



240 S. Route 59, Bartlett, Illinois 60103

Regular Meeting of Town Board

January 20, 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. Veterans Honor Roll – CS2 Thomas W. Kowalski
 - B. Mike Buckley - Gymkhana
 - C. Woody Buick
 - D. Main Street USA Roller Rink
 - E. Streamwood Falcons Football and Cheerleading Champions
- VI. Supervisor's Report
- VII. Clerk's Report
 - A. Approve Regular Meeting Minutes of January 6, 2010
- VIII. Highway Commissioner's Report
- IX. Assessor's Report
- X. Treasurer's Report
- XI. Bill Paying
- XII. Unfinished Business
- XIII. New Business
- XIV. Department Reports
- XV. Executive Session
- 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 1/7/10 to 1/20/10

Total Town Fund	43,439.17
Total Senior Center	21,464.42
Total Welfare Services	4,069.24
Total Road and Bridge	45,129.79
Total Mental Health Board	41,523.19
Total Retirement	-
Total Vehicle	-
Total Capital	1,141.76
Total All Funds	<u><u>156,767.57</u></u>

The above has been approved for payment this 20th day of January 2010

Supervisor

Town Clerk

Trustee

Trustee

Trustee

Trustee



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

CLERK DEPARTMENT REPORT January 20, 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.

Clerk's Update:

- ❖ Monica Pawelec resigned effective January 05, 2010.
- ❖ Kira Sardinas, part time (Saturday) Office Assistant in the Clerk's Office, also submitted a resignation from the Clerk's office effective January 30, 2010.
- ❖ Assistant to the Clerk position advertisement is posted in the Craig's List and in the Hanover Township website until January 22, 2010. We have received many resumes and currently reviewing for the appropriate candidate. We are expecting to start interviewing by the end of January.
- ❖ Our office is extremely busy especially with the passports since the beginning of the year. We have processed about 100 passports for the past two weeks. Since we have lowered the price for the passport photos, we have seen an increase in revenue for the passport photos as well.
- ❖ Clerk's Office new Saturday schedule: Open for services on the first Saturday of the month from 9:00 AM- 12:00 PM. We are also taking appointments for the residents who are unable to make it during regular work hours.
- ❖ Statement of Economic Interest list of filers for the Hanover Township Officials and Staff is updated on the website and certification sent via certified mail to Cook County Clerk Ethics and Campaign Disclosure Department.
- ❖ CDBG notice of Public Hearing will be published in the Daily Herald on January 15, 2010.
- ❖ Freedom of Information Act Webinar is available online on January 15, 2010. Clerk Katy Dolan Baumer and Bernadith Crespo will take the webinar as mandated for FOIA officers.
- ❖ Open Meetings Act webinar will be available on February 1, 2010. Mr. James Barr and Mr. John Acardo were both notified.
- ❖ Hanover Township Senior Center will be a Polling Place for the Gubernatorial Primary Election on Tuesday, February 2, 2010.
- ❖ Due to Tutoring Schedule, Regular Board Meeting on February 17, 2010 location will be moved to the Senior Center.
- ❖ We will try new menu for the Breakfast with the Board. It will be a continental breakfast served to the guests. We will continue to cater from Dee's Catering and they will provide assorted juices, sliced fresh fruit, assorted breakfast tray for the cost of \$5.50 per person, which is a \$1.45 less from the previous menu.
- ❖ In preparation for the 160th Annual Town Meeting, if you would like to be included in the annual report, please send a report of your office's major successes and challenges by March 1, 2010. Consider putting information regarding your liaison responsibilities, as well. If you have photos, please send those, as well.

Community Engagement:

- ❖ Once our office is fully staff we are planning to host an Internet Safety to our residents presented by Attorney Lisa Madigan’s Office hopefully by March 2010. We are also going to host a Business After Hour Event with the Township Road District in May 2010. Future Community Shred Event will be in April 2010.

Professional Development:

- ❖ Clerk Dolan Baumer and Bernadith will complete the FOIA training next week once it is available online.

