS 1/85-13), pursuant to the Township Board's budgetary authority (60 ILCS 1/80-60 and 50 ILCS 330/1, *et seq.*).

**SECTION TWO:** The Township Supervisor and Township Administrator are authorized to perform such acts as necessary to deposit the Coast2Coast Discount Card Program Funds into the Township's Community Health Fund, Crisis Care line item, in accordance with Section One.

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: July 19, 2011

APPROVED: July 19, 2011

\_\_\_\_\_  
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 July 19, 2011, and approved on July 19, 2011, as the same appears from the official records of Hanover Township.

\_\_\_\_\_  
Katy Dolan Baumer, Township Clerk

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION APPROVING OF CONTRACT EXTENSIONS BETWEEN HANOVER TOWNSHIP AND COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATION OF COOK COUNTY, INC. REGARDING OPERATION OF LIHEAP, LIHEAP/ES FURNACE AND WEATHERIZATION INTAKE SITES AND ENERGY SERVICE CENTERS**

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

**SECTION ONE:** That the Agreements between Hanover Township (the “Township”) and Community and Economic Development Association of Cook County, Inc. (“CEDA”), pursuant to which the Township operates CEDA Low Income Home Energy Assistance Programs (LIHEAP), LIHEAP/ES Furnace and Weatherization Intake Sites and CEDA Energy Service Centers at the Hanover Township Astor Avenue Community Center (the “Community Center”) and the Hanover Township Senior Center, copies of which are attached hereto and incorporated herein (collectively, the “Contract Extension Agreements”) are hereby approved contingent upon approval by the Township attorney.

**SECTION TWO:** The Hanover Township Supervisor is hereby authorized to sign the Contract Extension Agreements on behalf of the Township, and the Township Supervisor is further authorized to perform all acts necessary for the Township’s use and operation of CEDA LIHEAP, LIHEAP/ES Furnace, and Weatherization Intake Sites and Energy Service Centers as provided in Section One above following approval of the Contract Extension Agreements by the Township attorney.

**SECTION THREE: SEVERABILITY.** The various provisions of this Resolution are to be considered as severable and if any part or portion of this Resolution

shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED                July 19, 2011

APPROVED            July 19, 2011

\_\_\_\_\_  
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 July 19, 2011, and approved on July 19, 2011, as the same appears from the official records of Hanover Township.

\_\_\_\_\_  
Katy Dolan Baumer, Township Clerk

EXHIBIT A

**SCOPE OF WORK**

**I. DURATION**

Subject to the applicable termination provisions listed in **Paragraph X** of this document this agreement shall remain in effect for LIHEAP from **September 1, 2011 and August 31, 2012** or until such time as all Low Income Home Energy Assistance Program funds have been exhausted.

Subject to the applicable termination provisions listed in **Paragraph X** of this document this agreement shall remain in effect for Weatherization from **July 1, 2011 and June 30, 2012** or until such time as all Weatherization funds have been exhausted.

**II. SCOPE OF SERVICES**

This agreement limits the Contractor's authority to the acceptance of applications and the provision of outreach and referral services in relation to the CEDA LIHEAP, PIPP, ES Furnace and Weatherization programs. Contractor is not an agent of CEDA. Contractor is not empowered to act, on behalf of CEDA nor does it permit the Contractor to make any commitments on behalf of CEDA.

Contractor will act as a CEDA LIHEAP and Weatherization Intake Site to provide outreach, education, enter applications into STARS and LIHEAP.net and make referrals for all Energy Assistance and other programs available including the Summer Cooling program, if funds are made available.

The Contractor in the execution of its duties as a LIHEAP, PIPP, ES Furnace Intake site will:

- a) Provide outreach, intake, information and referral to income eligible households for the all the components of the Low Income Home Energy Assistance Program including the Percentage of Income Payment Program (PIPP).
- b) Provide necessary personnel to function as Energy Services Technicians. The responsibilities of the Energy Services Technicians will include outreach, intake, and information and referral to prospective CEDA program applicants.
- c) Ensure that staff will interview prospective applicants to determine the accuracy and validity of the information provided by the applicant.
- d) Ensure that staff will attend all training sessions and meetings required by CEDA.
- e) Ensure that only staff which have been trained in all aspects of the intake process, who have received training certifications, STARS and LIHEAP.net passwords by CEDA are permitted to complete the program applications.
- f) Ensure that CEDA is notified immediately of any Contractor staff additions, transfers or terminations.
- g) Ensure that CEDA is notified immediately of any Contractor address, phone or contact information changes.
- h) Utilize signage authorized or provided by CEDA only. Contractor is not authorized to use or display the State LIHEAP, Weatherization or CEDA logo or name in any other way than the signage that is provided and approved by the agency.
- i) Ensure that all staff will follow all guidelines and instructions provided by CEDA and the State of Illinois for taking and processing program applications.
- j) Submit applications that are accurate, complete and include all documentation specified by CEDA in the manner and within the timeframes required by CEDA policy and procedures.

