



240 S. Route 59, Bartlett, Illinois 60103

Regular Meeting of Town Board
September 22, 2009
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. A1C Richard Hernandez, U.S. Air Force
 - B. Sam's Club Recognition
 - C. Dedication of Runzel Reserve
- VI. Supervisor's Report
- VII. Clerk's Report
 - A. Approve Regular Meeting Minutes of September 1, 2009
 - B. Approve Executive Session Minutes of September 1, 2009
- VIII. Highway Commissioner's Report
- IX. Assessor's Report
- X. Trustee Liaison Reports
- XI. Treasurer's Report
- XII. Bill Paying
- XIII. Old Business
- XIV. New Business
 - A. Adoption of Retreat Summary and Revised Mission Statement
 - B. Approval of Mechanic Position within F & M
 - C. Approval of Website Agreement
- XV. Department Reports
- XVI. Executive Session
- XVII. Other Business
- XVIII. Adjournment

Hanover Township
Board Audit Report
From 09/2/09 to 09/22/09

Total Town Fund	42,100.63
Total Senior Center	26,265.53
Total Welfare Services	7,140.67
Total Road and Bridge	3,308.65
Total Mental Health Board	13,743.93
Total Retirement	
Total Vehicle	2,454.00
Total Capital	1,792.81
Total All Funds	<u><u>96,806.22</u></u>

The above has been approved for payment this 22nd day of September 2009

Supervisor

Town Clerk

Trustee

Trustee

Trustee

Trustee

Hanover Township Revised FY 2010 Strategic Plan

**Consultant's Report
September 2009**

**Prepared by
Michael T. Peddle, Ph.D.
Curtis H. Wood, Ph.D.**

We appreciated the opportunity to assist Hanover Township again by facilitating your strategic planning session on Thursday, August 13, 2009. We commend you for revisiting, reassessing, and updating the original FY2010 strategic plan that includes the mission statement, the SWOC analysis, and the FY2010 and long-term strategic goals. As noted at the workshop, we compliment you for the thoughtful and collegial way that you went about discussing, reevaluating, and reprioritizing the original FY 2010 strategic plan. We also favorably note the progress you have made in the implementation and completion of many of the original 2010 board and departmental goals. Finally, we continue to be impressed by the correspondence and consistency between the revised 2010 strategic goals and the Township's mission statement.

The following report summarizes the results of the revised 2010 strategic planning process:

Mission Statement

The mission statement promulgates the township government's overarching purpose, role, and values. At the August 13, 2009 strategic planning session, the township board and administration revisited the original 2010 Hanover Township mission statement. There was unanimous agreement among the board that the current mission statement could be shortened and written more concisely to reflect the board's vision and values for the township government and community. The township board unanimously agreed upon the revised mission statement below:

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.

We continue to recommend that the township mission statement be widely shared with township staff, citizens, and businesses. For example, the mission statement should be visible to

employees and the public at all township facilities and placed on official public reports, documents, and letterhead. We would also suggest that the mission statement be incorporated into the materials for township board meetings. For example, the township mission statement could be prominently displayed at each board meeting, or printed on the board's agenda. Given the board's commitment to the mission statement and the correspondence of the township's goals with the mission statement, the township board might also consider explicitly linking each major item on its meeting agendas to a specific goal or to the mission statement itself.

Strengths, Weaknesses, Opportunities, and Challenges (SWOC) Analysis

At the August 13 session, the township board reviewed and updated the original 2010 township internal strengths, internal weaknesses, external opportunities, and external challenges. The new items that have been added for each category have been marked in "Bold" (see below).

In addition, the board prioritized the original and new 2010 external opportunities and external challenges using the "Blue and Black Dot Method". After discussion, board members placed their blue dots on their highest priority (biggest) opportunity/ opportunities and challenge(s), and placed their black dots on their lowest priority (least important) opportunity/opportunities and least critical challenge(s). The number of blue and black dots assigned to each opportunity and challenge is underlined after each item.

Below are the revised 2010 strengths, weaknesses, opportunities, and challenges that were identified, discussed, and agreed upon by the board.

Strengths (internal)

- The township is in good financial shape due in part to conservative budgeting techniques.
- The township offers a diversity of services.
- The township has excellent, dedicated township employees.
- The township government has a good reputation .
- The township has an open-minded Board.
- The township has quality assets/facilities (e.g., the Senior Center).
- The Board members are well networked with civic and community groups.
- The Board and staff have an excellent relationship with residents and other governments.

- The township has a professional administrator.
- The township has a Mental Health Board.
- There are good senior and disabled transportation services in the township.
- The township has a community health nurse.
- The township has an emergency services unit
- Welfare services are located close to the populations of need and thus responsive to citizens.
- **New make up of leadership in township government that has resulted in new ideas, less counterproductive conflict, and healthier board relationships**

Weaknesses (internal)

- Board communication with staff
- Revenue constraints
- Active and successful grant writing operations
- Physical space constraints
- The township relationship with Elgin could be stronger
- Lack of resident awareness of the township services
- Township has a limited service relationship with residents without special needs.

Opportunities (external)—prioritized based on 8/13/09 meeting

1. Collaboration with neighboring governmental bodies, including impact fees for the township—5 Blue Dots
2. **Use of new technologies to better communicate with external stakeholders**—5 Blue Dots
3. Grant opportunities (i.e. Homeland Security, Department of Justice, Mental Health Fund, Foundations, CDBG, Park Districts, and IDNR)—3 Blue Dots
4. Physical space and resources available for expansion of facilities—1 Blue Dot
5. **There is a growing low-income, aged, and minority population with special needs**—0 Dots
6. The township has broad statutory authority to provide public services—0 Dots
7. Community and economic growth opportunities—1 Black Dot
8. Development of committees—1 Black Dot
9. Opportunity to use fee-based services for non-core and new functions/services—2 Black Dots
10. External opportunities for Board/staff development from institutions such as Northern Illinois University, Center for Governmental Studies, other educational institutions, professional organizations, and privately run professional seminars—2 Black Dots
11. Civic/service organizations (i.e. Chamber of Commerce, Lions Club, and social service agencies) that can help leverage resources—2 Black Dots
12. Elderly population is available that can use the Senior Center—2 Black Dots
13. **New School District U-46 leadership**—4 Black Dots

Challenges (external)—prioritized based on 8/13/09 meeting

1. **Effectively communicate the township message in today's world that mixes traditional and technology-based interactions**—7 Blue Dots
2. Need to maintain town strengths in face of increasing demands and expectations for service—5 Blue Dots
3. Adverse economic conditions affect demand for services and access to the necessary resources—1

Blue Dot

4. Mental Health 708 statute—1 Blue and 1 Black Dot
5. State codes pertaining to townships—0 Dots
6. There is a growing low-income, aged, and minority population with special needs—0 Dots
7. The impact of municipal, county, and state politics on the township—0 Dots
8. The jigsaw puzzle of overlapping, non-contiguous, and autonomous jurisdictions makes it difficult to develop and sustain relationships with other governments—0 Dots
9. Township has limited taxing authority that presents a revenue challenge—3 Black Dots
10. Overcoming the poor reputation that townships have in general, thus affecting Hanover Township's reputation—4 Black Dots
11. State tax cap—5 Black Dots

Strategic Goals

Strategic goals are the important short and long-term initiatives, projects, programs, or policies/plans that contribute to achieving the township mission. At the strategic planning session on August 13, the township board and administrator reviewed the progress made toward completing each of the original 2010 board and departmental strategic goals and the long-term board strategic goals. The township board and administrator also discussed the addition of new short and long-term board and departmental goals. Finally, the board prioritized the existing and new short and long-term strategic goals.

Below we have summarized the status of and ranking for each of the new and ongoing 2010 board and departmental strategic goals and long-term board strategic goals based on board and staff discussion and consensus. The status of each goal can be found after each goal (see underlined). The new goals (if applicable) are marked in bold. Completed departmental goals are listed separately and not ranked.