Records Management:

- ❖ Our office completed scanning the following to the Shared drive and available for staff to view: Prevailing Wages Ordinances from 1995-2009 and Proclamations from 2000-2009.

Important Dates to Remember:

- ❖ January 6-January 26, 2010 = Grace Period registration and voting
- ❖ January 11-January 28, 2010 = Early Voting
- ❖ January 11-February 1, 2010 = In-person absentee voting
- ❖ January 22, 2010 = Finance Committee Meeting – 9:00 a.m.
- ❖ January 25, 2010 = Committee on Youth Meeting – 7:00 p.m.
- ❖ January 28, 2010 = CDBG Public Hearing – 2:30 p.m.
- ❖ February 2, 2010 = Gubernatorial Primary Election
- ❖ February 3, 2010 = Hanover Township Regular Board Meeting – 7:00 p.m.
- ❖ February 6, 2010 = Breakfast with the Board – 8:30 a.m.
- ❖ February 8, 2010 = Senior Citizen Services Committee Meeting–12:30 p.m.
- ❖ February 9, 2010 = Mental Health Board Meeting – 6:00 p.m.
- ❖ February 17, 2010 = Hanover Township Regular Board Meeting – 7:00 p.m.
- ❖ February 22, 2010 = Committee on Youth Meeting – 7:00 p.m.

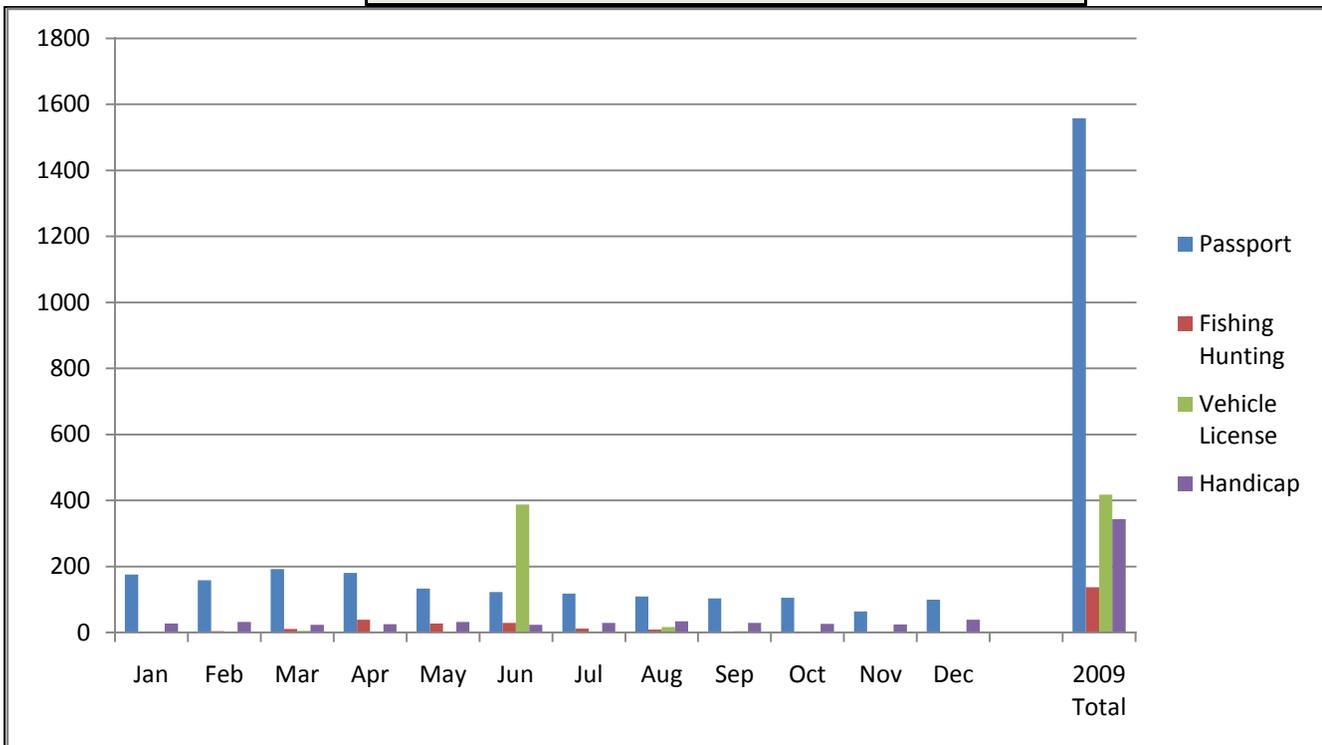
Saturday Schedule for the Clerk’s Office:

Time: 9:00 – 12:00 PM

- February 6, 2010
- March 6, 2010
- April 3, 2010
- May 1, 2010
- June 5, 2010
- August 7, 2010
- October 2, 2010
- November 6, 2010
- December 4, 2010

Clerk's Office Services – 2009 TOTAL

OFFICE OF THE CLERK - 2009 SERVICES				
2009	Passport	Fishing Hunting	Vehicle License	Handicap
Jan	175	0	0	27
Feb	158	4	0	32
Mar	192	11	5	23
Apr	180	39	0	25
May	133	27	0	32
Jun	122	29	388	23
Jul	118	12	0	29
Aug	109	9	16	34
Sep	103	0	4	29
Oct	105	3	3	26
Nov	64	3	1	24
Dec	99	0	0	39
2009 Total	1558	137	417	343



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.

TRISH SIMON RN, BSN
Department of Community Health
January 2010 BOARD REPORT

First I would like to extend my husband and my sincere gratitude for the support during his illness. He continues on IV antibiotics and frequent MD visits, but will make a full recovery it appears. I must admit it was the scariest time of my life, but we have walked away with renewed appreciation for the very air that we breathe and each and every second with our friends and family. My staff along with the assistance of George Giese from administration and Florie Sposito from Senior Services did a great job taking care of the needs of the office in my absence.

H1N1 update: We have received our shipment of H1N1 (800 doses to be exact) so we are currently offering it by appointment, free for township residents and \$5.00 for non-residents. It is being offered at local pharmacies as well and the hype has certainly died down for this, but we are still getting many calls.

We have hired Pam Brandes for our administrative assistant position. She comes to us with a significant clerical background from a medical office. Pam resides in Bartlett as well. She has I am pleased to say that we have had many good applicants. Pending HR paperwork and background clearance, we have filled the 20 hour position. A second round of interviews will occur next week for the 12 hour position and interviews have begun this week for the full time RN position as well.

The monthly clinics continue to have large numbers. We are going to do a survey at each to evaluate if we are meeting the needs of these residents and better improve our services.

We have begun researching a few options for improved patient tracking and are looking into computer software programs.

The PSA clinic is scheduled for February. The letters for normal and abnormal results have been reviewed by both Alexian Brothers Medical Group and our Medical Director Dr. O'Malley and approved. We are setting up appointments now for the clinic. If you or anyone you know are interested, please call our office, 630.483.5665 for an appointment.

Thanks for the opportunity to serve our residents, as always it is a pleasure and joy to be part of the Hanover Township team!

Trish Simon RN Director of Community Health

Facilities and Maintenance

Reporting to – Town Board---January 20th 2010

Welfare Services continues to keep us busy over the last couple of week. We have been working hard to keep up with all the food donations as it has been a daily activity for the maintenance staff. We have all been active in the movement of food and toys throughout the township buildings. Astor experienced a roof leak in Director Imperato's office that needed immediate attention. Repaired interior door some how it was pulled off the hinges and tested panic buttons, and all emergency lighting.

The remodeling of YFS began with the removal and installation of insulation and new ceiling tiles in the office of Brian Fask. Ceiling tiles were removed with new insulation installed on the exterior ceiling as well as walls were sanded and painted and new carpet and trim installed.

Our help has been needed in the Highway Department with snow removal. It has been a never ending battle keeping the sidewalks snow and ice free over the last couple of weeks. We have also overseen the installation of a security system in Highway garage. The door at the Bartlett Fire Barn needed repair as the door would not close and there appeared to be damage to door.