- k) Provide services to any client that presents themselves to its primary location requesting services.
- l) Provide outreach services within the geographic area and/or buildings approved by CEDA prior to outreach activities.
- m) Make reasonable efforts to accommodate persons with disabilities who may visit the site with the intent of filing applications for energy assistance.
- n) Provide a clean, safe facility for CEDA clients to apply at including heat in the winter and air conditioning during the summer.
- o) Operate within the hours approved by CEDA. Changes to hours of operation must be approved by CEDA in writing 24 hours prior to the planned change.
- p) Extend business hours including evenings and Saturdays when requested by CEDA and inform the CEDA LIHEAP Support Center 312-795-3101 or [liheapsupport@cedoarg.net](mailto:liheapsupport@cedoarg.net) in advance of any times your organization will be open or accessing LIHEAP.net outside of normal business hours.
- q) Provide the name of a contact person and their email address who will act as principal liaison between the site and CEDA as its representative. This contact person will assure that all applications originating from the Site will be complete, valid, and taken in good faith.
- r) Provide the name of a secondary person who has signature authority in the event that the principal party with said authority is not available to transact program business.
- s) Provide CEDA with its telephone number which may be published for program purposes.
- t) Will provide referral services for CEDA program applicants including referrals to other CEDA programs or other appropriate assistance agencies.
- u) Allow CEDA Quality Assurance access to facility, program files and CEDA program intake staff during site reviews with or without advance notice of visit.
- v) Will ensure Site is in compliance with all policies and regulations outlined in the CEDA Quality Assurance Policies & Procedures as well as in the Intake Site Monitoring Tool provided with this contract.
- w) Will direct all matters relating to LIHEAP/PIPP including client eligibility and complaints; program rules and regulations; intake and other operational matters for to the CEDA LIHEAP Support Center which can be reached at 312-795-3101 or [liheapsupport@cedoarg.net](mailto:liheapsupport@cedoarg.net) located at CEDA's Central Office, 208 South LaSalle, Suite 2010, Chicago, Illinois.

The Contractor in the execution of its duties for Weatherization:

1. CEDA will provide intake training for CONTRACTOR personnel and written notification of training schedules. CEDA will train the CONTRACTOR in appropriate methods, procedures, and topics to be addressed with IHWAP clients.
2. CEDA will provide the CONTRACTOR with all policies, procedures, and regulations necessary to operate in accordance with IHWAP requirements.

3. CEDA will supply the CONTRACTOR with program application and related forms. Original application forms will be provided based on availability. If supplies are depleted, the CONTRACTOR must be prepared to make copies for additional applications.
4. The CEDA Intake Supervisor will monitor the CONTRACTOR monthly. Results of monitoring will be shared with the CONTRACTOR.
5. The CONTRACTOR will provide intake, outreach, education, and referrals to income- eligible households seeking assistance from the IHWAP.
6. The CONTRACTOR must only use personnel for IHWAP intake who have been trained in all aspects of the intake process. All guidelines and instructions provided by CEDA and the IHWAP must be followed by the CONTRACTOR intake personnel.
7. The CONTRACTOR will interview prospective clients to determine the accuracy and validity of information provided.
8. The CONTRACTOR intake personnel must attend all training sessions and meetings required by CEDA.
9. The CONTRACTOR shall comply with Americans with Disabilities Act (ADA) requirements to accommodate persons with disabilities who may visit the site to file applications for weatherization.
10. The CONTRACTOR will provide CEDA with its address, telephone number, and email address to publish for client access to weatherization services.
11. The CONTRACTOR will designate a contact person to act as principal liaison to CEDA. This contact person will confirm that applications originating from the CONTRACTOR are complete and valid.
12. The CONTRACTOR will designate at least one additional contact person with signature authority in the event that the principal liaison is not available.
13. The CONTRACTOR will not deny any individual the opportunity to apply for the IHWAP.
14. The CONTRACTOR must refer applicants to CEDA if resources are not available to assist the applicant.
15. The CONTRACTOR must submit required supporting documentation with applications to determine eligibility of applicants. The Intake Worker's Affidavit may be used to validate documents only in cases of homebound applicants. Proof of ownership cannot be validated by this method.
16. The CONTRACTOR intake personnel must take applications only at contracted service centers, with the exception of homebound applicants.
17. The CONTRACTOR must submit applications weekly. Applications submitted 10 or more days after the application date must have the Documentation Request Form attached. If the Request Form is not attached, the CONTRACTOR will not receive credit for the application.
18. The CONTRACTOR and staff must not identify themselves as CEDA employees.
19. The CONTRACTOR must maintain an application approval rate of 95%. This rate is based on the quality and/or completeness of applications. The approval rate will be monitored monthly. Centers below a 95% approval rate will be placed on a 90-day improvement program and required to attend additional training, if the CONTRACTOR does not improve application approval rate of 95% by the third month, the contract may be terminated.

