



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board**

*April 16, 2013*

**7:00 PM**

**A G E N D A**

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
- V. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Highway Commissioner’s Report
  - D. Assessor’s Report
  - E. Treasurer’s Report
  - F. Trustees’ Committee Reports
  - G. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Regular Meeting Minutes of April 2, 2013
  - B. Executive Session Minutes of April 2, 2013
  - C. Resolution Designating April as Child Abuse Prevention Month
  - D. Approval of Fiscal Year 2013 Auditor
  - E. Ordinance Authorizing Aggregation of Electrical Load and Adopting an Electric Aggregation Plan of Operation and Governance
  - F. Authorization to Purchase a Facilities and Maintenance Pick Up Truck from the State of Illinois Joint Purchasing Program
  - G. Authorization to Bid an Emergency Services Light Rescue Truck
  - H. Consideration of Reorganization of Administrative Services
  - I. Consideration of Refilling an Assistant Clerk Position
- IX. Executive Session
- X. Other Business
- XI. Adjournment

**Mission Statement**

**Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.**

# DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for March, 2013

SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>Human Resources Requests</i>	136	N/C	1,582	N/C
<i>New Employee Orientations</i>	2	N/C	15	N/C
<i>Technology work orders</i>	32	27	310	309
<i>Resident Contacts</i>	1,778	2,578	21,537	25,228
<i>Percent of Budget Expended (100% of year)</i>	13.9%	14%	77.9%	76.8%
<i>Grant application submissions</i>	2	2	15	10

## Department Highlights

- Attended the Illinois Association of Township Administrator's meeting on March 20<sup>th</sup>. The meeting was hosted by Wheeling Township.
- On March 20<sup>th</sup> the Environmental Sustainability Workgroup hosted a Lunch 'n Learn. The presenter was Dr. Jeffrey Boyd who serves as the Elgin Community College Dean of Sustainability, Business, and Career Technologies. His topic was sustainability and carbon reduction. The event also included a raffle of gift bags with re-useable lunch containers.
- Executive Staff completed discussions on the Board's five-year strategic priorities. An action plan is currently being developed which will be presented to the Board for approval in May.
- Applied for and received the renewal of the Senior Center's liquor license from the Village of Bartlett. Currently waiting for renewal from the State of Illinois.
- Full-time staff annual performance evaluations were completed with the end of the fiscal year on March 31<sup>st</sup>.
- Runzel Reserve update: The Runzel Reserve lowest qualified bidder, Martam Construction, was awarded the contract on June 19. The permit was approved the week of October 29 and construction began on November 5. The work that was completed before winter included site clearing, soil grading, completing the survey layout, installation of the water supply system, and to begin installation for the park bridges, electrical work, and dry stream bed. Spring construction is underway for the completion of the project. The Reserve is scheduled to be dedicated in May.

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# OFFICE OF THE ASSESSOR

Report for March, 2013

SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>Administration</i>				
Office visits	289	747	4158	5523
Building permits processed	196	135	4144	3703
Sales recording	99	87	1457	1124
Change of Name*	14	6	153	633
Property tax appeals	-	-	831	1208
Certificate of Errors	37	107	680	984
Property location updates	-	0	388	357
New owner mailings	-	139	813	934
Long time occupants*	1	7	28	153
<i>Exemptions</i>				
Home owner exemptions	13	19	83	138
Senior home owner exemptions	62	126	452	564
Senior freeze exemptions*	58	378	981	923
Miscellaneous exemptions	75	117	229	318
<i>Foreclosures</i>	53	46	657	463

\* Denotes notary requirement

## Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. – March had a total of 4 Visitors after 4:30pm.
- For Thursday's at the Community Relations Office - March we had a total of 12 visitors.

*Office of the Assessor Mission Statement:*

*The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.*

OFFICE OF THE CLERK  
Report for March, 2013



SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>Passports</i>	279	236	1,964	1,685
Photo Fees	\$620	\$665	\$6,780	\$5,730
Total Passport Fees & Photo Fees	\$5,995	\$5,736	\$56,258	\$49,068
<i>Cook County Vehicle Stickers</i>	1	2	212	194
<i>Fishing/Hunting Licenses</i>	4	5	138	138
Fishing/Hunting Agent Fees	\$3.50	\$7.50	\$59.00	\$102.75
<i>Handicap Placards</i>	20	6	233	287
<i>Voter Registration</i>	0	0	376	278
<i>FOIA Request</i>	1	0	16	26
<i>Telephone Inquiries</i>	65	92	988	2,009
<i>Election Judge Inquiries</i>	12	N/C	204	N/C
<i>Early Voting Applications Distributed</i>	40	N/C	152	N/C

**Department Highlights**

Community Outreach:

The Clerk and Mrs. Duval attended the Youth Leadership Awards Celebration in March.

Clerk Duties:

Bid-Opening for the Emergency Services Light Duty Rescue Vehicle was held in March. Two bidders submitted proposals.

FOIA Request:

A FOIA Request was received from Ruth Beckner requesting a sample ballot for the Consolidated Election to take place on April 9. We replied to her request in the proper amount of time.

Professional Development:

- The Clerk and Mrs. Duval attended the TOCCCA meeting in Orland Township.
- The Clerk attended the TOI Board of Directors meeting in Springfield.
- Mrs. Duval attended the Bartlett Police Open House.

Early Voting:

Early Voting will begin on March 25 and run through April 6 at Streamwood Village Hall.

Cook County Motor Vehicle License Sticker Sales:

The 2013-14 Cook County stickers become available in mid-May.

Upcoming Events:

- First Day of Early Voting is: March 25
- Board Meeting: April 2 at 7 p.m. in Veterans Hall.
- Last Day of Early Voting is April 6
- Last Day Voted, Mail-in Absentee Ballots can be postmarked for acceptance: April 8
- Consolidated Election: April 9
- Town Hall Meeting, April 16 at 7:30 p.m. in Veterans Hall, Senior Center

# OFFICE OF COMMUNITY HEALTH

Report for March, 2013

SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>Appointments</i>				
ProTimes	25	23	317	297
TB skin test	2	16	97	129
Cholesterol	16	15	185	145
Pharmaceutical Assistance Programs	2	2	65	145
Miscellaneous labs	27	7	217	144
Other	27	60	555	764
Total (unduplicated)	93	106	1320	1555
<i>Clinic Clients</i>				
Victory Centre of Bartlett	9	19	152	181
Glendale Terrace	8	13	79	121
Community Relations Office -Elgin	3	8	123	57
Clare Oaks (Diabetes Support Group)	8	4	60	58
Astor Avenue	15	0	198	126
Total (unduplicated)	43	44	618	462
<i>Public Education &amp; Health Promotion</i>				
Media coverage	3	3	39	55
Informational seminars	0	0	18	30
Ask A Pharmacist Program Participants	2	N/A	8	N/A
<i>Primary Care Provider Support</i>	2	21	181	425
<i>Phone Triage</i>	291	637	7086	7782
<i>Embracelet Program</i>	4	4	80	160

## Department Highlights

- On March 2 Stacy and Kristen took an American Heart Association CPR course to become certified CPR instructors.
- On March 14 OCH celebrated Colon Cancer Awareness month by deeming the date as ‘wear blue day’ to represent the Township’s Colon Cancer Awareness and support.
- On March 15 Kristen attended the St. Alexius Women and Children Center’s Ribbon Cutting ceremony and open house.
- On March 16 Kristen attended the biannual Colonoscopy Initiative at St. Alexius Hospital and visited with some of the qualifying individuals. There were 11 participants who qualified and received free colonoscopies.
- On March 17 Keely represented Hanover Township at the St. Alexius Women and Children’s Center open house.
- On March 24 Kristen attended the Bartlett Police Department’s open house and provided free blood pressure screenings to attendees.
- On March 26 Kristen and Keely attended the Township Easter mobile food pantry at St. John’s Church to pass out Township flyers and brochures as well as help pass out food.
- On March 28 Stacy and Kristen attended a seminar on the Affordable Care Act at the Alliance for Healthy and Active Communities meeting.

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

*Our mission of the Office of Community Health is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.*

# OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for March, 2013

SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>Website Visits</i>	8,524	5,786	81,303	63,977
<i>Facebook Likes</i>	2	5	601	555
<i>Media Releases</i>	6	8	69	60
<i>Veteran Contacts</i>	Unavailable	N/C	83	N/C
<i>Total Veterans served</i>	Unavailable	N/C	56	N/C
<i>Total Resident Contacts (Elgin office)</i>	161	N/A	1,997	N/A

## Department Highlights

- Conducted interviews for vacant administrative assistant position. Offer was made and accepted by Holly Monegato. Holly started April 1.
- Coordinated Local Government Week event on March 7, at Elgin High School and Streamwood High School where Supervisor McGuire presented on services of Hanover Township and the importance of Township government.
- Attended Relay for Life committee meeting on March 11.
- Hosted Woodland Meadows East Homeowners Association meeting on March 14 at CRO. Trustee Krick spoke to the residents about Township programs and services as well updated them on the acquisition of the Izaak Walton League property.
- Attended Hoffman Chamber of Commerce Mayor's Address Breakfast on March 18 with Trustee Krick and Supervisor McGuire.
- Participated in interview of candidate for Employment Services Manager in Welfare Services on March 19.
- Attended Committee on Youth, Youth Leadership Awards' dinner on March 19.
- Met with translators to discuss translating the Township website into Spanish and Polish.

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# DEPARTMENT OF EMERGENCY SERVICES

Report for March, 2013

SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>Volunteers</i>				
Total volunteers	33	25	33	25
New volunteers	0	1	15	17
Volunteer hours	272	157	3,035.75	2,342.5
<i>Training</i>				
Total hours	126	157	1,512.5	1,711
<i>Details</i>				
Township events	4	4	26	26
Municipal Event Assistance	3	2	32	28
Emergency call outs	3	3	49	40
Safety Patrols	5	5	32	37
Miscellaneous	0	3	5	18

## Department Highlights:

- With the progression of the year, the Township and DES moved into spring activities even if we weren't joined by favorable temperatures. There were four township events and three municipal events that we assisted in.
- With the end of the Fiscal Year, numbers are finalized as well. Statistics in most categories continue an upward trend as the unit becomes more established and counted on by our municipal partners.
- Total volunteer hours increased by about 30%, a total increase of 693 hours bringing the annual total to 3,035 hours of time committed to the service of residents in the township.
- Emergency callouts were up almost 20% too, reflecting the more common use of DES.
- In addition to the normal safety patrols, DES volunteers conducted two separate snow patrols assisting area motorists as well as local police departments.

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# DEPARTMENT OF FACILITIES & MAINTENANCE

Report for March, 2013

SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>Administration</i>				
Vehicle service calls	26	23	420	248
Work orders	47	75	737	803
Event set-ups/tear downs	159	95	1,848	1,853
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,950	2,763	45,986	49,528
Town Hall	7,980	10,380	109,440	152,700
Senior Center	26,794	28,131	422,547	498,854
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	582.60	726.76	2,805.11	3,150.14
Town Hall	1,427.71	1,156.17	6,612.30	6,632.66
Senior Center	1,973.30	1,956.56	22,269.96	21,036.48

## Department Highlights

- Continue working on renovations of the Youth and Family Services department. Completed the installation of the new vinyl flooring.
- Started working around the Izaak Walton Center. Maintenance staff is taking care of the housekeeping for now. We have assessed all the outside lighting and are currently making repairs to the fixtures that are not working. We will be cutting grass and completing some clean up to the outside of the property next week.
- Started the removal of all the lettering on the vehicle fleet and have been working with a vendor to install the same logo and lettering on all the vehicles.
- Runzel Reserve has started work again. The Gazebo has been installed and the rest of the sidewalks should be completed within the next week. The project is scheduled for completion at the end of May.

