



240 S. Route 59, Bartlett, Illinois 60103

Regular Meeting of Town Board  
November 16, 2010  
7:00 PM

### AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Town Hall (Public Comments)
- V. Presentations
  - A. Veteran's Honor Roll
    1. SGT Walter Konieczny
    2. PFC John F. Murphy
    3. CPL Dominick Tomaino
  - B. Kid's Choice Recognition
  - C. Starbuck Coffee Store #11496 Recognition
- VI. Supervisor's Report
- VII. Clerk's Report
  - A. Approve Regular Meeting Minutes of November 1, 2010
- VIII. Highway Commissioner's Report
- IX. Assessor's Report
- X. Treasurer's Report
- XI. Bill Paying
- XII. Old Business
- XIII. New Business
  - A. Set Estimate of Levy for Hanover Township for the Fiscal Year beginning April 1, 2010 and ending March 31, 2011
  - B. Set Estimate of Levy for Hanover Township Road District for the Fiscal Year beginning April 1, 2010 and ending March 31, 2011
- XIV. Executive Session
- XV. Department Reports
- XVI. Other Business
- XVII. 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 11/3/10 to 11/16/10

Total Town Fund	41,782.35
Total Senior Center	22,524.14
Total Welfare Services	2,416.74
Total Road and Bridge	2,570.67
Total Mental Health Board	22,090.51
Total Retirement	
Total Vehicle	
Total Capital	
 Total All Funds	<u><u>91,384.41</u></u>

The above has been approved for payment this 16th day of November 2010.

\_\_\_\_\_  
Supervisor

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

I move that the Board determines the estimate of taxes to be levied for Hanover Township for the fiscal year beginning April 1, 2010 and ending March 31, 2011 as follows:

Corporate/Town Fund	\$ 3,197,420
IMRF Fund	161,602
Social Security Fund	129,859
Mental Health Fund	952,300
General Assistance Fund	317,434
Senior Citizens Services Fund	955,185
Debt Service and Public Building Commission	-0-
Estimated total taxes to be levied for said fiscal year:	\$ 5,713,800

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I move that the Board determines the estimate of taxes to be levied for the Hanover Township Road District for the fiscal year beginning April 1, 2010 and ending March 31, 2011 as follows:

Corporate and Special Purposes	\$ 2,201,268
Debt Service and Public Building Commission	-0-
Estimated total taxes to be levied for said fiscal year:	\$ 2,201,268

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## Office of the Clerk

*Katy Dolan Baumer*

250 S. Route 59, Bartlett, IL 60103-1648

Phone: (630) 837-0301 ext. 2129

Fax: (630) 483-5689

[www.hanover-township.org](http://www.hanover-township.org)

### Clerk's Office Report Week ending November 16, 2010

#### **Office of the Clerk Mission:**

*The Clerk's Office is continuously striving to provide fast, courteous and efficient services to the Township residents, Board, other departments, and other 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.*

#### **Office of the Clerk Update:**

- ❖ Clerk Katy Dolan Baumer attended TOI Conference in Springfield.
- ❖ State Treasurer's Cash Dash program that was held Saturday, November 6. Rebecca Davies, a representative from Illinois State Treasurer, assisted the residents checking over 148 names.
- ❖ The Gubernatorial General Election was held on November 2. Clerk Dolan Baumer served as an Equipment Manager. Refreshments, sponsored by the Township, were offered to the returning election judges and receiving station staff.
- ❖ Special thanks to Facilities and Maintenance department for their outstanding assistance before, during and after the Gubernatorial election.
- ❖ Notice of the Board meeting dates, holiday closing schedule, and committee meeting dates for the calendar year 2011 were sent to the Bartlett Press, Courier News, Daily Herald, and Examiner Publications.
- ❖ The Clerk's office visited local travel agencies and provided information about Passport Services at Hanover Township. Additionally, the office e-mailed Passport information for the online and home-based agencies.
- ❖ Clerk Dolan Baumer and staff met with Director Parquette and Mr. Kuttentberg to discuss "Surfin' the Net," an Internet Safety class for parents and children, to be presented by the Illinois Attorney General's office. The event is planned for mid-January.
- ❖ Passport Revenue: As of November 9, 2010 Passport Fee total deposit \$26,550.00.
- ❖ FOIA Requests: We had two FOIA requests and responded to the requestor prior to the deadline.
- ❖ Please be informed that the Board meeting dates December 7 and December 21 are canceled. There will a Special Meeting scheduled on December 14 at Downey Hall.
- ❖ Please be reminded that the next Breakfast with the Board is scheduled for December 2.