## AMERICAN RECOVERY AND REINVESTMENT ACT

The Contractor agrees to be bound by the requirements listed below when participating in any work funded through the Federal American Recovery and Reinvestment Act of 2009 (ARRA or Recovery Act), which can be found at Pub. L. 111-5.

- Section 5.1 ARRA Funds Shall Not Support Inherently Religious Activities  
The Contractor certifies that funds provided under this agreement shall not be used to support inherently religious instruction, worship, or proselytization. If applicable, the Contractor will take appropriate steps to separate, in time or location, their inherently religious activities from the Scope of Work funded under this agreement. Regulations pertaining to the prohibition of Federal funds for inherently religious activities can be found in the U.S. Department of Health and Human Service's website at: <http://www.os.dhhs.gov>.
- Section 5.2 Purchase of American Made Equipment and Products  
The Contractor agrees that when expending ARRA funds, to the greatest extent practicable, all equipment and products purchased with funds under this agreement will be American-made.
- Section 5.3 ARRA Funding Acknowledgement  
The Contractor agrees to provide any and all information requested by CEDA on the work received under this contract. The Contractor agrees to participate in any press conferences, permits their names to be used in any press releases or other public information which discusses or reports on this project and the utilization of ARRA dollars.
- Section 5.4 Debarment and Suspension  
The Contractor certifies that they are not debarred or suspended or otherwise found to be ineligible for participation in any Federal assistance programs under Executive Order 1549, "Debarment and Suspension." 45 CFR 92.35
- Transparency and Accountability  
The Contractor agrees to comply with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282)

### III. RESPONSIBILITIES

Contractor insures that its staff including, but not limited to the Executive Director and Energy Services Technicians, will not engage in the following prohibited activities:

- a) Conduct outreach activities or accept applications as a result of outreach activities that occur outside of the geographic area approved by CEDA.
- b) Conduct outreach activities or accept applications as a result of outreach activities before or after the official program dates.
- c) Make verbal or in written commitments of funds to clients or to utility companies on behalf of clients without prior written approval from CEDA.
- d) Deny any individual the right to apply for energy assistance.
- e) Generate any application for assistance with the intent to defraud the program or the client.
- f) Charge or accept payment for processing applications.

- g) Utilize any LIHEAP or Weatherization intake workers who have been found to have broken program rules and/or regulations in that past. These individuals will not be allowed to CEDA's Training sessions and accordingly should not be utilized by any CEDA Intake Sites.

#### **IV. FIDUCIARY RESPONSIBILITIES**

- a) The Contractor is wholly responsible for the payment of wages and benefits, unemployment compensation, workers compensation, Social Security contributions, health and life insurance and any and all other benefits or taxes for its employees, including but not limited to the Energy Services Technicians.
- b) It is the responsibility of the Contractor to comply with Federal, State, and local laws, regulations, rules, and mandates that govern employee-employer relationships for its staff.

#### **V. CEDA RESPONSIBILITIES**

Pursuant to this agreement CEDA is responsible for providing the following to the Contractor:

- a) Training for the staff who will serve as Energy Services Technicians. Written notification of these training sessions will be made by CEDA in a timely manner. Additional training will be available to the sites upon request.
- b) Information, essential to the operation of the Low Income Home Energy Assistance Program and Weatherization's policies, procedures and regulations.
- c) Copies of any related forms for the various components of the Low Income Home Energy Assistance Program and Weatherization.
- d) Copies of the CEDA program guidelines and procedural manuals.