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# HIGHWAY DEPARTMENT

Report for March, 2013

SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>Winter Season</i>				
Snow (inches)				
Salt (tons)	129	15	943	521
Overtime hours				
<i>Fall Season</i>				
Branch pick-up (truckloads)				

## Department Highlights

- Rohrssen Road resurfacing project looks to be a mill and overlay with patching
- 400 tons of salt delivered between Shales and Bowes Salt Dome
- Dennis is working on spring tune ups with lawnmowers and chipper
- Continued Intergovernmental agreement with Elgin for another 4 years

### *Hanover Township Mission Statement:*

*Hanover Township is committed to providing an array of quality, cost effective, community based services; and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.*

# OFFICE OF THE MENTAL HEALTH BOARD

Report for March, 2013

SERVICE PROVIDED	FEBRUARY 2013	FEBRUARY 2012	FYTD 2013	FYTD 2012
<i>Grant Funding</i>				
Ongoing clients	638	425	638	425
New clients	233	76	3,566	3,020
Prevention Programming Presentations	9	19	204	270
Number in audience	620	1,389	9,929	12,463
<i>TIDE</i>				
Participants	6	9	8	12
Rides	77	134	1,095	1,416
<i>Resource Center</i>				
Organizations providing services	5	5	5	7
Clients served	35	26	703	713

## Department Highlights

- The Mental Health Board meeting scheduled for March 26 was cancelled. The next meeting will be April 23 at which time they will review and vote on the 3-year strategic plan.
- The MHB will hold their May meeting at the Community Resource Center and will also have Safe From the Start present about their program. This is an effort to make sure all new members are informed about various programs and MHB activities.
- Met with Maryville Academy to discuss a training institute to focus on training their staff and area agencies. Maryville is undergoing a feasibility study with their funders to determine support and address barriers to support prior to undergoing the project.
- Attended Alexian Brother's Women and Children's Hospital ribbon cutting ceremony. The MHB awarded the hospital with a \$5,000 capital grant towards its Center for Pediatric Brain. The hospital officially opened April 6<sup>th</sup>.
- Continued working with Family Service Association to get in all required documents before close of fiscal year. Due to some staff changes, FSA has fallen behind on monthly reporting and submitted the vouchers for quarterly payment. They will have those finalized at the close of the month.
- Distributed all FY14 grant contracts for signatures and addressed questions that arose with changing FY14 grant formats.
- Continued working on updating website with MHB grant information and awards
- Distributed grantee report to all agencies to submit at the close of the grant year
- Worked with all agencies awarded special grants in FY13 to ensure paperwork was submitted so the grants could be closed out before the close of the year
- The Village of Streamwood provided some feedback in the outdoor signage at the Resource Center. We will be looking at various options that would improve from our previous sign but also fall within the village requirements that it is on the building, instead of on the ground. We should have some to review at the next meeting in April.

### *Mental Health Board Mission Statement:*

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

# DEPARTMENT OF SENIOR SERVICES

Report for March, 2013

SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>Programming Division</i>				
Planned programs	185	187	1981	1469
Participants	1602	2100	20053	18416
Participants (unduplicated)	838	727	1419	1257
Wait listed (unduplicated)	104	129	796	949
Art & Computer classes	54	71	562	608
Art & Computer class participants	350	384	4582	5209
New volunteers	7	4	78	57
Total volunteers (unduplicated)	134	154	241	262
Volunteer hours reported	1700	2533	18607	19845
Meals delivered by volunteers	804	1027	10898	13191
<i>Social Services Division</i>				
Clients served (unduplicated)	227	278	1158	1056
Energy Assistance	10	8	538	417
Prescription drugs & health insurance assistance	103	189	1546	2151
Public Aid	14	17	177	240
Social Service programs	10	9	114	112
Social Service program participants	81	120	1118	1424
Lending Closet transactions	69	91	736	720
<i>Transportation Division</i>				
One way rides given	1586	1812	20502	18701
Individuals served (unduplicated)	233	213	847	710
New riders	23	26	202	227
Unmet requests for rides	25	18	309	189

## Department Highlights

- Out Trips: Four Winds Casino, Chinatown Chicago, Flower and Garden Show, Ania Polish Deli, and St. Patrick's Day party at the Poplar Creek Country Club. At the Center: Waltzing Australia, Secretary of State Rules of the Road, Hands Only CPR, Memoir Writing, No Place Like Home presentation, Triad, Opera presentation, Radio Players "The Lone Ranger" program, Evening Mixer. Visual Arts: Watercolor, Ceramics, Acrylic painting, Oil Painting, Polymer clay class. Computer: iTunes, Photo transfer, Excel Basics, Microsoft Word basics, Scanning Old Photos
- Volunteers: Spring Wrap for Welfare Services, Tax Aide appointments continued this month.
- An application has been submitted to Pace to lease another vehicle.
- After review by a consultant and staff, a recommendation was made that dispatch software bid be awarded to Ecolane USA. The Board concurred at the 4/2/13 meeting.
- Staff received training on the new Benefit Access program (formerly Circuit Breaker). In 2013, 123 applications have been filed.
- Social Services staff and OCH met with the Bartlett PD Crisis Intervention Team.
- Staff attended the National Aging in American Conference in Chicago, March 12-15.
- Intake Specialist received CEDA ComEd Hardship training. S.S. Specialist attended a training on Chronic Disease aiding her in co-facilitating a caregiver resource program.
- Social Services Manager attended the Quarterly Wrap Meeting at Catholic Charities.

### *Senior Services Mission Statement:*

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

# DEPARTMENT OF WELFARE SERVICES

Report for March, 2013

SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>General Assistance</i>				
General Assistance clients	23	20	258	202
General Assistance appointments	50	48	638	530
Emergency Assistance appointments	11	17	328	197
Emergency Assistance approved	5	5	59	71
Crisis intake clients	318	234	3374	1616
Access to Care	10	12	93	45
<i>LIHEAP Applications/PIPP Recertifications</i>				
Office	48	52	883	703
Circuit Breaker	2	3	4	18
<i>Social Services</i>				
ComEd Hardships	3	Closed	94	22
Weatherization	0	3	20	40
<i>Food Pantry</i>				
Served (Households)	884	737	10896	9906
New applications	88	89	1461	1206
Food Donations	50	60	679	684
<i>Community Center Walk-Ins</i>	234	254	4448	4415

## Department Highlights:

- The Job Fair was successful with more than 50 vendors and more than 600 people in attendance that signed in. Due to the success we are already planning the next Job Fair to be held in August.
- Employment Services Manager Sean Grimes is moving swiftly scheduling and developing the Job Club. Topics are scheduled and listed on the website through August. A scaled down version of the Job Board should be available to post jobs by the end of next week.
- Employment Services is progressing. Manager Grimes will begin seeing residents and general assistance recipients May 1<sup>st</sup>.
- On March 4<sup>th</sup>, Bank of America hosted a Foreclosure workshop at Astor. Several residents were able to discuss their situation privately with a banker. This event was extremely beneficial to residents facing foreclosure.
- The Veterans Honor Rolls Dinner had a strong attendance with more than 100 people at each sitting.
- On March 13<sup>th</sup> more than 700 bags were filled with candy and distributed at the Astor Avenue Spring Party hosted by the Knights of Columbus on March 23<sup>rd</sup> and to families using the food pantry.
- We held our first Mobile Pantry of the year at St. John's Church in Streamwood. More than 175 families received food.
- March 28<sup>th</sup> Director Imperato, Intake Specialist Bonilla and Case Manager Cumbo attended annually required GATI Training in Rockford.
- CEDA continues to come weekly at Astor Avenue to offer Emergency Relief services to our Residents by offering assistance with car repairs, dental care and vision care programs. CEDA also provides free resume updating and writing once per month at Astor Avenue.
- The Food Pantry continues to receive food donations from Jewel through the Northern Illinois Food Bank programs. In March 407 boxes of food were received which included milk, meats and fresh vegetables.
- On Saturdays the food pantry continues to be covered by local organizations.

### *Welfare Services Mission Statement:*

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

# DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for March, 2013

SERVICE PROVIDED	MARCH 2013	MARCH 2012	FYTD 2013	FYTD 2012
<i>Outreach &amp; Prevention</i>				
Open Gym participants	1412	1129	12,772	9,517
Open Gym participants (unduplicated)	623	459	1,054	1,349
Alternative to Suspension referrals	5	6	128	249
Alternative to Suspension participants (unduplicated)	55	41	106	78
<i>Clinical</i>				
Therapy clients (total attended)	228	322	3723	3403
Therapy clients (unduplicated)	111	122	688	393
Total families	60	66	750	694
New families	8	10	67	90
Clinical hours	276	250	2981	2855
Group session participants	556	590	5555	3440
<i>Tutoring Participants</i>				
Total	153	96	1281	1065
Unduplicated	80	35	241	232

## Department Highlights:

- Planning has begun for summer programming to be offered at the Izaak Walton Center. Programs include Open Gym, Summer Alternatives, and substance abuse prevention work.
- Applications are being sought for the Committee on Youth's 2013 Principal of the Year Award.
- John Parquette, LCSW, participated in School District U-46's Principal for the Day at Huff Elementary School in Elgin.
- Planning has begun for Student Government Day to be held on Wednesday, May 1, 2013.
- The Hanover Township Committee on Youth presented their 2013 Youth Leadership Awards at a banquet held on March 5, 2013.
- Hanover Township Youth and Family Services has been invited to present at the Illinois State Board of Education's Summer PBIS State Conference to be held in August.
- Planning has begun to secure testing locations for Streamwood High School's Advanced Placement Testing to occur in May.
- John Parquette, LCSW, participated in the accreditation process for both Streamwood High School and Elgin High Schools.

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

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

**Hanover Township**  
Board Audit Report  
From 4/2/13 to 4/16/13

	Subtotal	Alexian Invoices	Total
Total Town Fund	23,914.19	100.00	24,014.19
Total Senior Center	12,658.15		12,658.15
Total Welfare Services	2,113.42		2,113.42
Total Road and Bridge	21,635.41		21,635.41
Total Mental Health Board	7,986.89		7,986.89
Total Retirement	0.00		
Total Vehicle	0.00		
Total Capital	658.96		658.96
Total All Funds	<u>68,967.02</u>	<u>100.00</u>	<u>69,067.02</u>

The above "Subtotal" column has been approved for payment this 16th day of April 2013.

The above "Total" column has been approved for payment this 16th day of April 2013.