#### **Community Engagement:**

- ❖ Clerk Dolan Baumer and Mrs. Stade attended the New Leaders in Education Reception.
- ❖ Clerk Dolan Baumer attended the Veterans Honor roll Dinner
- ❖ Clerk Dolan Baumer attended the Seniors Halloween Party and the Handmade in Hanover.
- ❖ Clerk Dolan Baumer attended the Veterans Day Ceremony in Streamwood.

#### **Records Management:**

- ❖ We are in process of compiling and entering into our electronic database Ordinances and Resolutions from 1970-2005.

#### **Professional Development:**

- ❖ Mrs. Stade completed the NIMS training and received a certificate of completion for NIMS 100.

**Important Dates to Remember:**

- November 15      Committee on Youth Meeting
- November 16      Regular Board Meeting 7 pm (Veterans Hall)
- November 25      Township Offices Closed - Thanksgiving Holiday
- November 26      Township Offices Closed - Thanksgiving Day
- December 4        Breakfast with the Board
- December 14      Special Meeting 7 pm (Downey Hall)

OFFICE OF THE CLERK - SERVICES													
	Passport			Fishing Hunting			Handicap			Cook County Vehicle License			Voter Reg.
	FY09	FY10	FY11	FY09	FY10	FY11	FY09	FY10	FY11	FY09	FY10	FY11	FY11
<b>May</b>	137	133	181	14	27	33	NA	32	28	95	0	10	180
<b>Jun</b>	107	122	149	11	29	17	NA	23	29	238	388	172	16
<b>Jul</b>	146	118	238	NA	12	12	28	29	35	0	0	14	2
<b>Aug</b>	101	109	139	6	9	13	34	34	27	0	16	10	12
<b>Sep</b>	95	103	96	4	0	3	26	29	30	8	4	3	90
<b>Oct</b>	90	105	93	3	3	4	36	26	29	0	3	5	15
<b>Nov</b>	73	64		2	3		19	24		0	1		
<b>Dec</b>	103	99		0	0		32	39		7	0		
<b>Jan</b>	175	174		0	4		27	52		0	0		
<b>Feb</b>	158	158		4	2		32	27		0	1		
<b>Mar</b>	192	314		11	17		23	31		5	1		
<b>Apr</b>	180	140		39	27		25	20		0	0		
<b>TOTAL</b>	<b>1557</b>	<b>1639</b>	<b>896</b>	<b>94</b>	<b>133</b>	<b>82</b>	<b>282</b>	<b>366</b>	<b>178</b>	<b>353</b>	<b>414</b>	<b>214</b>	<b>315</b>

# ***Facilities and Maintenance***

Reporting to – Town Board---November 16<sup>th</sup> 2010

The Highway garage repairs continue as we replace siding, windows and doors, as well as painting and caulking of entire building. We have completed the cleaning all of gutters and started preparation of outside grounds for the winter season.

We continue to move forward with the CDBG project for the Astor Ave. building. We have met weekly with our architects to complete the design of the interior and exterior. The firm has completed the design phase and has submitted the plans to the Village of Hanover Park for approval. Although the Village will have to grant us a variance for the garage portion of the project, we have already met with the Community Development Director Patrick Grill and he confirmed he saw no reason the Village would deny our request. Once we receive approval from the Village we will return all paper work and bid specifications to the county for their approval. We are hoping this will be a quick process and we are able to begin construction by the beginning of the New Year.

The Senior Center lower level build out has for one reason or another hit a snag. It appears that there has been some turn over in the Grants department at Cook County and our Grant seems to be sitting on someone's desk but nobody knows who's. I continue to offer my help to the county in what ever I can do to push this through and will hopefully have a Notice to Proceed in the near future.

The Mental Health Project also continues to move forward. The building committee has met with the agencies that use the building and have addressed their concerns and wishes, as well as informing them on our future construction projects. We are currently receiving quotes on Handicap automatic doors for the rear entrance of the building. We are meeting on the 15<sup>th</sup> to go over final plans from the architect, and hope to go out to bid soon. Our goal would be to start construction at the end of January or beginning of February.