The Senior Center has also been extremely busy over the Holiday season. We have been cutting cherry logs for the art room as well as installing shelving units for the Art Instructor. Char Ahlin has needed help loading and unloading items and supplies for the Gift Shop. Other items repaired included the repair of two parking lot lights amd resident bracelets for the Township Embracelet Program not to mention the take down and storage of the Christmas tree.

Respectively Submitted

Steve Spejcher
Director of Facilities and Maintenance

Hanover Township Mental Health Board
January, 2010
Report

The newly formed Planning Committee of the Hanover Township Mental Health Board held its' first meeting. Recommendations to amend the by-laws of the HTMHB to reflect clearly defined committee roles and functions were unanimously approved on 01/12/2010. A recommendation to begin the process of comprehensive strategic planning, including a needs assessment, was unanimously approved on 01/12/2010.

The Finance Committee of the Hanover Township Mental Health Board held 2 meetings to develop the FY11 budget. The recommendation to approve the FY11 draft budget was approved unanimously on 01/12/2010. The Finance Committee also requested a re-designation of a line item (Contract Support) to Emergency Contract Support to allow funded agencies to request emergency funds. This recommendation was unanimously approved. The Executive Director will be designing application process and criteria to access these funds for committee review in February, 2010.

The grant allocation workshop will be held on Saturday, 01/23/2010 in Downey Hall. Time- 9:00 am – noon.

Respectfully submitted,
Danise Habun
Executive Director

**Hanover Township Senior Services
Board Report – December 2009
Submitted by Barbara Kurth Schuldt, Director**

Senior Citizens' Services Committee

- The Senior Services Committee did not officially meet in December. However, all were invited to an Appreciation Luncheon with the elected officials and selected staff held at Moretti's on Dec. 7, 2009.

Programming Highlights

- A Christmas Carol at Goodman Theatre production of Charles Dickens's *A Christmas Carol*.
- Holiday Party & Variety Show. Thirty-five volunteer performers in our 3rd annual production worked very hard to bring 242 seniors a truly entertaining variety show in conjunction with our holiday luncheon. The fundraising committee raffled "money trees" for the Senior Committee and the Adopt-A-Senior raffles raised \$400 to support that Senior Services project.
- My Kind of Holiday: Chicago; Included a tour of *Christmas Around the World* exhibit at the Museum of Science and Industry, lunch at Lawry's, a drive past the Macy's Holiday windows and the Christkindlmarket in Daley Plaza.
- Zoo Lights at Brookfield Zoo. Cook County Commissioner Tim Schneider treated 30 seniors to Brookfield Zoo's Holiday Magic
- **Facebook:** Each student created their own Facebook page and set up their profiles. Items included: adding to and following the news feed, how to comment on pages, adding photos, and working with applications. The intent of this class was how to keep in touch with their families; to connect with old friends; and to find another interesting facet of the internet.

Social Services

- **Adopt-a-Senior program:** Senior Services adopted 57 seniors. Each participant of the program was required to submit an Adopt-a-Senior application and meet income guidelines (\$1,350/month for an individual and \$1,821/month for a couple). Approximately 570 individual gift and food items were donated. A goal of the Adopt-a-Senior program is to partner with the community and to create an awareness and involvement to help those less fortunate. During the month of November and part of December, the center displayed a Giving Tree inviting the community to purchase gift items. This year, the giving spirit was contagious as 95 residents donated various gift items. Fellowes Company, located in Itasca, took it upon themselves to adopt 30 individuals, and went above and beyond by donating between 180-200 gifts.
- Social Services Manager and Liaison attended an open house at Family Services Association in Elgin this month.
- Our Social Services Liaison conducted outreach at Centro de Informacion with the Community Health Office.
- Programs and their partners: Depression around the Holidays (Alexian Brothers Center for Mental Health), Meet, Eat and Greet (Program facilitated by Hanover Township Senior Services), Veterans Benefits (Illinois Department of Veterans' Affairs), Grief Support Group (Monarch Hospice), CEDA REACH Program (individual case management/CEDA), Senior Will Program (Chicago Bar Association) and Foot Spa Clinic (Homebound Health).
- Please note in the statistical report below that "active cases" has been relabeled as "Total number of clients actively served within the last 2 yrs." This means that client folders remain active although the client may participate in one or two programs throughout the year. If two years passes without contact, the file is then changed to "inactive".