\_\_\_\_\_  
Supervisor

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

\_\_\_\_\_  
Supervisor

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

\_\_\_\_\_  
Trustee

**Hanover Township**  
**Board Audit Report - FY 13**  
 April 2 - April 16, 2013

Type	Date	Num	Name	Memo	Amount
<b>10L - Town Liabilities</b>					
<b>1012015 - YFS Foundation</b>					
Bill	03/31/2013		JP Morgan Chase	Elgin High Tutoring Program Supplies (Best Buy Grant Funds)	202.68
Bill	03/31/2013		Verify (XHANYF)	Inv# 768299 Background Check	16.00
Total 1012015 - YFS Foundation					218.68
Total 10L - Town Liabilities					218.68
<b>1103 - Senior Center - Revenue</b>					
<b>1103500 - Senior Programs</b>					
Bill	03/31/2013		Louise Peters	Chicago History Museum Refund	35.00
Bill	03/31/2013		Connie Schrode	Chicago History Museum Refund	35.00
Total 1103500 - Senior Programs					70.00
Total 1103 - Senior Center - Revenue					70.00
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014430 - Computer Equipment &amp; Software</b>					
Bill	03/31/2013		JP Morgan Chase	Astor Wireless Router/Printer Cable	130.79
Bill	03/31/2013		JP Morgan Chase	Server Backup Monthly Subscription	150.00
Bill	03/31/2013		JP Morgan Chase	Web Address Annual Renewal	59.88
Bill	03/31/2013		Current Technologies Corporation	Inv# 709819 Network Labor	1,448.75
Total 1014430 - Computer Equipment & Software					1,789.42
Total 101CAP - Capital Expenditures					1,789.42
<b>101CHN - Community Health</b>					
<b>1014452 - Office Supplies</b>					
Bill	03/31/2013		JP Morgan Chase	Easel Pad	34.32
Bill	03/31/2013		Staples	Inv# 3195624883 Colored Copy Paper	103.08
Bill	03/31/2013		Staples	Inv# 3195624882 Colored Copy Paper	101.69
Total 1014452 - Office Supplies					239.09
<b>1014453 - Printing</b>					
Bill	03/31/2013		Interact Business Products, LLC	Inv# 81881 Copy Charges	111.36
Total 1014453 - Printing					111.36
<b>1014454 - Travel</b>					
Bill	03/31/2013		JP Morgan Chase	CPR Instructor Courses K.Smith / S. Arriola	305.00
Bill	03/31/2013		Keely Hoch	Mileage Reimbursement	14.44
Bill	03/31/2013		Kristen Smith	Mileage Reimbursement	27.35
Total 1014454 - Travel					346.79
<b>1014455 - Dues, Subs &amp; Publications</b>					
Bill	03/31/2013		PSS World Medical, Inc.	Are You at Risk Brochures	23.25
Total 1014455 - Dues, Subs & Publications					23.25

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Type	Date	Num	Name	Memo	Amount
<b>1014456 · Community Affairs</b>					
Bill	03/31/2013		PSS World Medical, Inc.	Glucose Test Supplies	113.75
Bill	03/31/2013		PSS World Medical, Inc.	Screening Test Supplies	45.18
Bill	03/31/2013		Stericycle, Inc	Inv# 4004055017 Box Disposal	139.07
Total 1014456 · Community Affairs					298.00
<b>1014461 · Miscellaneous</b>					
Bill	03/31/2013		PSS World Medical, Inc.	Test Strip Kits	210.00
Total 1014461 · Miscellaneous					210.00
<b>1014466 · Communications</b>					
Bill	03/31/2013		Sprint	Monthly Charges	59.17
Total 1014466 · Communications					59.17
Total 101CHN · Community Health					1,287.66
<b>101CVA · Community &amp; Veteran Affairs</b>					
<b>101CMA · Community Relations</b>					
<b>1014611 · Education &amp; Training</b>					
Bill	03/31/2013		Verify (XHANOV)	Inv# 768298 Background Check	16.00
Total 1014611 · Education & Training					16.00
<b>1014615 · Postage</b>					
Bill	03/31/2013		JP Morgan Chase	Postage	19.95
Total 1014615 · Postage					19.95
<b>1014619 · Office Supplies</b>					
Bill	03/31/2013		JP Morgan Chase	Employee Appreciation Supplies	26.74
Bill	03/31/2013		JP Morgan Chase	Job Ad Administrative Assistant	25.00
Bill	03/31/2013		JP Morgan Chase	Copy Paper	39.99
Bill	03/31/2013		JP Morgan Chase	Employee Appreciation Supplies	30.73
Total 1014619 · Office Supplies					122.46
<b>1014620 · Satellite Office Programs</b>					
Bill	03/31/2013		JP Morgan Chase	Farewell Reception - Stade	130.00
Bill	03/31/2013		Ace Coffee Bar	Inv# 285292 Tea Supplies	20.75
Total 1014620 · Satellite Office Programs					150.75
<b>1014621 · Satellite Office Utilities</b>					
Bill	03/31/2013		NICOR (79)	Acct# 79-29-75 3728 8 Monthly Charges	91.54
Total 1014621 · Satellite Office Utilities					91.54
<b>1014623 · Satellite Office Phone &amp; Intrnt</b>					
Bill	03/31/2013		Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Charges	86.90
Total 1014623 · Satellite Office Phone & Intrnt					86.90
<b>1014624 · Travel</b>					
Bill	03/31/2013		Thomas Kутtenberg (2)	Mileage Reimbursement Jan- Mar 2013	213.91

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Type	Date	Num	Name	Memo	Amount
Total 1014624 · Travel					213.91
<b>1014626 · Community Service Award</b>					
Bill	03/31/2013		A1 Trophies & Awards, Inc	Inv# 13652 Community Service Award Plaque	517.50
Bill	03/31/2013		Staples	Inv# 3194783864 Community Service Certificates	57.30
Total 1014626 · Community Service Award					574.80
<b>1014629 · Dues and Subscriptions</b>					
Bill	03/31/2013		JP Morgan Chase	Hoffman Chamber Event Participation	25.00
Total 1014629 · Dues and Subscriptions					25.00
Total 101CMA · Community Relations					1,301.31
Total 101CVA · Community & Veteran Affairs					1,301.31
<b>101ES · ES - Expenditures</b>					
<b>1014802 · Equipment</b>					
Bill	03/31/2013		JP Morgan Chase	Industrial Hydraulic Lift Table	497.05
Total 1014802 · Equipment					497.05
<b>1014803 · Uniforms</b>					
Bill	03/31/2013		JP Morgan Chase	Helmet Shield	53.02
Bill	03/31/2013		JP Morgan Chase	Fire Boots	123.00
Total 1014803 · Uniforms					176.02
<b>1014804 · Printing</b>					
Bill	03/31/2013		JP Morgan Chase	Information Booklets (500)	654.85
Total 1014804 · Printing					654.85
<b>1014808 · Education / Training</b>					
Bill	03/31/2013		JP Morgan Chase	CERT Class Supplies	167.79
Bill	03/31/2013		JP Morgan Chase	Lunch Meeting	21.66
Bill	03/31/2013		JP Morgan Chase	Hoffman Estates EMA Director Meeting	31.00
Bill	03/31/2013		JP Morgan Chase	Chicago Meeting Metra Transportation	11.50
Bill	03/31/2013		JP Morgan Chase	Cook County Dept Homeland Security Meeting	18.96
Total 1014808 · Education / Training					250.91
<b>1014809 · Pre-Volunteer Screening</b>					
Bill	03/31/2013		Verify (XHANEM)	Inv# 768296 Background Checks	48.00
Total 1014809 · Pre-Volunteer Screening					48.00
<b>1014812 · Volunteer Appreciation</b>					
Bill	03/31/2013		JP Morgan Chase	Volunteer Appreciation Supplies	90.37
Total 1014812 · Volunteer Appreciation					90.37
<b>1014814 · Communications</b>					
Bill	03/31/2013		JP Morgan Chase	Phone System Yearly Plan	166.60
Bill	03/31/2013		Daniel Palmer	Cell Phone Reimbursement	100.00

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill	03/31/2013		Sprint	Monthly Charges	35.15
Total 1014814 · Communications					301.75
Total 101ES · ES - Expenditures					2,018.95
<b>101MAIN · Facilities Maintenance</b>					
<b>1014206 · Janitorial Supplies - Senior</b>					
Bill	03/31/2013		Bade Paper Products, Inc	Inv# 188617 Can Liner/Toilet Seat Cover/Vacuum/Mop/Cleaning Supplies	1,107.77
Total 1014206 · Janitorial Supplies - Senior					1,107.77
<b>1014210 · Building Maintenance - Town</b>					
Bill	03/31/2013		JP Morgan Chase	YFS Renovation Paint	32.64
Bill	03/31/2013		Carpet Cushions & Supplies	Inv# S3847357 Snap Down Divider	28.06
Bill	03/31/2013		Menard's	Inv# 15175/14829 Bench Vise	103.87
Total 1014210 · Building Maintenance - Town					164.57
<b>1014213 · Equipment Maintenance - Town</b>					
Bill	03/31/2013		Bartlett Tire	Inv# 65039 Exhaust System	1,868.91
Total 1014213 · Equipment Maintenance - Town					1,868.91
<b>1014217 · Education &amp; Training</b>					
Bill	03/31/2013		Dennis Grzesiak	Automotive Service Excellence Test Reimbursement	191.00
Total 1014217 · Education & Training					191.00
<b>1014225 · Grounds Maintenance</b>					
Bill	03/31/2013		JP Morgan Chase	Security System Equipment - TV and Wall Mount	1,095.55
Total 1014225 · Grounds Maintenance					1,095.55
<b>1014227 · Miscellaneous</b>					
Bill	03/31/2013		Sprint	Monthly Charges	84.27
Total 1014227 · Miscellaneous					84.27
Total 101MAIN · Facilities Maintenance					4,512.07
<b>101THE · Town Hall Expense</b>					
<b>1014402 · Telephone - Town</b>					
Bill	03/31/2013		James Barr	Cell Phone Reimbursement Jan-Mar 2013	150.00
Total 1014402 · Telephone - Town					150.00
<b>1014403 · Utilities - Town</b>					
Bill	03/31/2013		Village of Bartlett	Acct# 51470 Water/Sewer	85.29
Total 1014403 · Utilities - Town					85.29
Total 101THE · Town Hall Expense					235.29
<b>101TOE · Town Office Expense</b>					
<b>1014401 · Postage</b>					
Bill	03/31/2013		JP Morgan Chase	Postage for CDBG Grant Mailing	5.60

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Type	Date	Num	Name	Memo	Amount
Bill	03/31/2013		JP Morgan Chase	Postage for Izaak Walton Property Closing Documents	28.20
Total 1014401 · Postage					33.80
<b>1014404 · Office Supplies</b>					
Bill	03/31/2013		Cartridge World	Inv# 3551Ink Cartridges (2)	109.98
Bill	03/31/2013		Staples	Inv#3196061653 File Pocket	67.86
Total 1014404 · Office Supplies					177.84
<b>1014406 · Printing</b>					
Bill	03/31/2013		Safeguard Business Systems	Inv# 28723122 Checks (2,000)	301.06
Total 1014406 · Printing					301.06
<b>1014412 · Travel Expenses</b>					
Bill	03/31/2013		JP Morgan Chase	ILCMA Conference Lodging - J. Barr	241.82
Bill	03/31/2013		JP Morgan Chase	Transportation to Cook County EMA Luncheon	9.55
Bill	03/31/2013		JP Morgan Chase	Training Travel	34.50
Total 1014412 · Travel Expenses					285.87
<b>1014424 · Education &amp; Training</b>					
Bill	03/31/2013		JP Morgan Chase	Lunch n Learn Supplies	105.49
Total 1014424 · Education & Training					105.49
<b>1014429 · Miscellaneous</b>					
Bill	03/31/2013		JP Morgan Chase	Employee Retirement Party Deposit - C. Mikulski	250.00
Bill	03/31/2013		JP Morgan Chase	Township Email Marketing	37.19
Total 1014429 · Miscellaneous					287.19
<b>1014531 · Community Affairs</b>					
Bill	03/31/2013		JP Morgan Chase	Veterans Honor Roll Coffee/Decorations/Table Cloths/Dinnerware	181.43
Bill	03/31/2013		JP Morgan Chase	Veterans Honor Roll Cakes(3)	149.97
Bill	03/31/2013		JP Morgan Chase	Veterans Honor Roll Dinner (220)	1,248.96
Bill	03/31/2013		JP Morgan Chase	Hoffman Chamber Event Participation	50.00
Bill	03/31/2013		A1 Trophies & Awards, Inc	Inv# 13670 Youth League Trophy Replacement	19.95
Bill	03/31/2013		A1 Trophies & Awards, Inc	Inv# 13539 Veterans Plates	8.00
Total 1014531 · Community Affairs					1,658.31
<b>1014532 · Committee on Youth</b>					
Bill	03/31/2013		Cuisine America	Inv# 2177 COY Event Meal	474.80
Total 1014532 · Committee on Youth					474.80
<b>1014533 · Environmental Sustainability</b>					
Bill	03/31/2013		JP Morgan Chase	ESW Stainless Steel Travel Mugs (150)	597.96
Bill	03/31/2013		JP Morgan Chase	ESW Runzel Reserve Tree Donation	250.00
Total 1014533 · Environmental Sustainability					847.96
Total 101TOE · Town Office Expense					4,172.32
<b>104ASR · Assessor's Division</b>					