Board and Departmental 2010 Strategic Goals

1. Township Board (not necessarily in order of priority after addition of new goals)
 1. Adoption of an environmental policy— in progress
 2. **Identify community needs and projects by engaging stakeholders through a citizen participation process (aligns with goal in the Administration Department)**
 3. **Oversee development of the community relations/communication plan (aligns with goal in the Administration Department)**

Completed Goals:

- Define and develop the role of committees as partners with the Board on existing and new community-based services.

2. Administration Department (in order of priority)

- Develop a community relations/communication plan**
- Conduct a comprehensive community needs assessment using a multi-phased approach including surveys, focus groups, and interviews to determine public opinion of township services and areas of need in the spectrum of social services available in the community—in progress.
- Implement fiscal year 2010 capital improvements per adopted Capital Improvement Plan, especially CDBG funded improvements at the Astor Avenue Community Center, construction of a senior citizens' park, and begin the planning process for FY2011 projects, including build out of Senior Center lower level—in progress.
- Conduct a study of animal control programs in surrounding villages and report back to the Board for further direction.**

Completed Goals:

- Research resource development opportunities including grants, and identify potential cost savings in township operations. Secure a minimum of \$25,000 in new resources.

3. Emergency Management Services (in order of priority)

- Complete the township's emergency operations plan (EOP)—in progress.
- Develop a trained volunteer base to meet the needs of the emergency operations plan (EOP)—in progress.

Completed Goals:

- Continue to develop program by addition of procedures and written guidelines for volunteers.

4. Facilities and Maintenance (in order of priority)

- Astor Avenue Food Pantry renovation: utilize CDBG money, serve as project manager, interview architects to advise and create a clear direction for upgrades and possible additions to the building—on hold due to Cook County.
- Transportation preventive and general maintenance: maintain the working condition of the growing township vehicle fleet—in progress as need to create a mechanic position and fund such position.

Completed Goals:

- Assess township-wide snow removal procedures and equipment.

5. Community Health (in order of priority)

- Prepare a long-term plan for the growth and development of the Department of Community Health—in development.
- Work closely with a new grant writer to identify potential auxiliary funding sources for crisis care fund, supplies, equipment, and expansion of services—in development and need to identify grant funding opportunities to which the township might respond.
- Work cooperatively with local EMS, police, and healthcare providers to identify high risk

clients, assist with disease management issues, and decrease emergency situations for the township residents, as applicable—in progress as a new committee has been approved but not created.

6. Senior Services (in order of priority)

- a. Work with an outside consultant to review and evaluate the most efficient and effective way to provide senior services in the township—in progress.
- b. Implement the senior center business plan—in progress; contingent upon Board retreat with staff and subsequent board approval.

Completed Goals:

- Implement the transportation recommendations from FY 2009 and expand services.

7. Youth and Family Services (in order of priority)

- a. Research, develop, and implement an alternative to the suspension program to service the high school population within the township. Research the idea of an alternative to the juvenile court program—in progress; need to bring the plan to a board workshop.

Completed Goals:

- Re-establish methods of clinical practice by evaluating existing documentation procedures, hiring of new consultants, establishing a formal in-service schedule, and securing new psychiatric care to improve the quality of family therapy, outreach, and other clinical services.
- Implement a business plan for a year round open gym program. Expand offerings of programs beyond school breaks within budget, research new internship placements, partnerships with park districts, and other resource options.

8. Board Long-term Strategic Goals (After 2010- in order of priority)

- a. Develop a comprehensive emergency preparedness plan for the township—in progress; tied to the EOP.
- b. Develop an ongoing community needs assessment process for the township—in progress; tied to the community needs assessment study.

Implementation of the Revised 2010 and Long Term Board Strategic Goals

At the August 13 strategic planning session, the township board asked the township administrator to develop a calendar of board workshops so that the board could follow-up on the short and long term strategic goals. The board desired to schedule a workshop session the first meeting of each month. In addition, the township board asked that administrative departments update the board once a quarter regarding the status and progress made toward achieving their 2010 departmental goals. Finally, the board expressed the desire to revisit the strategic plan quarterly.

Conclusion

The Hanover township board and administration are to be commended for regularly revisiting the mission statement, conducting a SWOC analysis, identifying/prioritizing short and long-term strategic goals, and assessing the status and progress made in achieving each strategic goal. We were particularly impressed at the strong financial position of the township relative to other local governments in these tough times. It is evident that the township officials and staff take their fiduciary responsibility very seriously and continue to operate in a manner that allows economic swings to be absorbed in such a way as to not substantially or adversely affect taxpayers or residents who are dependent on township services. We wish you well in the successful implementation of the revised fiscal year 2010 and long-term board strategic goals. Successful completion of these important strategic goals will make it possible to build a better community for the citizens of Hanover Township.

We are very pleased to have been involved in what we consider to have been a very productive and collegial strategic planning process. Please let us know if you have any questions or if we can be of further assistance to Hanover Township.



250 South Route 59
Bartlett, Illinois 60103-1648

• email: hanover@hanover-township.org
• www.hanover-township.org

• Phone: 630-837-0301
• FAX: 630-837-9064

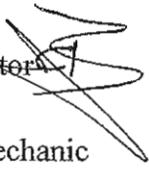
Where Great Service Happens!

Supervisor
Brian P. McGuire
Clerk
Katy Dolan Baumer
Assessor
Thomas S. Smogolski
Highway Commissioner
P. Craig Ochoa
Trustees
Mary Alice Benoit
William T. Burke
Howard Krick
Sandra Westlund-Deenhan
Administrator
James C. Barr

Memorandum

Date: September 18, 2009

To: Township Board

From: James C. Barr, Administrator 

Re: Authorization to Hire a Mechanic

As a follow up to a prior Township Board workshop, administration is requesting authorization to create and hire a mechanic within the Facilities & Maintenance Department to service the entire Township vehicle fleet inclusive of Senior Transportation, Road District trucks, Food Pantry vans, EMA vehicles, and maintenance vans. The cost would be shared by the Highway Department, Senior Services, and the Town Fund with a starting salary of \$50,000. Attached for your review is the proposed job description.

In excess of \$86,000 is budgeted in FY10 for vehicle maintenance and repairs across all departments. It is projected that the new position will significantly reduce these costs, while also reducing 'down time' during repairs, other staff time transporting vehicles to the repair shop and providing basic vehicle maintenance, and lengthen the effective life of existing vehicles with additional preventative maintenance.

The new hire would be expected to utilize their own set of equipment as is common practice in this field. Please contact me at your convenience with any questions or comments. Thank you for your time and consideration.



Job Description

Position: Mechanic

Department: Facilities and Maintenance

Reports to: Director of Facilities & Maintenance

Last Updated: August 12, 2008

Responsibilities:

- Develop, organize, and conduct a preventative and regular maintenance program for the Township's vehicle fleet.
- Responsible for the diagnosis and repair of Township vehicle issues as they arise.
- Coordinate all external major auto repair work as necessary and authorized by the Director.
- Maintain and regularly review all vehicle warranties and facilitate their use when appropriate.
- Responsible for maintaining an organized, clean, and safe working environment.
- Ensure the exterior of the vehicle fleet is properly maintained and cleaned.
- Responsible for responding and organizing service calls to vehicles in the field when necessary.
- Responsible to maintain all supplies necessary for auto repairs, cleaning, and regular maintenance.
- Update and renew all compliance documents related owning and operating vehicles in the Township's fleet.
- Assist with other maintenance tasks or duties as assigned by the Director.