Respectively Submitted

Steve Spejcher  
Director of Facilities and Maintenance

Hanover Township Senior Services  
Board Report – October 2010  
Submitted by Barbara Kurth Schuldt, Director

**Programming**

- Elgin Symphony Orchestra, AARP Safe Driving Course, IKEA Shopping Trip, Lunch Bunch, Supper Club 59, The Lion King.
- Halloween Party: Moretti's Banquets: 270 Seniors attended, many in costume. The theme this year was to dress as your favorite celebrity. Costume judging, prizes and Crestline Entertainment lent a hand in a great time for all.
- Drop In Programs: Pinochle, Silver Bells, Euchre, Line Dancing, Advanced Line Dancing, Exercise, Healing Hearts, Mah Jongh, Plastic Canvas, Bridge, Life Stories, Zumba Gold, Tai Chi/Yoga, Walking Fit, Mexican Dominos, Poker, Poetry Club, Book Club, Cribbage, Canasta, Belly dancing, Bunco

**Computer Instruction Highlights**

- Craigs List. This free website was introduced to the class as a means to buy and sell various products. Etsy and Freecycle were also discussed as Etsy is a place to purchase hand-made goods and Freecycle is a means to give and find free stuff in your town.
- Shelfari. Students signed in to Shelfari to create their own virtual library.
- Scanning. One class focused on the basics of scanning and introduced file resolution and file formats available on the scanner in the computer lab. Students were then able to sign up with the instructor for a one-on-one session scanning their personal photos.

**Art & Crafts Highlights**

- Polymer Clay Halloween Scene. The students were taught how to create figures from polymer clay. They created ghosts, pumpkins, and bats. Using a slice of a tree stump as a base, they glued branches, moss, rocks and leaves to the base and added the figures they had created.
- Oil Painting: Weather. Paintings - tornadoes, floods, hurricanes, forest fires, volcanoes, stormy seas, thunder & lightning, rain clearing. Visited Science & Industry Museum to see weather display.

**Volunteers**

- This month we worked on coordinating a program for January focusing on one-on-one tutoring for seniors with the Bartlett Key Club.
- Our Social Services team has added on a new LIHEAP Volunteer to assist with the high volume of applications.

**Social Services**

- Social Services Manager & Social Services Specialist attended a four day class leader training for the Evidence Based Program, *Taking Charge of Your Diabetes*, created by Stanford University through Age Options. Our Social Services Manager and Specialist will be conducting their first six week workshop series at Streamwood Park District in February.
- For Make a Difference Day this year, the St. Peter Damian Youth Ministry assisted 11 Hanover Township seniors with outdoor yard projects & friendly visiting.
- Social Services Manager met with Program Coordinator at Gail Borden Library in Elgin to explore outreach opportunities for 2011. In January, there will be a Social Services staff member available at the Gail Borden Library to assist Elgin residents in filing for all Social Services Programs offered at the Township.
- Our Social Services Specialist took 8 seniors from the Positive Action Group to Cherished Place Adult Day Services in West Dundee to visit with the seniors and to make a craft together.
- Our Social Services team has added on a new LIHEAP Volunteer to assist with the high volume of applications.
- Social Services Programs: Presentation (Alexian Brothers), C-HOPE Program (Alexian Center for Mental Health), Grief Support Group (Monarch Hospice), Celebrating Diversity (Hanover Township Senior Services & Avensa Home Health), Silver Beat (Hanover Township Senior Services), Positive Action Group (Hanover Township Senior Services), Meet, Eat & Greet (Hanover Township Senior Services), Senior Will Program (Chicago Bar Association), Caring for Our Memory Support Group (Hanover Township Senior Services & Arden Courts of Elk Grove Village), Sitting Fit (Advanced Chiropractic) & Caregiver Support Group (Hanover Township Senior Services & Catholic Charities)

**Transportation**

- The T.R.I.P. program has 267 residents registered. 39 one way rides were requested in October.
- The new bus # 126 is on the road and vehicle #110, 2002 Dodge min- van, is being used by Facilities & Maint.
- Hanover coordinated the four hour Smith Systems Defensive Driving course and invited Schaumburg Township to attend and share the cost. Participants will receive Certificates for Defensive Driving upon completion.