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Type	Date	Num	Name	Memo	Amount
<b>1044411 · Equipment Purchases</b>					
Bill	03/31/2013		CDW Government, Inc	Inv# BG10262 Printer	881.02
Total 1044411 · Equipment Purchases					881.02
Total 104ASR · Assessor's Division					881.02
<b>107CLK · Clerk's Department</b>					
<b>1074217 · Passport Expenditures</b>					
Bill	03/31/2013		Staples	Inv# 3196061654 Passport Ink	107.94
Bill	03/31/2013		Staples	Inv# 3195624885 Toner (4) / Ink	551.07
Total 1074217 · Passport Expenditures					659.01
Total 107CLK · Clerk's Department					659.01
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094611 · Education &amp; Training</b>					
Bill	03/31/2013		JP Morgan Chase	Oakton College Workshops (2) - Jared Robl	138.00
Bill	03/31/2013		Sased-Illinois PBIS Network	High School Forum	87.50
Total 1094611 · Education & Training					225.50
<b>1094612 · Consulting Fees</b>					
Bill	03/31/2013		Vic Kressin	Archery Instructor	300.00
Total 1094612 · Consulting Fees					300.00
<b>1094613 · Answering Service</b>					
Bill	03/31/2013		Community Crisis Center, Inc	After Hours Telephone Response	1,200.00
Total 1094613 · Answering Service					1,200.00
<b>1094618 · Psychiatric Backup</b>					
Bill	03/31/2013		Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Ups	100.00
Total 1094618 · Psychiatric Backup					100.00
<b>1094619 · Office Supplies</b>					
Bill	03/31/2013		A1 Trophies & Awards, Inc	Inv# 13678 Name Badge	7.95
Bill	03/31/2013		Quill Corporation	Inv# 1601199 Projector	899.99
Total 1094619 · Office Supplies					907.94
<b>1094623 · Travel</b>					
Bill	03/31/2013		Sarah Spunt	Mileage Reimbursement	57.63
Bill	03/31/2013		Beahan, Mary	Mileage Reimbursement	16.95
Bill	03/31/2013		Karen Low'	Mileage Reimbursement	62.15
Bill	03/31/2013		Tor Evans	Mileage Reimbursement	33.34
Bill	03/31/2013		Lisa Bailey	Mileage Reimbursement	28.82
Total 1094623 · Travel					198.89
<b>1094626 · Equipment &amp; Furniture</b>					
Bill	03/31/2013		Affordable Office Interiors	Reception Area Seating Tables	510.00

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Total 1094626 · Equipment & Furniture					510.00
<b>1094629 · Dues &amp; Subscriptions</b>					
Bill	03/31/2013		JP Morgan Chase	NASW Renewal Membership- J. Parquette	190.00
Total 1094629 · Dues & Subscriptions					190.00
Total 109ADM · Administration & Clinical					3,632.33
<b>109OUT · Outreach &amp; Prevention</b>					
<b>1094627 · Open Gym Program.</b>					
Bill	03/31/2013		JP Morgan Chase	Open Gym Supplies Foam Balls (20)/Basketballs (4) / Flag Sets (40)	423.44
Bill	03/31/2013		JP Morgan Chase	Open Gym Supplies	65.70
Bill	03/31/2013		JP Morgan Chase	Open Gym Supplies- Sunscreen (10)	84.41
Bill	03/31/2013		Taylor Rental	Contract# 02-237860-01 Open Gym Tent Purchase 20X30	1,885.00
Total 1094627 · Open Gym Program.					2,458.55
<b>1094644 · Travel</b>					
Bill	03/31/2013		Amanda Teachout	Mileage Reimbursement	128.26
Bill	03/31/2013		Alejandra Chacon	Mileage Reimbursement	97.18
Total 1094644 · Travel					225.44
<b>1094647 · Office Supplies</b>					
Bill	03/31/2013		Kwik Print	Inv# 49364 Business Cards	38.00
Bill	03/31/2013		Quill Corporation	Inv# 1523041 Easel Pad/Tab Labels	21.83
Bill	03/31/2013		Quill Corporation	Inv# 1556684 Ink	192.17
Bill	03/31/2013		Quill Corporation	Tax Exempt	-11.30
Total 1094647 · Office Supplies					240.70
<b>1094648 · Community Affairs</b>					
Bill	03/31/2013		JP Morgan Chase	AITCOY Workshop Refreshments	29.02
Bill	03/31/2013		JP Morgan Chase	AITCOY Workshop Lunch (30)	170.95
Total 1094648 · Community Affairs					199.97
<b>1094651 · Cellphones</b>					
Bill	03/31/2013		Sprint	Monthly Charges	181.47
Total 1094651 · Cellphones					181.47
Total 109OUT · Outreach & Prevention					3,306.13
Total 109YFS · Youth & Family Services					6,938.46
Total 1014 · Town Fund - Expenditures					23,795.51
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104524 · Utilities</b>					
Bill	03/31/2013		Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges	643.29
Bill	03/31/2013		Village of Bartlett	Acct# 62447 Water/Sewer	58.92

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Type	Date	Num	Name	Memo	Amount
Total 1104524 · Utilities					702.21
<b>1104525 · Telephone &amp; High Speed Internet</b>					
Bill	03/31/2013		Barbara Kurth Schuldt	Cell Phone Charger	32.76
Bill	03/31/2013		Sprint	Monthly Charges	520.17
Total 1104525 · Telephone & High Speed Internet					552.93
<b>1104527 · Equipment</b>					
Bill	03/31/2013		Interact Business Products, LLC	Inv# 81881 Copy Charges	364.91
Bill	03/31/2013		Cooler Smart USA LLC	Inv# 14335209 Water Machine Maintenance Staff Offices	133.00
Bill	03/31/2013		Cooler Smart USA LLC	Inv# 14335208 Water Machine Maintenance Veterans Hall	133.00
Total 1104527 · Equipment					630.91
<b>1104528 · Office Supplies</b>					
Bill	03/31/2013		Sam's Club (Town 0487 6)	Account Charges	15.48
Bill	03/31/2013		Sam's Club (Town 0487 6)	Coffee Supplies	292.19
Bill	03/31/2013		Staples	Inv# 3196061651 Ink/Post Its	54.94
Bill	03/31/2013		Staples	Inv# 3195624881 Batteries/Stapler/Copy Paper	131.51
Total 1104528 · Office Supplies					494.12
<b>1104535 · Travel</b>					
Bill	03/31/2013		JP Morgan Chase	ASA Lunch Expense	95.47
Bill	03/31/2013		JP Morgan Chase	AISC Conference Lodging/Meals - T. Colagrossi	102.70
Bill	03/31/2013		Barbara Kurth Schuldt	Conference Meals	14.40
Bill	03/31/2013		Kristin Vana	Mileage Reimbursement	48.44
Bill	03/31/2013		Barbara Kurth Schuldt	Mileage Reimbursement	234.35
Total 1104535 · Travel					495.36
<b>1104536 · Education &amp; Training</b>					
Bill	03/31/2013		Barbara Kurth Schuldt	Aging Care Connections Training	30.00
Total 1104536 · Education & Training					30.00
<b>1104537 · Consultants</b>					
Bill	03/31/2013		Active Seniors Options	Inv#80879 Consulting Services	736.00
Total 1104537 · Consultants					736.00
<b>1104539 · Miscellaneous</b>					
Bill	03/31/2013		Barbara Kurth Schuldt	Senior Committee Appreciation Supplies	74.94
Total 1104539 · Miscellaneous					74.94
<b>1104540 · Tile Endowment Fund</b>					
Bill	03/31/2013		Barbara Kurth Schuldt	Lower Level Decor	58.03
Bill	03/31/2013		Thomas Interior Systems	4 Drawer Lateral File/Installation	990.13
Total 1104540 · Tile Endowment Fund					1,048.16
<b>1104542 · Senior Satellite Service</b>					
Bill	03/31/2013		NICOR (79)	Acct# 79-29-75 3728 8 Monthly Charges	91.54
Bill	03/31/2013		Job Giraffe	Inv# 197390 Part Time Office Temp Help	694.96

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Type	Date	Num	Name	Memo	Amount
Total 1104542 · Senior Satellite Service					786.50
Total 1104ADM · Administration					5,551.13
<b>1104SOC · Social Services</b>					
<b>1104514 · Weekend Programming</b>					
Bill	03/31/2013		JP Morgan Chase	Saturday Book Club Supplies	7.49
Total 1104514 · Weekend Programming					7.49
<b>1104515 · Programming</b>					
Bill	03/31/2013		JP Morgan Chase	Party Favors- Cards (7) / Paper Crafts (17) / Spring Cards (13)	145.55
Bill	03/31/2013		JP Morgan Chase	Relay For Life Chili Cookoff Supplies	1.79
Bill	03/31/2013		JP Morgan Chase	Raffle Basket Baked Goods / Flowers	100.19
Bill	03/31/2013		JP Morgan Chase	Monthly Movie Subscription	11.99
Bill	03/31/2013		JP Morgan Chase	Senior Outing (62 Tickets)	364.25
Bill	03/31/2013		JP Morgan Chase	Memoir Stationary	6.47
Bill	03/31/2013		JP Morgan Chase	Bingo Wristbands (500)	63.35
Bill	03/31/2013		JP Morgan Chase	Pizza and Movie Supplies	226.91
Bill	03/31/2013		JP Morgan Chase	Senior Outing (32 Tickets)	72.00
Bill	03/31/2013		JP Morgan Chase	Handicapped Seating Book of Mormon (2)	110.00
Bill	03/31/2013		JP Morgan Chase	Senior Outing Deposit	100.00
Bill	03/31/2013		Barbara Kurth Schuldt	Latino Outreach Supplies/Meals on Wheels Driver Lunches/Beading Supplies	307.74
Bill	03/31/2013		Tranquility Yoga Studio	Yoga Instruction	1,631.10
Total 1104515 · Programming					3,141.34
<b>1104516 · Social Services</b>					
Bill	03/31/2013		JP Morgan Chase	Notary Registration (Credit)	-48.95
Bill	03/31/2013		JP Morgan Chase	Bartlett Police Department Meeting Supplies	136.13
Bill	03/31/2013		Barbara Kurth Schuldt	Notary Charges (3)	30.00
Total 1104516 · Social Services					117.18
<b>1104520 · Volunteer Services</b>					
Bill	03/31/2013		Kathleen Donaldson	Home Delivered Meals Mileage Reimbursement	35.00
Bill	03/31/2013		Gerardo Amargos	Home Delivered Meals Mileage Reimbursement	33.90
Bill	03/31/2013		Beth Cooper	Home Delivered Meals Mileage Reimbursement	47.46
Bill	03/31/2013		Charles Coleman	Home Delivered Meals Mileage Reimbursement	48.03
Bill	03/31/2013		Jerome Krzywdzinski	Home Delivered Meals Mileage Reimbursement	65.54
Bill	03/31/2013		Tom Kuenker	Home Delivered Meals Mileage Reimbursement	45.20
Bill	03/31/2013		Roger McDowall	Home Delivered Meals Mileage Reimbursement	32.81
Bill	03/31/2013		Bill Ricco	Home Delivered Meals Mileage Reimbursement	41.53
Bill	03/31/2013		Lynne Schiller	Home Delivered Meals Mileage Reimbursement	27.12
Bill	03/31/2013		Verify (XHTSSE)	Inv# 768314 Background Checks	44.00
Total 1104520 · Volunteer Services					420.59
<b>1104526 · Club 59</b>					
Bill	03/31/2013		Plum Grove Printers	Inv# 269774 Club 59 Newsletter (11,700)	1,754.57
Total 1104526 · Club 59					1,754.57
<b>1104530 · Nutrition</b>					