Knowledge, Skills and Abilities

- Knowledge of auto electrical systems, steering and suspension
- Knowledge of welding, fabrication, and light auto body work
- Ability to diagnosis and repair auto climate control
- Ability to diagnosis and repair ABS brakes
- Advanced skills related to repair of auto engines including diesel and small engines.
- Skill to use computer systems including Microsoft office software.
- Ability to establish priorities, work independently, and proceed with objectives with minimal supervision.

Education and Experience

- High school degree required; Additional auto mechanic certifications preferred.
- Ten years related experience.

Special Requirements:

- Must own and utilize on site, up to date, set of mechanic tools.
- Commercial Drivers License Class B required.
- Willingness to work evenings regularly (2nd Shift) and occasional weekends.



165 Kirkland Circle
Oswego IL, 60543

Phone: 630.551.0334
Fax : 630.551.0353
www.weblinxinc.com

Proposal of Services - Website Design

REVISED 09/17/2009

Township Hall

Attn: John Acardo, Assistant to the Administrator

Hanover Township

250 South Illinois Route 59

Bartlett, IL 60103

Company Overview:

Weblinx Incorporated (“**Weblinx**”), an Illinois Corporation established in 1997, *is the established leader* in providing web development and marketing solutions to the Chicago metro area. Located in Oswego Illinois, we offer a full range of sophisticated marketing solutions. Our *innovative solutions* will surpass your expectations without exceeding your budget. We provide you with an excellent opportunity to promote your business professionally to millions of people globally.

Our Design Philosophy:

We understand what it takes to build a successful website. The most prominent feature of **Weblinx** is our ability to put your company on the World Wide Web at an affordable price. We use state-of-the-art technology to create an interactive and professional website. Our mission is to develop an attractive website that you will be proud of, yet simple enough that the end user will be able to find exactly what they are looking for with a minimal number of clicks.

We stand behind our product. Since starting as a one-person operation in 1997 we still maintain excellent relationships with our original clients. To this date we have never lost a client because of unsatisfactory services. We believe in building client relationships that last the lifetime of the business.

Product Overview:

Hanover Township is interested in enhancing the organization's image to support its mission and goals.

To help meet **Hanover Township's** current objectives, **Weblinx** will design an attractive website to communicate the client's essence and public community services. The website will serve as a powerful tool that will assist in the development, expansion and maintenance of the organization.

The Project Phases:

Phase 1: **Full Custom Graphic Design, Revisions, and Site Interactivity** – **Weblinx** will offer 3 custom graphic user interfaces (GUI's) created by three different staff designers. These GUI's will be based on **Hanover Township's** current marketing color palette, logo, vision, and direct answers from the project questionnaire. The 3 GUI's will be submitted to **Hanover Township** for comment and revision. One GUI or a combination of elements from all three GUI's will begin the revision process. A typical design will go through 3-5 revisions before the final design is achieved. After the design concept or GUI has been approved, **Weblinx** then "slices" the graphics for internal page interactivity. Internal page design and build out will flow from this initial phase.

Phase 2: **Full Content Integration to Include Client Customizations** – Following design approval, **Weblinx** will start building the internal pages of the website with customer supplied content. Additional functionality and customizations will be implemented at this time. They will include the items listed in the Request for Proposal on pages 2 & 3, many which will be detailed later in this proposal. Up to 30 pages of site content will be built at this time, and a demo site will be created and sent to **Hanover Township** for review and feedback.

Phase 3: **Site Enhancements and Beta Testing** – Following the build out of the website, **Hanover Township** will review the demo provided and offer feedback. **Weblinx** will work closely with **Hanover Township** to make all necessary enhancements to the existing areas of the website for improvement of the formatting and overall look. **Weblinx** also engages in extensive beta testing and editing throughout this phase to ensure all functionality is working per our standard level of performance.

Phase 4: **Final Review and Project Completion** – Customer completes a final review and approves the website for public launch. Following site launch, **Weblinx** administers the following optimization strategies to ensure top search engine rankings and performance: Keyword Research, Competitor Analysis, Unique ALT and Title Tags on Images and Links, Meta Key Phrase and Description Tag Generation, Search Engine Friendly Navigation, Robots Set Up, Google Sitemap, Yahoo Sitemap and Site Submission to Top Search Engines. The **Hanover Township** website is subject to an additional 30 days of monitoring and link testing by the **Weblinx** team. We will perform minor site updates during this period at no additional fee.

Current Workload:

Weblinx works on dozens of projects weekly. We have the experience and personnel to see that the project is completed in a timely fashion.

Scope Summary:

Hanover Township's marketing deliverables will consist of the following components:

- Work with the company to determine a site outline
- Research company industry related to key phrases, search volume, and competition
- Complete 3 friendly Graphic User Interfaces (GUI's) for the website
- Content Management System (Weblinx proprietary ITwerx platform)
- Drop-Down Menus
- Photo Slideshow (Home Page only)
- Password-protected access to certain areas of the website (DOCwerx module)
- Search Function
- Site Map
- Live Calendar (EVENTwerx module)
- Ability to download applications like Adobe Acrobat Reader
- Ability to conduct online polls (SURVEYwerx module)
- Ability for site visitors to submit comments online to be directed to appropriate Township staff
- Ability to view Hanover Happenings online and opt-in to monthly online newsletter
- Ability for residents to add or delete an e-mail address.
- Ability to add online mapping software at a later date
- Ability to view video/streaming video that Hanover Township produces on the site (via links to YouTube videos)
- Ability for users to complete various forms online (FORMwerx module)
- Online employment application (JOBwerx module)
- Build up to 30 pages* of site content
- Implement natural SEO strategies
- Complete 1 website

**A web page is considered to be the image area viewed on a computer screen, or "screen shot". When scrolling down a page, printable pages are counted to determine an exact page count.*

Project Fees and Projected Expenses

Weblinx, Inc. will work within a fixed-price model for all services included within the scope of this proposal. These estimates are denoted in U.S. dollars at a base price of \$90.00 per hour.

- Fees denoted below include all applicable fees, taxes and materials.
- Durations are approximated, and include all work, reviews, and revision cycle time.
- Certain phases will be dependent on **Hanover Township** approving and or providing **Weblinx** with feedback in a timely manner.

<p>opt-in to monthly online newsletter</p> <ul style="list-style-type: none"> • Ability for residents to add or delete an e-mail address. • Ability to add online mapping software at a later date • Ability to view video/streaming video that Hanover Township produces on the site • Ability for Township staff to add Photo Galleries (IMAGEwerx module) • Ability for users to complete various forms online (FORMwerx module) • Online employment application (JOBwerx module) • Build up to 30 pages* of site content <p>Phase 3 – Work with client to make all necessary enhancements to formatting and overall look.</p> <p>Phase 4 – Customer sign-off upon completion. Submission and optimization to Search Engines* to include:</p> <ul style="list-style-type: none"> • Keyword Research • Competitor Analysis • Unique Title Tags • Meta Key Phrase and Description Tag Generation • Search Engine Friendly Navigation • Robots Set Up • Fav Icon Creation • Google Sitemap • Yahoo Sitemap 	<p></p> <p>16.67 Hours</p> <p>16.67 Hours</p> <p>11 Hours</p> <p>8 Hours</p> <p>10 Hours</p>	<p>included</p> <p>TBD</p> <p>Included</p> <p>\$1,500.00</p> <p>\$1,500.00</p> <p>\$1,000.00</p> <p>\$ 720.00</p> <p>\$900.00</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------

<ul style="list-style-type: none"> Site Submission to Top Search Engines <p><i>*Allow up to 8 weeks for search engines to fully index your website. Weblinx has no control over indexing time.</i></p>		
Web Design Fees and Expenses	169.67 Hours or Approx. 8-10 Weeks	\$15,295.00
Web Hosting – Windows Server <i>*An additional custom application fee of \$500.00 will be added to the cost of project if site is to be hosted on a non-Weblinx server. See details below.</i>	Annual Fee	\$300.00*
TOTAL:		\$15,595.00\$
Optional Fees:		
Add'l Page Design	Price Per Page	\$100.00
Site Maintenance – One hour of standard text and photo updates.	Monthly	\$45.00
	Quarterly	\$60.00
	Infrequently	\$90.00
Flash updates	Hourly	\$100.00
SEO Updates – To ensure optimum natural search engine placement.	1x/yr	\$800.00
	2x/yr	\$500.00 per touch

Terms and Conditions

- Payment Options.**

Pay in Full – 2% discount applies to web design fees and expenses if payment is received in full within net 30 days.