#### **VI. PROJECT PAYMENT**

- a) CEDA will reimburse the Agency as indicated in b) below, according to the following rate schedule:  
\$14.00 per CEDA approved application if approval rate is at 95% or above  
\$13.00 per CEDA approved application if approval rate is below 95%
- b) CEDA will compensate the contractor in monthly payments that will be based on the number of complete applications submitted and approved for reimbursement. A completed and accepted application is one that correctly matches the client's verbal interview, and includes all required attachments. CEDA is the sole determinant of application acceptability for payment.
- c) CEDA will not compensate for LIHEAP paper applications unless *prior, written authorization* is given to the Contractor from the CEDA LIHEAP Intake Site Support Center. It is the sole responsibility of the Contractor to contact the CEDA LIHEAP Intake Site Support Center to request this authorization.
- d) Compensation checks for LIHEAP/PIPP and Weatherization applications will be mailed on the twentieth of each month, for accepted applications processed in the previous month. Applications received at CEDA after the last day of the month will be included in the following month's reimbursement.

#### **VII. PROJECT EQUIPMENT**

From time to time it may become necessary to provide specific sites with equipment to expedite their processing of applications. Contractor agrees to maintain this equipment in a "workman like" condition and to return the equipment to CEDA at the completion of the project or upon CEDA's request.

Contractor understands that they will be charged for damages to the equipment or failure to return the equipment when requested.

## VIII. PERFORMANCE STANDARDS

Contractor agrees to insure that all employees execute all services in a professional and "business like" manner. Contractor understands that incidences of behavior deemed by CEDA unprofessional or unethical will result in the immediate termination of the contract.

Recruiting applicants through outreach efforts outside of the CEDA assigned program is prohibited. An initial incident of "rogue recruiting" will result in a written warning. Multiple incidents will result in contract termination.

Contractor performance, including professionalism and recruiting methods, will be a part of the performance criteria that will be continually evaluated to determine Contractor's continued participation in the current program year as well as in future program years. CEDA reserves the right to suspend CEDA intake sites or put them on probation based on CEDA's Quality Assurance Units' recommendation from their assessments. If a site is put on probation, corrective actions will be determined by CEDA, discussed with the site, and CEDA will continue monitoring to ensure the corrective actions have been implemented.

## IX. TERMINATION

Either party may terminate this AGREEMENT upon giving the other parties thirty (30) days written notice of its intent to terminate the AGREEMENT. Written notice shall be effective when received by the non-terminating parties either by way of facsimile transmission, by messenger delivery or through the United States mail. In the event that any party gives notice of the termination pursuant to this paragraph, the parties shall continue to render their services until the date of termination and shall be paid their regular compensation up to the date of termination. Should this happen, all parties will provide all reasonable efforts to mitigate damages and prevent unnecessary expenditure of funds.

Without limiting the generality of the foregoing, the following events will constitute breach of contract by the Contractor and will be grounds for termination by CEDA:

- a) Failure, on a consistent basis, to provide services outlined in this agreement
- b) Failure to provide the services outlined in this agreement in conformance with the policies, procedures and performance standards outlined in this agreement or otherwise provided by CEDA.

Notwithstanding anything to the contrary, CEDA may terminate this agreement, immediately without giving any notice to the Contractor for the following:

- a) Conditions caused by the Contractor exist that are detrimental to the health and safety of CEDA clients or staff at the site being served.
- b) The Contractor files for bankruptcy or voluntary or involuntary dissolution.
- c) CEDA's determination that Contractor or Contractor staff has attempted or successfully defrauded a client or CEDA
- d) CEDA's determination that Contractor or Contractors staff has used client personal and confidential information for purposes other than the LIHEAP application.
- e) CEDA's determination that Contractor or Contractors staff is not following all Federal, State and CEDA program rules and regulations.

## X. FEDERAL REQUIREMENTS

Contractor shall comply with the following statutes as applicable: The Civil Rights Act of 1964, 42 U.S.C. sec. 2000 et seq. (1988), as amended; Executive Order NO. 11,246.30 Fed. Reg. 12,319 (1965) reprinted in 42 U.S.C. 2000(e) note, as amended by Executive Order NO. 11,375, 32 Fed. Re. 14303 (1967) and by Exec. Order No. 12,086, 43 Fed. Reg. 46,501 (1978); Age Discrimination Act, 42 U.S.C. sec. 6101-6106 (1988); Rehabilitation Act of 1973, 29 U.S.C. sec. 793-794 (1988); Americans with Disabilities Act, 42 U.S.C. sec. 12102 et.seq.; and 41 C.F.R. Part 60 seq. (1990).