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Type	Date	Num	Name	Memo	Amount
Bill	03/31/2013		JP Morgan Chase	Supper Club February 2013	363.68
Bill	03/31/2013		JP Morgan Chase	Supper Club Supplies - Napkins/Disposable Bowls/Cups/Ice	65.94
Total 1104530 · Nutrition					429.62
<b>1104532 · Visual Arts</b>					
Bill	03/31/2013		Barbara Kurth Schuldt	Ceramic Dryers/Gloves/Cotton Swabs/Art Supplies	101.05
Bill	03/31/2013		Blick Art Materials	Inv#1620477 Art Materials	121.69
Bill	03/31/2013		Hobby Lobby	Acct# 9219832 Program Supplies	29.90
Total 1104532 · Visual Arts					252.64
Total 1104SOC · Social Services					6,123.43
<b>1104TRN · Transportation</b>					
<b>1104518 · Vehicle Maintenance</b>					
Bill	03/31/2013		Friendly Ford, Inc	Inv# 175782 Wheel Assembly	150.45
Bill	03/31/2013		Mitchell 1	Inv# 15383174 Vehicle Support Services	69.71
Bill	03/31/2013		Safety Lane Inspections	Inv#9904 Safety Inspection	33.78
Total 1104518 · Vehicle Maintenance					253.94
<b>1104550 · Telephone</b>					
Bill	03/31/2013		Sprint	Monthly Charges	289.90
Total 1104550 · Telephone					289.90
<b>1104553 · Uniforms</b>					
Bill	03/31/2013		JP Morgan Chase	Driver Uniforms- Coats (11) / Sweater	369.75
Total 1104553 · Uniforms					369.75
Total 1104TRN · Transportation					913.59
Total 1104 · Senior Center - Expenditures					12,588.15
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024201 · Salaries</b>					
Bill	03/31/2013		Job Giraffe	Inv# 197136/ 197268 Part Time Office Temp Help	1,375.64
Total 2024201 · Salaries					1,375.64
<b>2024204 · Equipment</b>					
Bill	03/31/2013		JP Morgan Chase	Phone Charger	19.99
Bill	03/31/2013		A1 Trophies & Awards, Inc	Inv# 13665 Name Badge	7.95
Bill	03/31/2013		Sprint	Monthly Charges	100.98
Total 2024204 · Equipment					128.92
<b>2024210 · Printing</b>					
Bill	03/31/2013		JP Morgan Chase	Job Ad Employment Services Manager Career Builder	459.00
Bill	03/31/2013		JP Morgan Chase	Job Ad Employment Services Manager Craigs List	50.00
Total 2024210 · Printing					509.00

**Hanover Township**  
**Board Audit Report - FY 13**  
**April 2 - April 16, 2013**

Type	Date	Num	Name	Memo	Amount
<b>2024213 · Community Affairs / Misc</b>					
Bill	03/31/2013		JP Morgan Chase	Get Well Basket	74.29
Bill	03/31/2013		JP Morgan Chase	IDES Meeting Supplies	25.57
Total 2024213 · Community Affairs / Misc					99.86
Total 2024ADM · Administration					2,113.42
Total 2024 · Welfare Services - Expenditures					2,113.42
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ROD · Road Maintenance</b>					
<b>3034602 · Operating Supplies &amp; Materials</b>					
Bill	03/31/2013		Grainger	Inv# 9096699971 Rolling Chain / Chain Link	69.15
Total 3034602 · Operating Supplies & Materials					69.15
<b>3034616 · Salt</b>					
Bill	03/31/2013		Morton Salt	Inv# 128808/132045 Road Salt	16,356.84
Bill	03/31/2013		Morton Salt	Inv# 133013 Road Salt	3,782.26
Total 3034616 · Salt					20,139.10
Total 3034ROD · Road Maintenance					20,208.25
<b>303EQM · Equipment</b>					
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Bill	03/31/2013		Bristol Hose & Fitting Warehouse	Inv# 318441 Protective Sleeve / Hose	434.00
Bill	03/31/2013		Keller Heartt Co., Inc.	Inv# 176050 55 Gallon Oil Drums (2)	923.45
Bill	03/31/2013		Mitchell 1	Inv# 15383174 Vehicle Support Services	69.71
Total 3034609 · Maintenance Vehicles & Equip					1,427.16
Total 303EQM · Equipment					1,427.16
Total 3034 · Road & Bridge - Expenditures					21,635.41
<b>5054 · Mental Health - Expenditures</b>					
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Bill	03/31/2013		Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Water/Sewer	18.33
Total 5054210 · Utilities					18.33
<b>5054213 · Janitorial</b>					
Bill	03/31/2013		Verify (XHANOV)	Inv# 768298 Janitorial Staff Background Check	16.00
Total 5054213 · Janitorial					16.00
Total 5054COM · Community Resource Center					34.33
<b>5054SVC · Service Contracts</b>					
<b>5054102 · CAC Family Support</b>					
Bill	03/31/2013		The Children's Advocacy Center	Family Support Services	312.56

**Hanover Township**  
**Board Audit Report - FY 13**  
 April 2 - April 16, 2013

Type	Date	Num	Name	Memo	Amount
Total 5054102 · CAC Family Support					312.56
<b>5054138 · Contract Support Services</b>					
Bill	03/31/2013		Easter Seals DuPage & Fox Valley Regi...	Carpet/Defibrilator/Playground	7,640.00
Total 5054138 · Contract Support Services					7,640.00
Total 5054SVC · Service Contracts					7,952.56
Total 5054 · Mental Health - Expenditures					7,986.89
<b>8084 · Capital Projects - Expenditures</b>					
<b>8084425 · Building &amp; Perm Improvements</b>					
Bill	03/31/2013		JP Morgan Chase	YFS Bathroom Vanity/Sink/Fixtures	658.96
Total 8084425 · Building & Perm Improvements					658.96
Total 8084 · Capital Projects - Expenditures					658.96
<b>TOTAL</b>					<b>69,067.02</b>

**Hanover Township**  
Board Audit Report  
From 4/2/13 to 4/16/13

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	6,088.81		6,088.81
Total Senior Center	4,450.68		4,450.68
Total Welfare Services	7,862.14		7,862.14
Total Road and Bridge	197.50		197.50
Total Mental Health Board	20,284.00		20,284.00
Total Retirement	0.00		
Total Vehicle	0.00		
Total Capital	0.00		
Total All Funds	<u>38,883.13</u>	-	<u>38,883.13</u>

The above "Subtotal" column has been approved for payment this 16th day of April 2013.

The above "Total" column has been approved for payment this 16th day of April 2013.

\_\_\_\_\_  
Supervisor

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

\_\_\_\_\_  
Supervisor

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

\_\_\_\_\_  
Trustee

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Accrual Basis

**Hanover Township**  
**Board Audit Report FY-14**  
**April 3 - 16, 2013**

Type	Date	Num	Name	Memo	Amount
<b>1103 - Senior Center - Revenue</b>					
<b>1103500 - Senior Programs</b>					
Check	04/12/2013	98809	Rosemarie Bart	Casino Refund	33.00
Check	04/12/2013	98812	Donald Davidson	Casino Refund	33.00
Check	04/12/2013	98817	Joan Reisen	Book of Mormon Refund	115.00
Total 1103500 - Senior Programs					181.00
Total 1103 - Senior Center - Revenue					181.00
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014430 - Computer Equipment &amp; Software</b>					
Check	04/12/2013	98807	All Information Services	Inv# 23374 Senior Center Voicemail Extension Tech Issues	281.25
Check	04/12/2013	98811	Current Technologies Corporation	Inv# 3538 Server Firewall/Service Agreement Renewal 2 Years	1,830.00
Total 1014430 - Computer Equipment & Software					2,111.25
Total 101CAP - Capital Expenditures					2,111.25
<b>101CHN - Community Health</b>					
<b>1014454 - Travel</b>					
Check	04/12/2013	98806	Hoch, Keely P	Mileage Reimbursement	24.21
Total 1014454 - Travel					24.21
Total 101CHN - Community Health					24.21
<b>101CVA - Community &amp; Veteran Affairs</b>					
<b>101CMA - Community Relations</b>					
<b>1014611 - Education &amp; Training</b>					
Check	04/05/2013	98735	Township Officials of Illinois	Township Topics Day Registration - T. Kuttenberg	75.00
Total 1014611 - Education & Training					75.00
<b>1014614 - Printing</b>					
Check	04/05/2013	98739	Cartridge World	Inv# 3698 Ink Cartridges (13)	176.88
Total 1014614 - Printing					176.88
<b>1014622 - Satellite Office Lease</b>					
Check	04/05/2013	98740	Renz Center	CRO Rent	872.50
Total 1014622 - Satellite Office Lease					872.50
<b>1014626 - Community Service Award</b>					
Check	04/12/2013	98808	A1 Trophies & Awards, Inc	Inv# 13688 Community Service Awards (15)	587.25
Check	04/12/2013	98814	Kwik Print	Inv# 49401 Community Service Awards Program Bookets (175)	382.20
Total 1014626 - Community Service Award					969.45
Total 101CMA - Community Relations					2,093.83
Total 101CVA - Community & Veteran Affairs					2,093.83

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Accrual Basis

**Hanover Township**  
**Board Audit Report FY-14**  
**April 3 - 16, 2013**

Type	Date	Num	Name	Memo	Amount
<b>101ES - ES - Expenditures</b>					
<b>1014808 - Education / Training</b>					
Check	04/05/2013	98738	Palmer, Daniel D	North Suburban Chiefs of Police Meeting/Training	40.00
Total 1014808 - Education / Training					40.00
Total 101ES - ES - Expenditures					40.00
<b>101ISE - Insurance &amp; Employee Benefits</b>					
<b>1014411 - Employee Assistance Program</b>					
Check	04/05/2013	98734	Renz Addiction Counseling Center	Inv# 189 Employee Assistance Program	362.81
Total 1014411 - Employee Assistance Program					362.81
Total 101ISE - Insurance & Employee Benefits					362.81
<b>101MAIN - Facilities Maintenance</b>					
<b>1014225 - Grounds Maintenance</b>					
Check	04/12/2013	98797	Santangelo, Samuel A	Grounds Supplies	117.64
Total 1014225 - Grounds Maintenance					117.64
Total 101MAIN - Facilities Maintenance					117.64
<b>101TOE - Town Office Expense</b>					
<b>1014401 - Postage</b>					
Check	04/05/2013	98733	Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage Renewal	1,397.89
Total 1014401 - Postage					1,397.89
<b>1014414 - Memberships, Subs &amp; Publication</b>					
Check	04/12/2013	98813	Elgin Area Chamber of Commerce	Inv# 04281336 Member Dues	197.50
Total 1014414 - Memberships, Subs & Publication					197.50
<b>1014424 - Education &amp; Training</b>					
Check	04/05/2013	98735	Township Officials of Illinois	Township Topics Day Registration (4)	300.00
Total 1014424 - Education & Training					300.00
Total 101TOE - Town Office Expense					1,895.39
<b>104ASR - Assessor's Division</b>					
<b>1044413 - Travel Expense</b>					
Check	04/12/2013	98800	Mikulski, Catherine M	Mileage Reimbursement	10.17
Total 1044413 - Travel Expense					10.17
Total 104ASR - Assessor's Division					10.17
<b>107CLK - Clerk's Department</b>					
<b>1074203 - Printing</b>					
Check	04/12/2013	98814	Kwik Print	Inv# 49452 Annual Report Booklets (131)	257.00
Total 1074203 - Printing					257.00