Credit Card Payment Plan – Four payments over a period of four months taken automatically, per standard payment amounts below.

Standard Payment Plan – A 25% deposit in the amount of \$3,823.75 for web design fees/expenses and the web hosting fee of \$300.00, \$4,123.75 total, will be due upon project initiation. The remaining balance will be billed evenly over the following three months or phases of the project, whichever comes first, in the amount of \$3,823.75 due per month/phase.

Extended Payment Plan – TBD by Account Executive and client. 2% surcharge will apply.

Payments may be made payable to **Weblinx, Inc.** Deposits are non-refundable. There will be a 15% penalty on invoices past 30 days. Accounts 60 days past due are subject to termination.

- **Default of Payment.** In the event of default of payment, customer agrees to pay all cost of collection, including reasonable attorney's fees. Venue for litigation arising between the parties to enforce the terms of this agreement shall be fixed in the 1^{6th} Judicial Circuit, Kendall County, Illinois.
- **Deliverable Ownership.** **Hanover Township** will own all rights to the content of the website. The product will be produced and delivered as set forth in the RFP.
- **Work.** All of the work necessary to produce the deliverables defined within this proposal will be performed by **Weblinx** employees. **Weblinx** will take responsibility for the quality and timeliness of the work produced. If the actual duration of the work exceeds the estimated number of hours allotted to complete the work, **Weblinx** has the right to review the project scope and additional fees may apply.
- **Expiration.** There is a 30-day rate lock on this agreement, from the date indicated below. After this period of time, **Weblinx** has the right to alter fees based on the going rates for service.

Web Hosting Fees:

Web Hosting Details:

Windows Server Platform - \$300.00* per year

**An additional custom application fee of \$500.00 will be added to the cost of project if site is to be hosted through a non-Weblinx server. If site is hosted elsewhere, Weblinx, Inc. cannot be held accountable for limitations encountered with the non-Weblinx hosting service provider. If you will be transferring hosting to our server, please be advised that we will require a username and password with current domain registration and hosting companies. Weblinx, Inc. is not responsible for the renewal of your domain name with you current registrar when hosting your website.*

- 200 MB Disk Space
- Unlimited POP3 E-mail Accounts & Forwarding
- Remote Web Mail
- Email Auto Responders
- FTP Account, Unlimited Uploading
- Audio & Video Streaming
- Statistical Tracking and Web Site Statistics
- Shared SSL Key – Data Encryption Security Standard
- Backup
- 99% Guaranteed Up Time

Other Specifications:

- Site will be professional and support the company.
- GUI (Graphic User Interface) will be built for expansion to minimize future costs.
- **Weblinx** will select stock photos from www.photos.com plus gallery or work with client photos provided.
- **Weblinx** will provide a working demo of the website to allow **Hanover Township** to test, review, and offer feedback to the **Weblinx** design team throughout the building process.

- Site will be optimized for best placement throughout all major search engines.
- Text and graphics will be created in cascading style sheets.
- Simple GUI (Graphic User Interface) will support dial-up users.
- Website optimized for 1024x768 screen resolution.
- A questionnaire will be provided to client upon project start to provide helpful information to design department.

Authorization

Hanover Township has caused this agreement to be effective as of the date indicated below. Please authorize and return to **Weblinx, Inc.** via mail, or fax to (630) 551-0353. Thank you for your business.

Weblinx, Incorporated
165 Kirkland Circle
Oswego, Illinois 60543

Jim Connon

Weblinx, Incorporated

9/17/2009
Date

Hanover Township

Date

TRISH SIMON RN, BSN
Department of Community Health
July 2009 BOARD REPORT

Our Immunization clinic held the second Thursday of each month has been consistently growing. We continuously strive to market for the event. At the August clinic, back to school physicals were also provided by KidCare Medical staff and feedback was positive. "It was a smooth process and great to have this service here in the township."

We have been working hard to make this year's "Just for the Health of It" Expo another great success. We currently have 115 vendors secured to provide screenings/information for attendees. The date again as a reminder is September 26, 2009. A blood drive will once again be part of the event, to schedule your time please call Tracey at 630.483.5673. We will be asking once again for your donations as well as anyone you may know that would be interested. Thanks again in advance for considering this lifesaving and valuable service!

We have partnered with the Streamwood Park District for the Streamwood's Biggest Loser program. This is their second session; we were a constant resource for questions and body fat analysis at the first (successful) session. This fall we are starting each participant out with a complete lipid profile and body fat analysis and at the conclusion of the program we will repeat it and provide counseling on results.

The fall flu season is upon us! First, let me update you on the H1N1 CDC plan. I am working directly with CCDPH and currently the plan is to target the priority groups according to the CDC:

The groups recommended to receive the 2009 H1N1 influenza vaccine include:

- **Pregnant women** because they are at higher risk of complications and can potentially provide protection to infants who cannot be vaccinated;
- **Household contacts and caregivers for children younger than 6 months of age** because younger infants are at higher risk of influenza-related complications and cannot be vaccinated. Vaccination of those in close contact with infants younger than 6 months old might help protect infants by "cocooning" them from the virus;
- **Healthcare and emergency medical services personnel** because infections among healthcare workers have been reported and this can be a potential source of infection for vulnerable patients. Also, increased absenteeism in this population could reduce healthcare system capacity;
- **All people from 6 months through 24 years of age**
 - **Children from 6 months through 18 years of age** because cases of 2009 H1N1 influenza have been seen in children who are in close contact with each other in school and day care settings, which increases the likelihood of disease spread, and
 - **Young adults 19 through 24 years of age** because many cases of 2009 H1N1 influenza have been seen in these healthy young adults and they often live, work, and study in close proximity, and they are a frequently mobile population; and,

- **Persons aged 25 through 64 years who have health conditions associated with higher risk of medical complications from influenza.**

At this time, we are signed up as volunteers to assist in the school based clinics within our township. If there is a need for the township to serve as a host site, we will work with the EMA department and local governmental agencies on arranging such an event. At this time CCDPH has the OCH listed as a reserve distribution site. In addition, there is NO shortage of vaccine expected. Once priority groups are vaccinated, vaccination for the 24-64 age group will begin. Current studies indicate that the risk for infection among persons age 65 or older is less than the risk for younger age groups. However, once vaccine demand among younger age groups has been met, programs and providers should offer vaccination to people 65 or older. This information has been delivered to the Senior Committee at this month's meeting with a question/answer session. As details rollout from the CDC as to recommendations for the H1N1 coverage we will inform the staff.

We have two vendors offering SEASONAL flu shots at the expo, as well as our township wide event on October 7th from 10am-2pm for all ages. Our office will once again take care of the homebound and all employees for their seasonal vaccine. The dates established for employees and officials are as follows:

October 6, 9:00 – 4:00

October 8, 4:00 – 6:00

Please call our office at 630.483.5665 to get your vaccine scheduled!

I am excited to be rolling out a new program for the men of our township! The OCH is going to be a screening site for the Prostate Cancer Education Council. This program is going to be sponsored (paid for!) by Alexian Brothers Medical Center. The details are currently being worked out with our medical director, Daniel O'Malley, the PCEC and Alexian Brothers. Ultimately, we will be offering FREE PSA testing to eligible men. I will update you as things move forward.

Thank you for allowing us to serve our residents. Each of our staff has expressed they feel they are making a difference in our township.