**XI. NON-DISCRIMINATION**

"The Contractor" shall not (1) fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his or her compensation , or the term, conditions, or privileges of his employment because of such individual's race, color, religion, sex, age, handicap or national origin, and (2) limit segregate, or classify employees or applicants for employment in any way which deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's, race, color, religion, sex, age handicap or national origin.

**XII. SUBCONTRACTORS**

All subcontractors must be approved by CEDA and meet all of the criteria outlined in the Sub-contractor Criteria document furnished with this agreement. The Contractor agrees that all of these provisions will be incorporated in all agreements entered into with any subcontractors of any tier, in connection with this AGREEMENT.

**XIII. INCLUSION**

Provisions required by law, ordinances, rules, regulations, or executive orders to be inserted in this AGREEMENT are deemed inserted in the AGREEMENT when agreed on by both parties, this AGREEMENT will be amended to make the insertion; however, in no event will the failure to insert the provisions before or after this AGREEMENT is signed prevent its enforcement.

**XIV. NOTICES**

Any notice or other written submission required or permitted shall be directed to the specific person designated below: Communications that are not properly directed to the persons designated shall not be binding. The individuals designated below shall be the only individuals eligible to receive any and all written notices under this AGREEMENT.

**CEDA**  
Patricia Doherty-Wildner  
CEDA of Cook County, Inc.  
208 South LaSalle, Street, Suite 1900  
Chicago, IL 60604

**"The Contractor"**  
Barbara Kunth Schuidt  
Hanover Township Senior Center  
240 S. W. Rt. 59  
Bartlett, IL 60103

lokunthschuidt@hanover-township-  
il.us  
jbusche@hanover-township-  
il.us

**XV. ENTIRE AGREEMENT**

This AGREEMENT contains the entire agreement between the parties hereto and the terms of this AGREEMENT are contractual and not a mere recital. This AGREEMENT may not be changed orally.

**XVI. GOVERNING LAW**

This AGREEMENT is made and entered into in the State of Illinois, and shall in all respects be interpreted, enforced and governed under the laws of the State of Illinois.

**XVII. BINDING NATURE**

The provisions of this AGREEMENT shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and assigns.

**XVIII. AMENDMENT; SUCCESSORS AND ASSIGNS**

This AGREEMENT shall not be altered or otherwise amended except pursuant to an instrument in writing signed by the parties affected hereto. Neither party may assign any of its rights, obligations or liabilities arising hereunder without the prior written consent of the other parties except as otherwise provided herein. Any such assignment shall be null and void.

**XIX. SEVERABILITY**

If any provision of this AGREEMENT is determined to be invalid, illegal or unenforceable, the remaining provisions of this AGREEMENT shall remain in full force and effect provided that the economic and legal substance of the transactions contemplated are not affected in any manner materially adverse to any party. In the event of any such adverse determination, the parties hereto agree to negotiate in good faith to modify this AGREEMENT to fulfill as closely as possible the original intent and purposes hereof.

**XX. PROCEDURAL CHANGES**

CEDA reserves the right to amend, update, rescind or reverse any operational procedures or policies of the program upon short notice.

This contract is subject to the availability of Federal and State Energy Assistance funds to CEDA.

**CEDA**

**HANOVER TOWNSHIP SENIOR SERVICES**

\_\_\_\_\_  
**NAME:** Jennifer L. Smith

Dir. Home Energy Assistance Programs  
**TITLE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME:** John Hamilton

Director, CEDA Weatherization  
**TITLE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME:** Robert L. Wharton

President/CEO  
**TITLE:**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME (PRINT)**

\_\_\_\_\_  
**Executive Director**  
**(SIGNATURE)**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME (PRINT)**

\_\_\_\_\_  
**Chairman, Board of Directors**  
**(SIGNATURE)**

\_\_\_\_\_  
**DATE**

Subscribed and Sworn to before me this  
day of \_\_\_\_\_.

Notary Public

\_\_\_\_\_  
My commission expires:

\_\_\_\_\_  
AFFIX NOTARY SEAL