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Accrual Basis

# Hanover Township Board Audit Report FY-14 April 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
Total 107CLK · Clerk's Department					257.00
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094620 · Community Affairs</b>					
Check	04/12/2013	98816	Quill Corporation	Inv# 1606309 Student Government Day Supplies	52.07
Check	04/12/2013	98816	Quill Corporation	Inv# 1606309 Tax Exempt	-3.06
Total 1094620 · Community Affairs					49.01
Total 109ADM · Administration & Clinical					49.01
Total 109YFS · Youth & Family Services					49.01
Total 1014 · Town Fund - Expenditures					6,961.31
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104535 · Travel</b>					
Check	04/12/2013	98802	Adelphia, Sarah E	Mileage Reimbursement	35.60
Total 1104535 · Travel					35.60
<b>1104542 · Senior Satellite Service</b>					
Check	04/05/2013	98740	Renz Center	CRO Rent	1,308.50
Total 1104542 · Senior Satellite Service					1,308.50
Total 1104ADM · Administration					1,344.10
<b>1104SOC · Social Services</b>					
<b>1104514 · Weekend Programming</b>					
Check	04/05/2013	98736	Marquee Movie Presentations, LLC	Senior Musical Presentation Fee	175.00
Check	04/12/2013	98804	Tango Argentina Club	French Language Class Instructor	150.00
Total 1104514 · Weekend Programming					325.00
<b>1104515 · Programming</b>					
Check	04/05/2013	98737	Jason Lesniewicz	Tour Guide Fee	75.00
Check	04/12/2013	98803	Jason Lesniewicz	Tour Guide Fee - Balance Due	25.00
Check	04/12/2013	98804	Tango Argentina Club	Cha Cha Dance Instructor	150.00
Check	04/12/2013	98815	Let Me Arrange It! Inc.	Transportation Fee to Oaks Farm Indiana (42)	790.00
Check	04/12/2013	98818	Southern Wine and Spirit of Illinois	Inv# 9173487 Wines of Italy Program Beverages	154.44
Total 1104515 · Programming					1,194.44
<b>1104519 · Senior Assistance</b>					
Check	04/12/2013	98801	EAW Holdings LLC	Rental Assistance	200.00
Check	04/12/2013	98805	Home Depot	Water Heater Replacement	200.00
Total 1104519 · Senior Assistance					400.00
<b>1104532 · Visual Arts</b>					
Check	04/12/2013	98810	Blick Art Materials	Inv# 1640723 Art Materials	133.64

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Accrual Basis

## Hanover Township Board Audit Report FY-14 April 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
Total 1104532 · Visual Arts					133.64
Total 1104S0C · Social Services					2,053.08
Total 1104 · Senior Center - Expenditures					3,397.18
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024205 · Travel &amp; Training</b>					
Check	04/12/2013	98799	Imperato, Mary Jo	Mileage Reimbursement	22.17
Total 2024205 · Travel & Training					22.17
<b>2024213 · Community Affairs / Misc</b>					
Check	04/12/2013	98799	Imperato, Mary Jo	Job Club Supplies	32.97
Total 2024213 · Community Affairs / Misc					32.97
<b>2024507 · Professional Services</b>					
Check	04/12/2013	98798	Keith Owens	Job Club Presenter	75.00
Total 2024507 · Professional Services					75.00
Total 2024ADM · Administration					130.14
<b>2024HOM · Home Relief</b>					
<b>2024102 · Rent</b>					
Check	04/12/2013	2187	Diane and Leo Walker	April 2013 Rent	525.00
Total 2024102 · Rent					525.00
<b>2024105 · Clothing</b>					
Check	04/05/2013	2185	Walmart	Personal Essentials Cards (15)	1,980.00
Check	04/12/2013	98799	Imperato, Mary Jo	Walmart - Personal Essential Items	100.00
Check	04/12/2013	98799	Imperato, Mary Jo	Home Relief - Personal Essential Walmart Cards	1,980.00
Check	04/12/2013	2188	Walmart	Personal Essentials Card	60.00
Total 2024105 · Clothing					4,120.00
<b>2024106 · Travel Expenses</b>					
Check	04/05/2013	2186	BP Gas Station	Fuel Assistance Gas Card (8)	775.00
Check	04/12/2013	98799	Imperato, Mary Jo	BP Gas Cards for Clients (14)	750.00
Total 2024106 · Travel Expenses					1,525.00
<b>2024119 · Emergency Assistance</b>					
Check	04/12/2013	2189	Squire Village	Shelter	562.00
Check	04/12/2013	2190	Todd Jones	Shelter	1,000.00
Total 2024119 · Emergency Assistance					1,562.00
Total 2024HOM · Home Relief					7,732.00
Total 2024 · Welfare Services - Expenditures					7,862.14

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Accrual Basis

## Hanover Township Board Audit Report FY-14 April 3 - 16, 2013

Type	Date	Num	Name	Memo	Amount
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034705 · Dues, Subs &amp; Publications</b>					
Check	04/12/2013	98813	Elgin Area Chamber of Commerce	Inv# 04281336 Member Dues	197.50
Total 3034705 · Dues, Subs & Publications					197.50
Total 3034ADM · Administration					197.50
Total 3034 · Road & Bridge - Expenditures					197.50
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054014 · Equip / Database</b>					
Check	04/12/2013	98853	Links Technology Solutions, Inc	Inv# 23139 Website Hosting Apr-June 2013	125.00
Total 5054014 · Equip / Database					125.00
<b>5054539 · Dues</b>					
Check	04/12/2013	98855	Grantmakers for Effective Organizations	Member Dues	370.00
Total 5054539 · Dues					370.00
Total 5054ADM · Administration					495.00
<b>5054COM · Community Resource Center</b>					
<b>5054213 · Janitorial</b>					
Check	04/12/2013	98854	JaniKing	Inv# 04130527 Monthly Contract Billing	414.00
Total 5054213 · Janitorial					414.00
Total 5054COM · Community Resource Center					414.00
<b>5054SVC · Service Contracts</b>					
<b>5054104 · CCC Domestic Violence Shelter</b>					
Check	04/12/2013	98850	Community Crisis Center	Shelter	7,500.00
Total 5054104 · CCC Domestic Violence Shelter					7,500.00
<b>5054105 · CCC Domestic Violence Counsel</b>					
Check	04/12/2013	98850	Community Crisis Center	Domestic Violence Counseling	6,250.00
Total 5054105 · CCC Domestic Violence Counsel					6,250.00
<b>5054112 · Clearbrook Children's Program</b>					
Check	04/12/2013	98848	Clearbrook	Childrens Program	1,375.00
Total 5054112 · Clearbrook Children's Program					1,375.00
<b>5054113 · Clearbrook Residential</b>					
Check	04/12/2013	98848	Clearbrook	Residential Services	1,000.00
Total 5054113 · Clearbrook Residential					1,000.00
<b>5054114 · Clearbrook Development Training</b>					
Check	04/12/2013	98848	Clearbrook	Developmental Training	625.00
					625.00

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Accrual Basis

**Hanover Township  
Board Audit Report FY-14  
April 3 - 16, 2013**

Type	Date	Num	Name	Memo	Amount
Total 5054114 · Clearbrook Development Training					625.00
<b>5054156 · Epilepsy Foundation</b>					
Check	04/12/2013	98849	Epilepsy Foundation	Outreach	250.00
Total 5054156 · Epilepsy Foundation					250.00
<b>5054174 · Special Ed Advocacy Center</b>					
Check	04/12/2013	98851	Special Ed Advocacy Center	Advocacy	1,250.00
Total 5054174 · Special Ed Advocacy Center					1,250.00
<b>5054182 · Clearbrook Employment</b>					
Check	04/12/2013	98848	Clearbrook	Employment Program	500.00
Total 5054182 · Clearbrook Employment					500.00
<b>5054196 · Catholic Charities Caregivers</b>					
Check	04/12/2013	98852	Catholic Charities	Caregivers Groups	625.00
Total 5054196 · Catholic Charities Caregivers					625.00
Total 5054SVC · Service Contracts					19,375.00
Total 5054 · Mental Health - Expenditures					20,284.00
<b>TOTAL</b>					<b>38,883.13</b>

- I. Call to Order/Roll Call  
Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire.  
Elected and appointed officials present: Assessor Thomas Smogolski, Road Commissioner P. Craig Ochoa, and Collector Frank Liquori.  
Staff and others present included Administrator James Barr, Senior Services Director Barb Kurth-Schuldt, Welfare Services Director Mary Jo Imperato, Assistant Administrator Katie Delaney, and Attorney Larry Mraz. Also present were Village of Streamwood Trustee Mike Baumer, Mr. Brian Biel and his wife, representatives from the Knights of Columbus Ladies Auxiliary and the Streamwood Falcons 2012 Pom & Cheer Champions from 3<sup>rd</sup> and 7<sup>th</sup> grade, Township residents Ms Shirley Shrade and Mr. Steve Caramelli.
- II. Supervisor McGuire asked everyone to stand and join him in the Pledge of Allegiance.
- III. Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.
- IV. Presentations:
  - A. Supervisor McGuire asked that the Board join him in recognizing members of our community who have served in the U.S. military.
    1. SP4 Brian A. Biel, who served in the U.S. Army from 1968 to 1970, was congratulated on being inducted into the Veterans Honor Roll in acknowledgment of his service to our country.
    2. Mr. McGuire asked that the record reflect the Board's congratulations to Sgt. John N. Gustafson of Hanover Park who served in the U.S. Air Force from 1963 to 1967 on his being inducted into the Veterans Honor Roll.
    3. SP/4 Daniel F. Krebs was also inducted to the Veterans Honor Roll this evening in recognition of his service to our country from 1960 to 1963 in the U.S. Army and the record will reflect his name.
  - B. Supervisor McGuire asked that the Board recognize suburban Orthopedics for their many contributions to the Hanover Township Food Pantry.
  - C. Supervisor McGuire asked that Board join him in thanks to the Knights of Columbus Ladies Auxiliary for their contributions to the Hanover Township Food Pantry in 2012.
  - D. The Supervisor invited the 3<sup>rd</sup> grade Streamwood Falcons Pom team 2012 Champions forward for recognition.
  - E. The Supervisor invited the 7<sup>th</sup> grade Streamwood Falcons Pom team 2012 Champions forward for recognition.
  - F. Mr. McGuire invited Mr. George Hough forward. He presented him a plaque in recognition of his service to the Township in the capacity of Chairman of the Senior Citizen Services Committee, from which he is retiring this month, and for his singular instrumentality in securing the Izaak Walton League property for the Township.
- V. Reports:
  - A. *Supervisor's Report:* The Supervisor reminded the board that the Supervisors Community Service Awards event is Wednesday at 5 p.m. at the Fire Barn. He again offered many thanks to Mr. Hough for his service.
  - B. *Clerk's Report:* Clerk Dolan Baumer offered no report.