Trish Simon RN Director of Community Health

HANOVER TOWNSHIP EMERGENCY SERVICES

SUBMITTED BY ROBERT T. PAGE / DIRECTOR OF
EMERGENCY SERVICES

- Emily Whiting, Suzanne Kalfus, Wayne Laczczak and Chris Weihe were sworn in in August.
- Emily is currently acquiring her Criminal Justice Degree through ECC and is looking to volunteer her services.
- Suzanne works for Claire Aerosols in Addison and is their Emergency Coordinator and OSHA Compliance Officer. Sue wrote the companies preparedness plans and directs emergency exercises as required. Sue is also her neighborhood block Captain for Neighborhood watch.
- Wayne is a Bartlett resident who is retired from 26 years at United Airlines. Wayne went through the Bartlett Citizens Fire Academy and was a Safety Officer on the Villa Olivia Ski-Patrol for 12 years. Wayne is also the Vice President of his ABATE motorcycle chapter and is their Road Captain/ Emergency Services Officer.
- Chris is a paid on call firefighter from Bartlett and comes heavily trained in emergency management.

AUGUST 2009:

Equipment

Two vehicles were located to complete the EMA fleet. One is a '05 Ford Explorer and the other is an '04 Dodge Durango. The company that sold us the vehicles, Veto Enterprises, has been in the Emergency Vehicle field for 40 years and is a country wide dealer. This company donated two light bars, and assorted lights (\$2,000 worth) to the township to help us get these vehicles operational. The two vehicles will be striped on September 19th.



done on Sept. 17. Their 6 week, 21 hour course (taken on their own time) will culminate with a full scale disaster exercise to show the instructors what they have learned.

Also, EMA received approval from Maine Twp to use a dedicated frequency of theirs and we submitted a request to the Village of Streamwood to acquire an unused EMA frequency for our operations as well.

Volunteers are being trained in NIMS and more training is being researched involving Haz-mat and Blood Born Pathogens training on-line.

Training

12 EMA volunteers are currently enrolled in the Citizens Emergency Response Team training and will be

Events

Aster Ave. Block Party



PICTURES: CERT TRAINING / VOLUNTEERS



Facilities and Maintenance

Reporting to – Town Board--- September/ 22 /2009

TOWNSHIP BUILDING

Completed remodel of John Acardo office. Removal of all furniture, installation of new ceiling tiles wall repair and painting. Removal of old carpet and installation of new carpet. Removal of entrance door sand and re-stain. Hung pictures and move furniture back. Recieved bid from home depot, for removal of all old carpet in the YFS wing, purchase of new carpet. Removal of all furniture and installation of new carpet, put furniture back.

Senior Center

Repaired 2 lobby wall lights. Repaired coffee maker in dinning room. Built shelf unit for Sue Baptist in art room. Cleaned floor drains in bathrooms, bad order. Repaired basket in lobby coffee machine. Shampoo stains through out the center. Cleaned janitor office and installed new supple shelves.

ASTOR AVE

Completing all daily food pantry pick ups. Hung pictures in directors office. Completed set ups and traffic control for Northern Illinois food bank give away. Painted counter in food pantry also painted white line around walls in pantry to stay compliant with NIFB requirements. Delivered all tables, chairs, tents, grills to Astor for YFS block party.

HOUSE KEEPING

Continue to meet with perfect cleaner's supervisor every other week to go over everything.

Transportation

Washed all vehicles. Repaired lift on 114. Battery post on 108. repaired stuck key in safe 120. Head light 114

Grounds

Landscaping and dirt removal, mulch installation in perpetration for the Runzel Reserve Memorial. Started fall trimming of township hedges. Installation of fall flowers at all township buildings. Installed 4 new parking blocks on rear parking lot of senior center.

Respectively Submitted

Steve Spejcher
Director of Facilities and Maintenance

Hanover Township Mental Health Board Report-September

- Board elections were held:
 - Chair-Brian Gorcowski
 - Vice Chair-Chris Van Heriki
 - Secretary-Linda Best
- Grant Hearing Dates
 - October 3rd
 - October 15th
- Enewsletter distributed 09/16/09
- Upcoming Events
 - Red Ribbon Campaign-Hanover Township-October 19-30, 2009
 - 2nd Annual Life Changes. Disabilities Expo-October 24 11-3 PM-Senior Center

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

The Senior Citizen's Services Committee met on August 10, 2009. Robert Pizzimenti resigned from the position of Treasurer, but will continue to serve as a member of the Committee. It was agreed that the office of Treasurer will be filled by Joe Cesarz and Nellie Lannin would assume the Vice Chair position vacated by Joe Cesarz. CNN will be regularly opening the deli-bar on Tuesdays and Thursdays as well as Fridays on a trial basis. New accessibility procedures to the lower level storage and gift shop areas were explained.

Hanover Township Senior Services is pleased to accept the award for "Most Unusual Entry" from the Village of Streamwood on September 17, 2009 for its participation in the 2009 Streamwood Summer Celebration Parade .

Programming of interest:

- Love Boat on the Mississippi" Summer Party. The "Love Boat on the Mississippi," was our theme for the annual summer party. This year, we were entertained by a five piece Dixieland band, The Chi-Town Dixie Stompers. 108 seniors attended the event held at Chandler's Banquets in Schaumburg.
- Karaoke Friday. 28 people sang tunes from Elvis, Bobby Darin, Jerry Lee Lewis, and the Righteous Brothers in the Activity Room. All sang along and we had a few soloists too!
- Hip Hop Sock Hop Back to School Dance. D.J. Reggie spun the favorites of teens and seniors alike in our second intergenerational dance. 36 seniors and about 40 teens attended. Snacks of cocktail meatballs, nachos, chips, cookies and pretzels were served to the hungry crowd. Wii video games of Dance Dance Revolution and Rock Band were enjoyed by all.
- Chicago Botanic Gardens with Commissioner Schneider. Commissioner Timothy Schneider took care of admission and tram ride fee for 32 seniors into the beautiful Chicago Botanic Gardens in Glencoe.
- Chicago Cubs at Wrigley Field. 44 seniors rode the luxury motor coach to the friendly confines to see the Cubs play the Washington Nationals. We had seats in reserved terrace which offered great views along the 3rd base line. It was too bad that Milton Bradley struck out in the 9th inning when the score was 5 to 4. Our spirits were not dampened, since we watched "Field of Dreams" on our trip home.

In working to increase the diversity of population using the Senior Center, several volunteers have offered their services to act as Bi-lingual Pals to clients who speak English as a second language. To date volunteers who speak Spanish, French, Laotian, Japanese and other languages are available to assist in conversations. Our Social Services team participated in the Centro de Informacion Community Resource Fair located at the Glendale Terrace to advertise our services. Our Social Services Specialist conducted a special outreach event to our Indian and Pakistani population including a presentation of our services with a translator for Hindi, Gujarati and Urdu.

The volunteer center is now set up with a computer on our server and a printer which is available to all volunteers who assist staff. Each volunteer has a folder labeled with their name which contains files they work with. Currently folders are set up for: Lending Closet Clerical Aide, Sr. Committee Treasurer, Sr. Committee Secretary and Volunteer Coordinator Staff Aide.

This Board Report includes attachments concerning possible transportation alternatives as requested by the Board during the Transportation Evaluation workshop. Senior Services is schedule to discuss this in the November 3, 2009 workshop.

Hanover Township Social Services participated in the annual community Paint-A-Thon held 9/12/09. Six Hanover Township homes were painted and 26 in all were painted by corporate volunteer groups.

Hanover Township is still awaiting the signed contracts from CEDA to begin the fall LIHEAP service.