Transportation

- Ten applicants have been interviewed for the stand-by driver position. Four candidates proceeded through the recruitment process but failed to pass the criteria required. The recruitment continues.

Administration

- Four applicants have been interviewed for the Volunteer Coordinator/Program Assistant position.
- Six applicants were interviewed for the Receptionist position. A candidate is being offered this position.

Hanover Township Senior Services Monthly Report ~ December 2009

Programming Division	
<i>Recreation</i>	
75	# Planned programs at Senior Center
903	# Participants at Senior Center
4	# Offsite trips & events
332	# Program participants on trips & offsite events
133	# Wait listed (unduplicated) for trips only
12	# Names added to Newsletter Mailing List
<i>Arts & Crafts</i>	
24	# Art classes
181	# Art class participants
<i>Computer Classes</i>	
18	# Computer classes
102	# Computer class participants
<i>Volunteers</i>	
23	# New requests for volunteers
2	# New volunteers
920	# Volunteer hours reported
1131	# Meals delivered by volunteers
418	# Congregate meals served
Social Services Division	
1148	# Total number of clients actively served within last 2 yrs.
583	# Contacts with active cases
668	# Telephone calls
108	# Office appointments
1	# Home visits
241	# Referrals given to clients to contact other agencies
196	# Outside resources contacted on behalf of clients
0	# Elder abuse referrals
0	# Medicare counseling sessions
36	# Energy Assistance programs
340	# Prescription drugs & health insurance assistance
10	# Public Aid programs
10	# RTA Senior & Disabled Ride Free
8	# Social Service programs at Senior Center
62	# Social Service program participants
37	# Lending Closet transactions
2	# Unmet needs (services of referrals not available)
Transportation Division	
1566	# One-way rides given
209	# Individuals served – unduplicated
18	# New riders
155	# Riders under 60
271	# Rides given to disabled
112	# Wheelchair assisted rides
199	# Rides to dialysis
187	# Rides to Victory Centre of Bartlett
42	# Unmet requests for rides

WELFARE SERVICES
BOARD REPORT
January 2010

The 2009 Holiday Season has come to a close and the sponsor-a-family and toy drive went extremely well. With the generosity from the community we were able to sponsor our most needy families and provide toys for all others who applied. The food pantry because of the generosity from the community was provided more than 900 meal boxes to needy families this season

GENERAL ASSISTANCE:

General Assistance went through its first of ongoing chart audits. The audit went extremely well and the benefits of using Visual GA were evident during the audit. It was recommended we use a different type of file folder so documents could be separated and found easier within the files. These new file folders have been ordered and received and information has begun to be transferred into the new file folders.

Clerk Dolan Baumer's office will be training and administering the Deputy Registrar Oath to Case Manager Kristin Cumbo in the next week so she will be able to register clients to vote. This is a requirement of the General Assistance program.

The community work program is underway with clients being referred monthly to WorkNet. The purpose of referring clients is so interview and job skills can be improved. All recipients of General Assistance must participate in the work program in order to collect general assistance.

Staff attended training at CEDA for additional programming broadening the scope of services we are able to offer our residents.

We are looking to visit agencies we refer clients to so we have a better understanding how these agencies operate. We are planning on visiting The Community Crisis Center in Elgin in February and continue becoming more familiar with agencies throughout the year.

CEDA was in for a random inspection and found no violations. Staff is processing applications timely and efficiently with few mistakes.

A representative from CEDA continues to come to Astor Avenue on a weekly basis to see clients offering many services to help with rent and utility bills as well as other resources available through CEDA.

Our current General Assistance clients continue to do job searches as a requirement of the program and three have found full time jobs.

We received re-payment from Social Security for our client who was approved. It is because files had been updated and forms signed we were able to collect this money. The check was over \$2700.00 and has been deposited into the township funds.