- C. *Assessor's Report:* Assessor Smogolski offered no report; Mr. McGuire noted that the Board of Review has seen many successful reductions and compliments to the Assessor's staff.
- D. *Highway Commissioner's Report:* The Commissioner noted that the unincorporated area brush pick program starts this week and he thanked the Clerk's office and Assessor's office staff on the timely mailing.
- E. *Treasurer's Report:* A motion was made by Trustee Benoit and seconded by Trustee burke to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Ayes: Trustees Benoit, Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Nays: None. Motion carried.
- F. *Trustee Committee Liaison Reports:*
  - 1. Youth: Trustee Benoit noted that the next meeting is April 9 and that they will start planning the event and receiving applications for Educator of the Year awards which will be presented in May. The Committee is also working on another educational piece targeting teens and consumer finances.
  - 2. Senior: Trustee Krick noted that the next meeting will be held on April 8; the Committee held a very informative focus group to receive feedback. He echoed Mr. McGuire's thanks to George Hough for leading the Committee in a most profession manner.
  - 3. Environmental Workgroup: Trustee Westlund-Deenihan reported that the lunch 'n learn was well-received. She also noted that the Clerk provided new travel mugs for the Board members and encouraged them to take them to and from work and the Township and home, etc.

VII. Bill Paying

Mr. Barr offered the bills in two requests for approval, with bills for payment to Alexian Brothers for \$9,000; a motion was made by Trustee Westlund-Deenihan and seconded by Trustee Burke to pay the Alexian invoices of \$9,000. Roll call: Ayes: Trustees Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

Mr. Barr asked that the Board approve the bills from March 20 through April 2, 2013 and he included \$13,000 into the Town Fund for underwriting to Blue Cross/Blue Shield resulting in the following totals:

a. Town Fund	\$75,676.59
b. Senior Center Fund	20,698.06
c. Welfare Services Fund	17,571.19
d. Road and Bridge Fund	5,897.77
e. Mental Health Fund	56,941.13
f. Retirement Fund	0.00
g. Vehicle Fund	86,100.00
h. Capital Fund	<u>138.76</u>
Total All Funds:	<u>\$263,023.50</u>

A motion was made by Trustee Burke to approve the bills as presented for March 20 through April 2, 2013; Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.

VIII. Unfinished Business: None was discussed.

VIII. New Business:

- A. Regular Meeting Minutes of March 19, 2013: Clerk Dolan Baumer submitted the regular meeting minutes of March 19, 2013 for review and approval by the Board. A motion was made by Trustee Westlund-Deenihan to approve the regular meeting minutes of March 19, 2013 with a second by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Westlund-

Deenihan, and Supervisor McGuire. Nays: none. Motion carried.

- B. Approval of the Senior Transportation Software Bid Award: Staff submitted a recommendation to the Board based on a study of the bids provided for the senior transportation software. Based on the study, staff selected Ecolane USA, Inc. as the award winner. A motion was made by Trustee Burke to approve the Senior Transportation Software Bid awarding it to Ecolane USA, Inc., in the amount of \$91,601, as the provider, with a second by Trustee Westlund-Deenihan. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
- C. Resolution Approving a contract for services between Hanover Township and the Mental Health Board (Youth and Family Services Alternative to Suspension Program/Prevention Specialist Position): A motion was made by Trustee Burke and seconded by Trustee Westlund-Deenihan to approve the Resolution #040213ASP approving of a contract for services between Hanover Township and the Mental Health Board (Youth and Family Services Alternative to Suspension Program/Prevention specialist position) as presented. Roll call: Ayes: Trustees Burke, Krick, Benoit, and Westlund-Deenihan and Supervisor McGuire. Nays: None Motion carried.
- D. Resolution Approving a contract for services between Hanover Township and the Mental Health Board (Youth and Family Services Psychiatric Back-up Services): A motion was made by Trustee Burke and seconded by Trustee Benoit to approve the Resolution #040213PSY approving of a contract for services between Hanover Township and the Mental Health Board (Youth and Family Services Psychiatric back-up services as presented. Roll call: Ayes: Trustees Burke, Krick, Benoit, and Westlund-Deenihan and Supervisor McGuire. Nays: None Motion carried.
- E. Resolution Approving a contract for services between Hanover Township and the Mental Health Board (Youth and Family Services Clinical Interventionist): A motion was made by Trustee Burke and seconded by Trustee Benoit to approve the Resolution #040213CI approving of a contract for services between Hanover Township and the Mental Health Board (Youth and Family Services Clinical Interventionist) as presented. Roll call: Ayes: Trustees Burke, Krick, Benoit, and Westlund-Deenihan and Supervisor McGuire. Nays: None Motion carried.
- IX. Executive Session: Trustee Westlund-Deenihan made a motion to go into Executive Session at 7:30 p.m. pursuant to §2c1 (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body....) and §2c8 (Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.) of the Illinois Open Meetings Act. The motion was seconded by Trustee Burke. Roll call: Ayes: Trustees Burke, Krick, Benoit, and Westlund-Deenihan and Supervisor McGuire. Nays: None Motion carried.
- The Board returned at 8:07 p.m. from Executive Session and Mr. McGuire reconvened the Regular Board Meeting; Roll call: Present were Trustees Burke, Krick, Benoit, and Westlund-Deenihan and Supervisor McGuire.
- X. Other Business: Mr. Barr reviewed the many commitments the Township has had in the past during the summer and the events we either participate in or co-sponsor. Now that troops overseas are being brought back home we should be winding down the OSOT Freedom Bash and perhaps consider combining with another festival, i.e., the Bartlett Street Fest, and co-sponsor that fest at a cost of about \$1,500. After discussion, the Board reached consensus and gave direction to staff to phase out OSOT and invest in another community event where perhaps we could still have an OSOT table to collect donations.

Regarding the Light Rescue Vehicle, Mr. Barr noted that upon further investigation by the mechanic,

the engine and chassis have been shown to have maintenance issues with other vehicles of the same make and model. Due diligence is still being done, but staff would like direction in the event that discovery shows that this is not the best purchase for the Township. The Board authorized Mr. Barr and the mechanic to withdraw from the bid if necessary (if the vehicle has had problems and they feel it is not worth the bid amount) and that then they can rebid the vehicle. Mr. McGuire asked that they consider looking at the State Bid List.

The Facilities & Maintenance van is in poor repair; Mr. Barr noted that replacement of the vehicle is in the FY14 budget and that he would like to proceed with purchase off of the State Bid List of a suitable vehicle to replace it at a cost of about \$33,054. The Board concurred with the Administrator proceeding with the purchase.

Mr. McGuire noted that the Bartlett Hills Golf Course is having an outing in the name of Bill Tiknis, as it was he who fought to save the golf course when its future was in question. This will be an annual event. All are welcome to participate.

Trustee Burke asked that Mr. Barr prepare an employee cross training study.

Mr. McGuire met with Director Palmer and Deputy Director Forkin and discussed the idea of a title change for Mr. Forkin to Chief, which more accurately reflects his role. The Board concurred.

- XI. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 8:35 p.m. Motion to adjourn was made by Trustee Burke seconded by Trustee Westlund-Deenihan. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Meeting adjourned.

Respectfully submitted,

  
Katy Dolan Baumer  
Clerk

Copy: Supervisor Administrator Attorney Gail Borden Library  
(4) Trustees Senior Services Auditor Poplar Creek Public Library  
Assessor Welfare Services Village of Streamwood  
Bartlett Library Highway Commissioner Y&F Services Streamwood Park District



# RESOLUTION

## Child Abuse Prevention Month in Hanover Township 2013

WHEREAS, the Hanover Township Board of Trustees, does hereby find as follows:

WHEREAS, it is our duty to protect, care for, nurture and guide every child; and

WHEREAS, because cases of child abuse continue to be on the rise in our nation, it is important to note that there are over 6 million children involved in abuse cases every year; and

WHEREAS, the abuse of children is not limited to neglect, physical and emotional abuse, but also, in severe cases, sexual abuse; and

WHEREAS, raising awareness to the issue at hand will help to overcome the myths and denials associated with child abuse. Therefore, paving the way to a new, brighter tomorrow for our children; and

WHEREAS, providing for the optimal environment for both the child and the family, these cases will start to diminish, since sadly more than 5 children die every day as the result of child abuse; and

WHEREAS, Hanover Township and its concerned residents are designating this month, the month of April, Child Abuse Prevention Month and we commit to learn about the signs and prevention tactics for child abuse to help give our children the upbringings and futures that they deserve.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Hanover Township Board of Trustees, Cook County, Illinois, that the month of April 2013 is Child Abuse Prevention Month in Hanover Township.

Dated: April 16, 2013

In Witness Whereof, we have hereunto to set our hands and caused the seal of Hanover Township to be affixed hereto.

\_\_\_\_\_  
Trustee Mary Alice Benoit

\_\_\_\_\_  
Supervisor Brian P. McGuire

\_\_\_\_\_  
Trustee William Burke

\_\_\_\_\_  
Clerk Katy Dolan Baumer

\_\_\_\_\_  
Trustee Howard Krick

\_\_\_\_\_  
Trustee Sandra Westlund-Deenihan

*Seal of  
Hanover  
Township*



**TO:** Hanover Township Board  
**FROM:** James Barr, Administrator  
**BY:** Thomas Warfield, Management Analyst  
**DATE:** April 12, 2013  
**SUBJECT:** Recommendation for Selection of FY 14 Township Auditor

Township Administration, in conjunction with the Township accounting firm Governmental Accounting Inc. sought quotes from three qualified independent auditing firms to conduct the Township's FY 2013 financial audit of the Town, General Assistance, Senior, Mental Health, and Road & Bridge funds.

The purpose of the selected auditor is to issue an unbiased opinion on the Township's governmental activities of each major fund and the aggregate remaining fund information that collectively comprise the Township's basic financial statements. The table below reflects the quoted prices from each firm to provide the above stated services:

<b>Auditing Firm</b>	<b>FY 2013 Cost</b>
Tighe, Kress, & Orr	\$10,000
Milburn Cain & Co.	\$14,000
Sikich, LLP	\$14,375

Of the three firms, staff recommends selection of Tighe, Kress, & Orr. This firm provided a quote that was 29% lower than the other two firms, and will provide a very similar end product. Additionally, the Township accountants have had previous experience with their work and concur that they are capable of producing a quality report.

While Sikich LLP has served as the Township's auditor in past fiscal years, their quote is significantly higher than that of Tighe, Kress, & Orr, and represents a 10% increase in their fee from FY 2012 of over \$1,000. An additional item of concern with this firm is the fact that they were late in producing the Township audit, despite staff providing them with all required materials early. This late report forced staff to request a filing extension with the State of Illinois Comptroller's Office. An additional item of concern is that beginning with the current fiscal year fines will be imposed on any entity that files their audit after the deadline.

For more information regarding the scope of services, please see the attached documentation. If you have any questions or if you would like additional information concerning this recommendation, please contact the Township Administrator via email at [jbarr@hanover-township.org](mailto:jbarr@hanover-township.org).

**Hanover Township**  
**Proposal for Professional Services**  
**For the Fiscal Years Ended**  
**March 31, 2013, 2014 and 2015**

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March 4, 2013

To the Board of Trustees of  
Hanover Township  
250 S. Route 59  
Bartlett, IL 60103

To the Board of Trustees:

Enclosed is our proposal for professional services for Hanover Township. We will perform a financial statements audit for the years ending March 31, 2013, 2014 and 2015.