Hanover Township Senior Services Monthly Report ~ August 2009

Programming Division	
Recreation	
74	# Planned programs at Senior Center
1388	# Participants at Senior Center
7	# Offsite trips & events
260	# Program participants on trips & offsite events
124	# Wait listed (unduplicated) for trips only
23	# Names added to Newsletter Mailing List
Arts & Crafts	
23	# Art classes
218	# Art class participants
Computer Classes	
15	# Computer classes
128	# Computer class participants
Volunteers	
72	# New requests for volunteers
10	# New volunteers
1679	# Volunteer hours reported
902	# Meals delivered by volunteers
773	# Congregate meals served
Social Services Division	
1095	# Active cases
354	# Contacts with active cases
462	# Telephone calls
65	# Office appointments
0	# Home visits
212	# Referrals given to clients to contact other agencies
217	# Outside resources contacted on behalf of clients
0	# Elder abuse referrals
3	# Medicare counseling sessions
2	# Energy Assistance programs
157	# Prescription drugs & health insurance assistance
9	# Public Aid programs
29	# RTA Senior & Disabled Ride Free
7	# Social Service programs at Senior Center
96	# Social Service program participants
35	# Lending Closet transactions
2	# Unmet needs (services of referrals not available)
Transportation Division	
1615	# One-way rides given
271	# Individuals served – unduplicated
29	# New riders
173	# Riders under 60
341	# Rides given to disabled
163	# Wheelchair assisted rides
192	# Rides to dialysis
181	# Rides to Victory Centre of Bartlett
52	# Unmet requests for rides

Hanover Township Board of Directors

Taxi Proposal 2009/2010

A#1 Cab Dispatch Inc. is making a proposal to Hanover Township in regards to their Senior Transportation Program. In this proposal, we will inform you of our history, current corporate accounts, vehicle insurance information, "Cab Cash" cards, our dispatch center, and pricing information.

- **History:** A#1 Cab Dispatch Inc. was established in 1985 by the current owner (Karen Hjelm). Currently A#1 Cab Dispatch services 56 surrounding cities/towns, 24 hours a day, 7 days a week (we are closed on Christmas day). We are the largest taxi company in the Fox Valley. We add vehicles according to the increasing demand of taxi rides.
- **Current Corporate Accounts:** McGrath Nissan, St. Joseph Hospital, Delnor Hospital, Pier 1 Imports, Suncast Corp, Exel Logistics, TIDE-Hanover Township, Senior Services (Elgin), SKF, Middleby, Manpower, CTDI, Power Packaging, Lazarus House, Renz Center, American Cancer Society, and Travelers Insurance.
- **Vehicle Insurance:** All taxis associated with A#1 Cab Dispatch carries the Illinois State insurance requirements. They are as follows: \$250,000 Bodily Injury per person; \$250,000 Bodily Injury per accident; \$50,000 Property Damage per accident.
- **Cab Cash rechargeable cards-** Cab Cash is just like a gift card. A#1 Cab Dispatch offers loyalty points, so every \$100 spent on a card will give you an extra \$5.00 credit on the card. They are reusable and are nice for a cashless transaction. All card activity may be viewed through our website. We are the first transportation company to have this option, started in 2005. These cards never expire, and there are no fees to the customer.
- **Dispatch Center-** At A#1 Cab Dispatch, we have the best customer service in the industry. There are no automated phones; all calls are taken by the dispatcher that will send you your taxi. We do not outsource our dispatch

operations, therefore they know the proper ETA of your ride and what you specifically need. A#1 Cab Dispatch always answers their phones, so there's no need to wonder if you will be able to get your ride today. Rides may be scheduled in advance into our reservation system at any time. You may also call in pre-arranged orders for several days a week, every week, unless we are otherwise notified. We are open even on the most severe weather days, just running a tad bit slower in response time; safety is our goal.

We strive to have the best technology and equipment for our industry. All taxis have GPS locaters imbedded in the vehicles themselves. The dispatchers have large LCD screens viewing the vehicles at all times, in *real time*. We can see the speed, doors opening and closing, and the actual streets the taxis are on. We have transport information on every vehicle for the past three years. Our reservation system also keeps a log for every address and phone number being used for taxi rides.

A#1 Cab Dispatch specializes in short trips. Seventy percent of our rides are within four to five miles of the pickup location. Our average waiting time is 10 to 20 minutes east of Route 59, and 3-10 minutes west of Route 59.

A#1 Cab Dispatch does not have the capability to transport handicapped individuals in wheel chairs. The taxis are not properly equipped, and the drivers are not trained for this type of specialized service.

- A#1 Cab Dispatch understands that transportation for most people can be very costly over an extended amount of time. Therefore, we lowered our rates in early 2009. Our flag was lowered from \$1.40 to \$1.00 and the mileage cost went down from \$2.60 per mile to \$2.25 per mile. Our minimum fare is \$3.25. There is no additional charge for extra passengers or tolls. We have the lowest rates in the suburbs.

We would like to base our taxi rides strictly on a mileage basis for the Hanover Township Seniors, with no flag and no time added into the meter rates-(these are flat rated rounded down to the nearest dollar). The time starts accruing when the vehicle is not in motion, (stop lights, railroad crossings, construction traffic, etc.) These rates based on mileage reports from Google Maps. We went over several intersections where rides may be coming from and going to. Here are the rates for these inquiries:

Rt.59 and Sterns Rd, Bartlett to St.Alexius Hospital- \$18.00
Rt.59 and Sterns Rd, Bartlett to Sherman Hospital- \$19.00
Rt.59 and Sterns Rd, Bartlett to 3150 W Higgins Rd- \$18.00
Rt.59 and Sterns Rd, Bartlett to 33 w Higgins Rd- \$24.00
Rt.59 and Sterns Rd, Bartlett to 1156 S Roselle Rd- \$21.00

Irving Park Rd and Park Blvd to Sherman Hospital-\$19.00
Irving Park Rd and Park Blvd to New Sherman Hospital-\$27.00
Irving Park Rd and Park Blvd to 3150 W Higgins Rd-\$12.00

Irving Park Rd and Barrington Rd to Sherman Hospital-\$19.00
Irving Park Rd and Barrington Rd to 33 W Higgins-\$13.00
Irving Park Rd and Barrington Rd to St Alexius Hospital-\$7.00
Irving Park Rd and Barrington Rd to New Sherman Hospital-\$33.00
Irving Park Rd and Barrington Rd to 1156 S Roselle Rd-\$14.00

Rt.20 and Oak St (Bart) to St.Alexius-\$14.00
Rt.20 and Oak St (Bart) to 3150 W Higgins Rd-\$13.00

Shoe Factory Rd and Beverly Rd to 33 W Higgins-\$17.00
Shoe Factory Rd and Beverly Rd to Sherman Hospital-\$7.00
Shoe Factory Rd and Beverly Rd to New Sherman Hospital-\$19.00

St.Alexius Hospital to 1156 S Roselle Rd.-\$14.00
Rt.59 and Rt.20 to 1156 S Roselle Rd. -\$15.00

Bartlett Rd and Schaumburg Rd to St.Alexius Hospital-\$7.00

Bartlett Rd and Schaumburg Rd to 1156 S Roselle-\$15.00

Bartlett Rd and Schaumburg Rd to Sherman Hospital-\$15.00

Bartlett Rd and Schaumburg Rd to New Sherman Hospital-\$29.00

Please feel free to call with any questions. We will be happy to go over any information with you.

A#1 Cab Dispatch Inc.

Karen Hjelm

President

847-888-4007



September 9, 2009

Kathy Varsalona
Transportation Manager
Hanover Township

Dear Kathy,

Elgin Medi Transport is able to provide wheelchair access van service to participants in Hanover Townships' transportation programs at the following rate schedule.