## Hanover Township Senior Services Monthly Report ~ October 2010

Programming Division	
<i>Recreation</i>	
86	# Planned programs at Senior Center
1106	# Participants at Senior Center
7	# Offsite trips & events
313	# Program participants on trips & offsite events
36	# Wait listed (unduplicated) for trips only
37	# Names added to Newsletter Mailing List
<i>Arts &amp; Crafts</i>	
23	# Art classes
250	# Art class participants
<i>Computer Classes</i>	
25	# Computer classes
202	# Computer class participants
<i>Volunteers</i>	
15	# New requests for volunteers
9	# New volunteers
1503	# Volunteer hours reported
1123	# Meals delivered by volunteers
449	# Congregate meals served
Social Services Division	
1320	# Active cases
560	# Contacts with active cases
622	# Telephone calls
144	# Office appointments
6	# Home visits
231	# Referrals given to clients to contact other agencies
124	# Outside resources contacted on behalf of clients
0	# Elder abuse referrals
105	# Energy Assistance programs
203	# Prescription drugs & health insurance assistance
28	# Public Aid programs
17	# RTA Senior & Disabled Ride Free
11	# Social Service programs at Senior Center
124	# Social Service program participants
	# Lending Closet transactions
1	# Unmet needs (services of referrals not available)
Transportation Division	
1353	# One-way rides given
216	# Individuals served – unduplicated
10	# New riders
98	# Riders under 60
224	# Rides given to disabled
124	# Wheelchair assisted rides
177	# Rides to dialysis
147	# Rides to Victory Centre of Bartlett
48	# Unmet requests for rides

**WELFARE SERVICES  
BOARD REPORT  
NOVEMBER, 2010**

Astor Avenue Community Center has been very busy this past month. On October 29<sup>th</sup> we hosted a Halloween party for the children of the township. By 3:00 more than 150 people were in the building eating pizza, playing games and eating pizza. It was a wonderful party and though we were packed tight had not encountered any problems.

Astor Avenue was approved as a site for the free snack program offered through the Northern Illinois Food Bank. Currently, we are providing snacks for 25 children in the area.

Sponsor-A-Family registrations reached record numbers. Although sponsorships are down we have already matched up more than 200 children with sponsors.

The economy has definitely contributed to the increase number of calls and walk-ins. Almost 100 LIHEAP applications have been processed this month and a community outreach at Crestwood Apartments is scheduled for Monday, November 15<sup>th</sup> with approximately 30 time slots filled.

Chase Bank is presenting information on a new debit card system for general assistance clients at a luncheon on Wednesday, November 17<sup>th</sup>. A select group of 25 townships are invited to hear benefits of this exciting new opportunity.

I attended my first CEDA board meeting. CEDA has many programs that can benefit our residents that I am excited to be on the board. Beginning this month CEDA will have a presence at Astor Avenue weekly including 2 weeks with an employment counselor, 1 week with a financial literacy counselor and 1 week with a housing counselor. I am pleased to report that with the help of the CEDA employment counselor a long time general assistance recipient has finally been able to find part time temporary work. Although it is not full time, this client was excited to come in and report he had been working.

This past month:

- Sponsor-A-Family applications began being distributed and sponsorship will be income based.
- LIHEAP, Circuit Breaker and Weatherization Applications continue to be filed daily.
- Welfare Services hosted a Halloween pizza party at Astor and more than 150 people from the community attended.
- Assisted the Mental Health Board in planning and attending the SCIMA Conference. More than 200 attendees made the event a success and planning for next year is already underway.
- Organized the Mental Health Board office to prepare for the transition to the new structure.

- Auxiliary Staff Appreciation Dinner was held on November 3<sup>rd</sup> with Patti Loomis selected as this year Volunteer of the Year. Patti was the first auxiliary staff volunteer and has continued with the program for the past five years.
- The Veteran Honor Roll continues to grow and with approximately 200 honorees has made it necessary for two seating for dinner. The early bird seating had 80 honorees and the later seating had 140 veterans and guests.
- Supervisor Community Service Award planning is underway and we look forward to awarding the 2011 recipients.
- Assisted with the Department of Emergency Services Dedication where more than 65 attendees.
- Case Manager Kristin Cumbo began LCSW supervision with Susan Alborell of Youth and Family Services.

Looking forward:

- General Assistance Urban Group will meet for the first time November 17<sup>th</sup> in Downey Hall.
- Gymkhana will be hosting a toy drive on Saturday, December 4<sup>th</sup> to benefit Hanover Township residents.
- Emergency Assistance audit is scheduled to continue in November 2010.
- Thanksgiving Meal Box Giveaway on November 23<sup>rd</sup> at the Administration Parking Lot.
- Winter Wear Drive continues. Daily our racks are filled and by days end most of the items have been taken by needy residents.
- Christmas Meal Box Giveaway is scheduled for December 21<sup>st</sup>.