We are planning a meeting with Senior Services staff to schedule out rooms and dates for 2010 programming. Senior Services, Facilities and Maintenance, EMA and the Highway Department all contributed so much to making the season go well and we could not have done it with the support from these departments.

FOOD PANTRY:

With the new calendar year has come updating of all Food Pantry patrons. New applications are available and once approved a new pantry card will be issued. Once applications are received they are entered into the Visual GA program under Food Pantry. This makes it easy for look up and verification of eligibility.

Willow Creek has obtained five additional shelving units donated by a local business that is closing. These units will be delivered and installed on Friday, January 15th in the lower level of the Senior Center and used for food donation overages allowing us to sort and rotate food for the pantry.

I pleased to say we have a full staff of volunteers who work the pantry daily. These volunteer's stock shelves, make bags and greet residents. Volunteers are not scheduled until full background check results have been received and all necessary paperwork completed.

COMMUNITY OUTREACH:

Willow Creek continues to support us by giving us large amounts of items for the food pantry.

Lori Orozco attended a meeting in Elgin to discuss opening a food pantry distribution center in Elgin. Willow Creek reported that 25% of the clients they serve live in Elgin. In cooperation with many local agencies and organizations it is hoped by opening this facility in Elgin will reduce the need at other pantries such as Hanover Township or Willow Creek.

Finally, space still being short the temporary set up of the shelving in the Senior Center will help with our food storage and distribution. Volunteers will be sorting and stocking food donations daily. Volunteers should be easily identified by the badges they are issued and asked to wear while working. I am working with Director Spejcher to establish solid practices so this situation goes smoothly until a more permanent plan can be put in place.

Respectfully submitted,

Mary Jo Imperato

Welfare Services Director

Hanover Township Youth and Family Services

Board Report

1/20/10

1. Michael S. Kelly, Loyola University Professor and YFS consultant and John Parquette, LCSW, will be presenting at Streamwood High School's staff meeting on Wednesday, January 20th, 2010. We have secured permission from School District U-46 and Principal Terri Lozier to begin a needs assessment on safety with students and staff. Purpose of attending the staff meeting is to introduce the needs assessment, the plan and purpose, and respond to staff's questions. We are still waiting for a decision from Loyola on possible grant money to assist with the research.
2. A Parent Tutoring Group will be starting in the second semester. The group will be offered to parents of the Tutoring Program, free of charge. The group will offer parents support and strategies on assisting with improving their child's academic performance.
3. Community Caroling took place in the Astor Avenue Community Center neighborhood on Wednesday, December 16th, 2009. Twenty six people, including children, teens, adults, and some Girl Scouts enjoyed the company of each other and of those they sang to. Girl Scout Troop's #41300 and #40470 and their leader, Betty Saltares, generously brought donated canned goods and toys for Welfare Services Holiday programming. Along the way, several neighbors came out of their homes and joined NLU in caroling. We had some difficulty leaving Lexington Health Care as the residents so enjoyed our company and the spirit of caroling – many of the residents joined in with singing.
4. Planning is occurring to start a girls group at Canton Middle School. The group will be designed to develop the participants esteem, leadership skills, and academic performance.
5. Year Round Open Gym Program will be moving sites from Nature Ridge Elementary to Bartlett Elementary due to low attendance caused by multiple conflicting after school programming. Bartlett Elementary School will start as a site on January 21, 2010.
6. Talks have begun to collaborate with the Streamwood Falcons. Possible outcomes include football clinics at Open Gym.
7. YFS experienced a surge in child abuse and neglect hotline calls in the last ten days. Various staff have made a total of six calls.
8. Interviewing for the Outreach and Prevention Services Coordinator position has occurred. Group interviews have been scheduled for Tuesday, January 26th, 2010.
9. Astor Avenue Community Center will be hosting a College Financial Aid Workshop on Tuesday, January 26th, 2010. YFS and a representative from the Illinois Student Assistance Commission will be providing residents with information on application for financial aid and helpful information on navigating the process.
10. Five families presented for Family Therapy since last report. Two are Spanish-speaking and three are English-speaking families. Of the five families, three are Streamwood residents, and two are Bartlett residents.