Monday through Saturday 7:00 a.m. – 5:00 p.m.	\$32.00 per one way transport plus \$3.00 per mile for transports over 10 miles
Monday through Saturday After 5:00 p.m. and before 7:00 a.m.	\$60.00 per one way transport plus \$3.00 per mile for transports over 10 miles
Sundays and Holidays	\$60.00 per one way transport plus \$3.00 per mile for transports over 10 miles

The mileage charge only applies if the transport is over 10 miles for the time the program participant is on board the van. Elgin Medi Transport does not charge for "empty" miles.

Elgin Medi Transport is open 24 hours a day, 365 days a year with 24 hour dispatching. Elgin Medi Transport's wheelchair service is available by appointment during all hours of operation. Transports can be prescheduled at any time by calling the Elgin-Medi dispatch office at (847) 697 – 0202.

Please let me know if you have questions or require additional information. We look forward to helping Hanover Township with your future transportation needs.

Very truly yours,

A handwritten signature in black ink that reads "Pat Crawford". The signature is written in a cursive style with a large, prominent "P" and "C".

Pat Crawford
President
Elgin Medi Transport

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/25/2009

PRODUCER 630-960-2600 630-960-4412
WEST SUBURBAN INSURANCE AGENCY
.7 N. CASS AVENUE
PO BOX 430
WESTMONT, IL 60559

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

INSURED 847-697-0208
ELGIN MEDI TRANSPORT, INC
325 HIGHLAND AVE
ELGIN, IL 60120

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: EMPIRE FIRE & MARINE INSURANCE COMPANY	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR (ADD'L LTR INSR)	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PROFESSIONAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	CL315264	12/31/2008	continuous	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000								
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS Owned Private Pass. Autos Owned Autos O/T Priv Pass.	CL315263	12/31/2008	continuous	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$								
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT \$</td> <td></td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE \$</td> <td></td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT \$</td> <td></td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT \$		E.L. DISEASE - EA EMPLOYEE \$		E.L. DISEASE - POLICY LIMIT \$	
WC STATUTORY LIMITS	OTHER												
E.L. EACH ACCIDENT \$													
E.L. DISEASE - EA EMPLOYEE \$													
E.L. DISEASE - POLICY LIMIT \$													
A	OTHER AUTO PHYSICAL DAMAGE	CL315263	12/31/2008	continuous	COMP & COLL DED 100								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

SEE VEHICLE LIST ATTACHED

CERTIFICATE HOLDER

STATE OF ILLINOIS
DEPARTMENT OF MOTOR VEHICLES
SPRINGFIELD, IL 62756

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Operation Support Our Troops Freedom Bash 2009

About the DVD:

Hanover Township rallies the community to give dry goods and monetary donations for Illinois Operation Support Our Troops. The donations are then sent to our brave men and women serving our country overseas.

Events such as a car show, bingo marathons and family activities gathered people together to show their support. The goal of this DVD is to send to our servicemen and women to let them know Hanover Township cares about them and supports them.

Greeting cards were made for the troops with a You Tube web address inserted inside to log on and view Hanover Township's support of their service.

Township Officials:

Supervisor, Brian P. McGuire
Clerk, Katy Dolan Baumer
Assessor, Thomas S. Smogolski
Highway, Commissioner: P. Craig Ochoa
Trustee, Mary Alice Benoit
Trustee, William T. Burke
Trustee, Howard Krick
Trustee, Sandra Westlund-Deenihan



OPERATION SUPPORT OUR TROOPS: **FREEDOM BASH 2009**



OPERATION SUPPORT
OUR TROOPS

FREEDOM
BASH
2009

June 12 & 13
Bartlett, IL

DVD Presentation

Comparison of Transportation Alternative Program (TAP)

9/17/2009

Vendor	Pros	Cons	Rides	Cost
Hanover Township Dial-A-Bus	Can accommodate more riders	Add driver position		\$28,080
	HFS Reimbursement (Medicaid)	New vehicle purchase		\$55,000
		Maintenance & fuel cost		\$9,000
		Housing of vehicle		
			300 rides @ \$22 per ride	\$6,600
			Total	\$98,680
Elgin Medi-Van Service*	Mon-Fri 7:00 am-5:00 pm	\$32 per one way, plus \$3/mi over 10 miles	300 rides @ \$32 per ride	\$9,600
	Service available after 5:00 pm & before 7:00 am	Sundays & Holidays, \$60 per one way plus \$3/mi. over 10 miles	150 rides @ \$24 per ride	\$3,600
	Service available Sundays & Holidays Handicap accessible Maintenance & fuel provided			
<i>*Does not include medical emergency equipment/ambulance</i>			Total	\$13,200
A-1 Taxi Service	Lower cost	Not handicap accessible	150 rides @ \$38 round-trip	\$5,700
	Reduced calls to Dispatcher	Will not transport persons with wheelchairs		
	Cab Cards/No cash transactions			
	Available at any time at same price			
	Maintenance & fuel provided			
			Total	\$5,700

Hanover Township Senior Citizens' Services Committee Meeting Minutes Monday, August 10, 2009 - 12:30 p.m.

- I. Call to order and Pledge of Allegiance: The meeting was called to order by Chairperson Opal Waldman who led the group in the Pledge of Allegiance at 12:30 p.m.
- II. Roll Call: Nellie Lannin, Patti Loomis, Richard Nelson, Roberta Pizzimenti, Opal Waldman, Kathleen Donaldson, Joe Cesarz, Peggy Reinhardt were present. Absent: Robert Salvesen.

Also present: Rosemarie Bart, Gen Allen, Mildred Rogers, Vi Baunach, Jean Hansen, Robert Greene, Kathy Greene, Mary Lou Elder, Bill Elder, Charlene Ahlin, Lillian Henschel, Cheryl Lee, Trustee Mary Alice Benoit, Jerry Krywdzinski, Barbara Kurth Schuldt, Carol Lutzow, Jennifer Busche, Kathy Varsalona.
- III. Acceptance of minutes of the previous meeting: A motion was made by Richard Nelson and seconded by Nellie Lannin that the minutes of the July 9, 2009 Meeting be accepted as presented. The motion carried by unanimous voice vote.
- IV. Treasurer's Report for the Month of July, 2009 was read by Roberta Pizzimenti. A motion was made by Patti Loomis and seconded by Nellie Lannin to accept the Treasurer's report. The motion was approved by unanimous voice vote.
- V. Chairperson's Report. The Chairperson announced the resignation of current Treasurer, Roberta Pizzimenti. It was agreed the office of Treasurer would be filled by Joe Cesarz and Nellie Lannin would assume the Vice Chair position vacated by Joe Cesarz.

A copy of Accounting Procedures was distributed to each committee member.
- VI. C.N.N.
 - A. Site Manager's Report: 1.) The Deli Bar will now be open on Tuesdays and Thursdays as well as Fridays. Additional cold items will be added which will bring a total of 12 items offered.
2.) Ads to be placed in the CNN Annual Event Book are due by August 24.
 - B. SNAC Report: Charlene Ahlin read the SNAC Report of July 9. A copy is attached.
- VII. Suggestions: The items regarding trips were referred to the Program Committee:
 - A. Horseback riding
 - B. Holocaust Museum in Skokie
 - C. Include plays at Drury Lane
 - D. Show Yankee Doodle Dandy movie again
 - E. Have trips on a bus with a lift. This suggestion was referred to Kathy Varsalona.
- VIII. Board of Trustees Meeting Update by Richard Nelson:
 - A. Two new employees have been added to the Clerk's Office: Monica Pawlik and Bernadette Crespo.
 - B. Welfare Services is now being staffed by: Mary Jo Imperato as Director and Lori Orozco. Richard also reported Welfare Services was presented with a \$1151.00 check from the Streamwood Women's Club.