**General Assistance Stats:**

OFFICE LIHEAPS: 95

Sponsor-A-Family Applications: 900+ Children

Link Card Applications Increased Dramatically

General Assistance Appointments: 24

General Assistance Walk-Ins: 19

Emergency Assistance Appointments: 3

Comed Hardship: 5

Weatherization: 4

OTHER: Walk-ins 125

Emergency Assistance Approved: 1

Emergency Assistance Pending: 2

General Assistance Approved: 1

Pending General Assistance: 3

General Assistance Denied: 1

## Food Pantry

### Food Pantry Statistics:

Report and Stats for Food Pantry September 2010

664 Families Served in October

132 New Applications were taken

48 Donations were received in the pantry

- On October 26<sup>th</sup> Streamwood Police Department delivered a large donation collected through the Streamwood Neighborhood Watch Program.
- Boxes have been delivered to several locations in support of the Kiwanis Winter Coat drive to benefit the residents of Hanover Township.
- Toy boxes were delivered to over 18 locations to collect toys for the 2010 holiday toy drive.
- Poplar Creek Library is collecting “food for fines” through the month of November to benefit the food pantry.
- Many schools are holding food drives through the month of November to benefit the pantry.

The holiday season is quickly approaching and welfare services staff is working hard to help the less fortunate residents in our township.

A special thanks to my staff for their help and support with the SCIMC Conference. Suzanne Powers, Sara Concepcion of Youth and Family Services and Patti and Erin Glascott from the Assessor’s Office stepped up and helped make this event a success. It is nice to have the opportunity to work with all of the departments; it brings a feeling of unity to the township.

Finally, it has been exciting working with the architect, Steve Spejcher and Katie Starkey on the renovation of Astor Avenue. We look forward to the completion and the ability to better accommodate our residents.

Respectfully submitted,

*Mary Jo Imperato*

Welfare Services Director

### *Welfare Services*

### *Mission Statement*

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

Hanover Township Youth and Family Services  
Board Report  
November 16, 2010

1. The Fall Open Gym Fundraising Rummage Sale took place on Saturday, October, 23<sup>rd</sup>, 2010. The sale raised over \$1400.00 for the Township Foundation to be used for the Open Gym Program. A special thank you to Trustee Mary Alice Benoit and to members of Hanover Townships Committee on Youth for their time and help making the sale a success.
2. The Tutoring Program has started to market for second semester, which starts on Monday, February 7, 2011. Parents, students and the tutors are reporting that the Streamwood High School Sabre Center is a good place for tutoring. They are reporting that the space is larger, more comfortable and that having parents present in the same room is a benefit. Our new secondary education math teacher, Mike Norek, is working out well in the program. The high school and middle school students working with Mike report enjoying their sessions and finding his instruction easy to understand. Outreach efforts are taking place to increase high school student's participation in the program.
3. Principal Myrna Burgos of Ontarioville Elementary School in Hanover Park requested assistance in developing her playground monitoring staff. Laura Rioux, LCSW, developed a training program for the playground monitoring staff which included observation and assessment of the playground during school use, reviewing materials on effective playground policies and guidelines, techniques on how to reduce problematic playground behaviors and support positive social skills development. Laura provided the training on October 27, 2010 and was asked back to facilitate a workshop with the staff on developing the physical space of the playground and structuring the staff to decrease blind spots and increase opportunities for pro social behaviors. The workshop took place on November 3, 2010.
4. The Streamwood High School and Elgin Recreation Center Open Gym sites are having a low turnout of participants. Outreach to schools and surrounding neighborhoods is occurring to increase participation and to generate more cross over participation between sites. New marketing strategies are being developed to be more teen friendly.
5. Discussion and negotiations have begun with the Streamwood Police Department to possibly partner with the development of a Peer Jury Program. The program will be developed and utilized to provide young first time offenders a means to account for their behavior to a group of their peers. The program will be based on restorative justice principals and has been found effective in reducing the reoccurrence of illegal behaviors.
6. Karen Low, LCPC, has started a parenting group at Laurel Hill Elementary School in Hanover Park. This is a group for Spanish Speaking parents utilizing an evidence based program, "Parents on Board," developed by Michael H. Popkin, Ph.D. The goal of the group is to increase the parent's connection to the school and their child's school performance. The group runs weekly throughout the school year.
7. Six families have presented for Family Therapy Services since last report. Two of the families are English speaking and four are Spanish Speaking. Of these families, one is a Streamwood resident, and five are Hanover Park residents.