- IX. Director's Report:
- A. New procedures regarding access to areas on the lower level are now in place. The Community Health Offices will be accessible when staff are present. Doors to the other areas are locked and will require a staff member to accompany anyone needing to be in those areas.
 - B. Director Kurth Schuldt attended Management NIMS Training.
 - C. Plans are well underway for the "Just For the Health of It" Expo which will be held on Saturday September 26.
 - D. The Senior Department has been awarded a grant which will provide funds for transportation as well as the services of a consultant to provide suggestions on how we may better serve our senior residents.
 - E. Back up Bus Drivers – plans are underway to secure individuals to fill the position.
- X. Programming: A detailed report is attached.
- A. Parade: Saturday, July 25 Hanover Township Seniors participated in the annual Streamwood Fest Parade. This year's theme for the Senior's float was "Old Bags Think Green". Director Kurth Schuldt read a letter from the Village of Streamwood advising the Senior Center has received an award for "Most Unusual Entry" which will be presented at the next Village Board Meeting. Thanks to all who participated.
 - B. A wrap-up report on the Support Our Troops Weekend has been completed and is available.
 - C. November 13 and 14 will be the annual "Homemade in Hanover Craft and Bake Sale."
- XI. Social Services: A detailed report is attached. Covered in the report you find information on:
- 1. LIHEAP Winter and Weatherization Program
 - 2. Support Group Updates
 - 3. Senior Companion Program
- XII. Transportation: A detailed report is attached which include Statistics for July.
- XIII. New Business: As discussed in the Director's Report a \$26,500 grant has been awarded which includes both the Transportation and the Senior Center.
- XIV. Old Business: None.
- XV. Remarks from Audience: A comment was made regarding low attendance at the Financial Seminar which was held recently. It was suggested more advertising and flyers be distributed further in advance.
- XVI. Adjournment: A motion to adjourn was made by Roberta Pizzimenti and seconded by Joe Cesarz, The motion was carried and the meeting was adjourned.

**Next Meeting – September 14, 2009 - 12:30 p.m.
Hanover Township Senior Center Dining Room**

**WELFARE SERVICES
BOARD REPORT
SEPTEMBER, 2009**

General Assistance Staff, Supervisor McGuire and Administrator Barr attended GATI (General Assistance Training Institute) training in Bloomington, IL the end of August. The training was very helpful and gave us a better foundation of understanding regarding the program.

All active clients as well as terminated and denied clients are now entered into Visual GA. The department is currently working toward adding food pantry clients as well as donors and events onto the Visual GA system as well. This system will allow us to more efficiently track and manage our clients.

September was first month General Assistance checks were issued to landlords instead of clients. This change was challenging however went very smoothly all clients received their checks in a timely manner with very little negative feedback.

The Community Work Program is a requirement set by the State of Illinois mandating General Assistance Recipients participation. All eligible clients were given as their first assignment to attend a WorkNet presentation available at the township. I will be meeting with the Director of Facilities and Maintenance Steve Spejcher to develop and implement a work program by October 1, 2009.

Food Pantry Manager Lori Orozco has worked endless hours contacting and meeting with local organizations to establish relationships and promote food and fund drives. As a result of her efforts Willow Creek has been delivering small truckloads of items to us weekly; local businesses are hosting fund drives as well as schools and churches have scheduled food drives. As a result of her efforts the shelves in the pantry are full and we have begun moving overstock to the Senior Center lower level.

The department is preparing for the holiday season. We are working on developing a plan to try and alleviate some of the stress and chaos at the township during the holiday season. Adopt –A – Family applications will be available to residents of the township October 1st with specific eligibility guidelines that must followed. Letters will be mailed to previous donors asking for their support this holiday season.

Invitations to the Candlelight Bowl have been sent and responses are already coming in. Bowlway has agreed to close the bowling alley to the public and is allowing us the full usage of the facility.

Both positions for Welfare Services have been filled. Kurt Dollinger is our new food pantry associate and will start on Friday, September 18th. Kristin Cumbo our new case manager will be starting Monday, September 21st. It is with mixed feelings David Marcinek and Andrea

Freerksen to return to their permanent positions in their designated departments. Both have been a great asset to our department and have done an outstanding job stepping in at such a critical time.

Finally, I want to thank Director of Facilities and Maintenance Steve Spejcher and Director of Youth and Family Services John Parquette for their support. It is because of them that General Assistance was able to continue servicing residents during such a critical time.

Respectfully submitted,

Mary Jo Imperato

Hanover Township Youth and Family Services

Board Report

9/22/09

1. Year-Round Open Gym started on 9/14/09. Program is offered on Mondays at Lords Park Elementary School (Elgin), Tuesdays at Parkwood Elementary School (Hanover Park), Wednesdays at Heritage Elementary School (Streamwood), Thursdays at Nature Ridge Elementary School (Bartlett), and Fridays at Ontarioville Elementary School (Hanover Park). Michael Cohen is having some difficulty securing 20 hour assistant positions. Two of the three hired have already resigned due to securing full time employment. Continued efforts are taking place to secure 2 positions; Astor Avenue staff and department inters have been assisting with the program.
2. Debbie Swiatek, Program Manager at Astor Avenue, is no longer employed with the Township. Recruitment has begun. Astor staff will be supervised by John Parquette, LCSW. Programming will be redeveloped once hiring has occurred. Andrea Freerksen continues to assist Welfare Services and Stephanie Kossler is assisting with Year-Round Open Gym Program and managing the NLU. Andrea and Stephanie are setting up site visits at other community centers that have ABCD theory integrated into their operations.
3. Stephanie Kossler represented the department at a block party hosted by Eira Correl, Hanover Park Village Clerk on 9/13/09. Stephanie and NLU member, Ed Burnham assisted and completed asset mapping at the party. The block party occurred on East Avenue at Sycamore in Hanover Park.
4. Dawn Mills, LCSW, has been hired as a full time family therapist to replace Anita Chlipala, MFT, whose last day was 9/11/09. Dawn will start on 10/20/09; she comes with 5 years experience and specialized training in family therapy.
5. Stephanie Kossler represented the department at a Battle of the Bands competition held at Hanover Park Park District on 9/11/09. This event was co-sponsored by Astor Avenue and Streamwood Park District. The next Battle of the Bands will be held at Streamwood Park District Community Center on 10/9/09.
6. Tutoring applications for the Fall semester have been completed and distributed. Sara Concepcion has been meeting with Principals throughout the Township marketing the program. The program is already half full. The Fall tutoring Program will begin on October 5th, 2009.
7. John Parquette, LCSW had a meeting with Terri Lozier, Principal at Streamwood High School, and with Nathan McCoy, Dean, of Streamwood High School to discuss alternative to suspension programming. After meeting with Streamwood High School and Canton Middle School, focus of program development is on parental and community involvement. Parquette plans on meeting with Tefft and Eastview Middle School Principals to assess their programs.
8. John Parquette, LCSW has been in talks with Streamwood High School, School District U-46, and neighbors of the Astor and McKool Avenue areas since the recent shooting involving two teens. Community meeting is being organized by friends of the family of the victim. Possible date for meeting is set for 9/23/09 at Parkwood Elementary School. Parquette and Cohen plan to visit victim and offer support to the family.
8. Eleven families presented for Family Therapy since last report. Four are Spanish-speaking and seven are English-speaking families. Of the eleven families, five are Streamwood residents, two are Hanover Park residents, and four are Bartlett residents.

Hanover Township

Projected Township Board Workshops

(First Board Meeting of Each Month of Fiscal Year 2010)

Tuesday, October 6, 2009: Youth and Family Services
(Year Round Open Gym, Alternative to Suspension, Astor Ave.)

Tuesday, November 3, 2009: Senior Services
(Lower Level Build Out Options, Business Plan, Transportation)

Tuesday, December 1, 2009: Township Board Environmental Policy & FY10 Goals Update

Tuesday, January 5, 2010: Office of Community Health

Tuesday, February 2, 2010: Department of Facilities & Maintenance

Tuesday, March 2, 2010: Capital Improvement Plan Update & FY10 Goals Update