Tighe, Kress & Orr, PC appreciates the opportunity to be considered in your selection process. We believe that our firm offers the following advantages to you:

- A public accounting firm with an exclusive auditing focus in not-for-profit and governmental entities.
- A service oriented firm that prides itself in responsiveness to clients and its ability to meet deadlines.
- A full service accounting firm capable of providing quality services in auditing, tax consulting and compliance, and accounting.

In the following pages, we elaborate on information pertinent to your engagement. We extend an invitation to meet with the Hanover Township participants involved in the selection process. This will afford you further opportunity to ask any questions you may have.

If you require additional information, please feel free to contact me. We look forward to the opportunity of providing you with exceptional service.

Very Truly Yours,



Robert T. Tighe, CPA, MST  
Principal  
Tighe, Kress & Orr, P.C.

## **Firm Profile**

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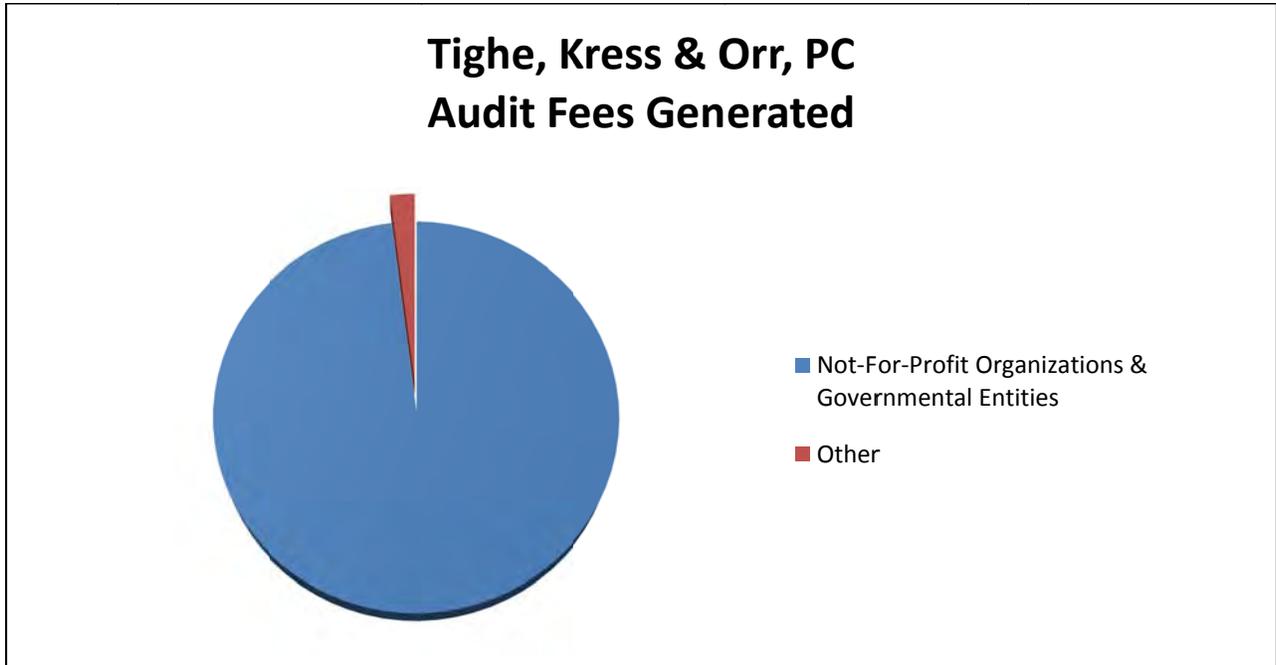
Tighe, Kress & Orr, P.C., is a full-service public accounting firm located in Elgin, Illinois serving small and middle-market businesses. The firm has evolved over the years into its current state of three principals and a professional staff of more than 16. The firm's success is based on our ability to build specific niches around traditional services.

Tighe, Kress & Orr, P.C. team members are dedicated to proactively helping our clients achieve financial success through a caring partnership. We are committed to providing top quality, personalized services across a wide range of industries and markets.

In the business community, Tighe, Kress & Orr, P.C., has a reputation for competence, integrity, and quality of performance. Our approach of always putting the client first has enabled the firm, and our clients, to enjoy long and successful business relationships.

### **Not-For-Profit and Governmental Specialization**

Tighe, Kress & Orr, PC is a licensed independent public accounting firm made up of dedicated professionals with unique accounting backgrounds. Our people are rich in not-for-profit and governmental expertise. Our established auditing practice focuses on serving not-for-profit and governmental organizations. We have several not-for-profit clients similar in scope and purpose to your Organization and perform several audits in compliance with OMB Circular A-133. Approximately 97% of our audit fees are derived from serving not-for-profit and governmental entities.



## **Firm Profile**

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### **Continuing Professional Education**

In an effort to continually maintain the professional competence of our firm; our professional staff completes a minimum of 120 hours of continuing professional education for each 3 year period. All Certified Public Accountants in our firm also get at least the minimum number of hours for yellow book classes each year. Our staff has focused on keeping current with the OMB Circular A-133 requirements for audits of agencies with government funds. Such courses include study programs and seminars in areas such as auditing, taxation, advisory services, ethics and communication. Although a number of general courses may be chosen, we elect to complete formal educational programs that assist in developing our expertise in the not-for-profit and governmental sectors.

This enables us to provide the following benefits to Hanover Township:

- Our professional staff is heavily trained in the governmental accounting area. This will assist us in recognizing internal control and policy deficiencies, and allow us to work with you to develop the appropriate resolutions. Furthermore, any tax or reporting issues confronting Hanover Township can be readily recognized.
- Because of similarities among governmental entities, we are able to perform professional services in the most expedient manner possible, since we serve many clients similar in nature to your Organization.

Since we concentrate on serving the governmental sector, we are able to make suggestions for your accounting and financial operation which are based on our experience with other governmental clients. We offer a reservoir of expertise in this area.

## **Audit Approach**

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Tighe, Kress & Orr, P.C.'s overall approach to the audit of the financial statements of Hanover Township will consist of three phases: planning, fieldwork and wrap-up.

### **Planning Phase**

Within two weeks prior to fieldwork, an audit manager will meet with management and staff of Hanover Township to obtain an understanding of the design and implementation of internal control. Our audit approach is top down; examining matters and planning at the agency-wide level before proceeding to detailed planning. The audit planning process begins with an understanding of current agency operations. Our staff will obtain an understanding of the design and implementation of internal control through inquiries and observation of the agency's staff and management, in order to assess audit risks and other factors which may impact all or most of the audited Organization. We then identify internal controls, including key performance indicators used by management, to determine whether processes meet their financial reporting objectives, and the operating and compliance objectives that are relevant to the accuracy of the financial statements. At the conclusion of the planning phase, we will present a list of items required to be prepared by the Hanover Township staff and arrange timing of fieldwork.

### **Fieldwork Phase**

Using our increased knowledge of your Organization obtained during the planning phase, with an increased focus on your Organization risks, we use analytical and data analysis procedures to provide audit evidence, from which we gain significant audit assurance or identify areas requiring further investigation. Upon completion of the audit, the audit team will meet with relevant management, and applicable department supervisors will be advised of audit results.

### **Wrap-Up Phase**

As needed, meetings will be scheduled with all appropriate team members to discuss the audit report and management recommendations. We will also solicit comments from the Hanover Township staff to improve the audit process. This phase will begin after fieldwork concludes, and will be scheduled at the Organization's convenience. Drafts of the audit report and recommendations to management will be available for review at a mutually agreeable date.

### **Staffing**

Our audit team consists of three individuals. We will send a manager, a senior accountant and a staff accountant to perform the fieldwork. We would expect our team to be at your facilities performing planning for a time frame not to exceed two days and fieldwork for a time frame not to exceed more than one week.

Our team uses networked computers and professional software in the field to assist with sample size, sample selection, and analytical procedures.

## **What Differentiates Tighe, Kress & Orr From its Competition?**

### **Early Delivery of Reports**

Our audit process is designed with an emphasis on planning and delivering timely draft financial statements. We generally issue final financial statements no more than 10 working days after the draft is approved.

### **Senior Level Involvement**

Senior level involvement at every stage of the audit is critical to ensure we are in a position to be more than just auditors. Senior level professionals are also responsible for properly managing other services and communication with management.

### **Competitive Fees**

Tighe, Kress & Orr, P.C. is able to keep our fees competitive by designing operational efficiencies into our service models. We emphasize planning on all of our engagements and tailor our approach to focus on significant areas. We also utilize technology, wherever possible, to perform the mechanics of analyzing your financial information. These efficient processes allow us to keep our fees competitive without sacrificing quality or level of service.

### **Exceptional Training Standards**

Tighe, Kress & Orr, P.C. is committed to the continuous growth and development of its professionals. We provide our professionals with targeted continuing professional education each year. This training, related to specific business topics, assists our professionals in understanding business needs and in delivering profit-enhancing contributions.

### **Other Available Services**

Additional services requested will be billed at the firm's standard billing rates for persons performing the services requested. Prior to commencing requested additional services, we would be pleased to provide an estimate of the cost.

An overview of various services we offer to our clients are grouped into the following categories:

- General Business Consulting
- Strategic Planning
- Agreed-Upon Procedures
- Profit Sharing Plan Audits
- Tax Consulting and Location Selection Advisory Analysis

## **References**

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Below is list of some of our valued clients to illustrate the types of Organizations that we service. We currently audit 60 not-for-profit and governmental organizations. A contact has been included in the event that you would like to communicate with these Organizations regarding our services:

<b><u>Organization</u></b>	<b><u>Contact</u></b>
Bartlett Learning Center	Shelley Rosas - (630) 289-4221
Elgin Public Museum	Peggy Stromberg - (847) 741-6655
Renz Addiction Center	Jerry Skogmo - (847) 697-5565
SuperSibs!	Melanie Goldish - (847) 462-4742
Open Door Clinic of Greater Elgin	David Roesler - (847) 695-1093
United Way of Central Kane County	Paula Yensen - (630) 377-1930
Gail Borden Public Library	Sara Johnson - (847) 742-2411
Elgin Township	Annette Miller - (847) 741-2045
Community Crisis Center	Gretchen Vapnar - (847) 742-4088
YMCA of Elgin	Jason Behrends - (847) 888-7410

## **Key Personnel**

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### **Background**

Tighe, Kress & Orr, P.C. has focused on assembling a team that understands the nature of your Organization. Robert Tighe, Cynthia Hitzemann and Magdaline Pasalich will form the cornerstone of your engagement team. They will be responsible for the implementation of our audit approach and will assess your needs and expectations. All members of the engagement team have an outstanding record of client service with the companies they serve. A brief description of each engagement member is provided as follows:

#### **Robert Tighe, CPA, MST Principal**

##### *Professional History*

Robert Tighe has worked for Arthur Andersen and RSM McGladrey prior to acquiring Michael C. Walsh & Associates in 2007. He has many years of non-for-profit audit experience and currently is the principle in-charge of thirty non-for-profit audits annually. Bob has taught the MBA Financial Accounting course at Concordia University Chicago and currently teaches taxation for the MSA program at Dominican University. Bob has also spent many years on the Illinois CPA Societies Governmental Report Review Board. He will act as the principal in-charge of the audit and as point of contact for all negotiations with Hanover Township. Bob is a licensed Certified Public Accountant in the State of Illinois.

#### **Cynthia Hitzemann, CPA Manager**

##### *Professional History*

Cindy has eight years of professional auditing experience, assisting clients with auditing services, as well as reviewing and supervising audits, and other consulting engagements. The majority of her experience is in planning, executing and reporting on financial, operational and compliance audits.

As manager, Cindy is responsible for monitoring and performing various auditing functions, along with preparation and initial review of financial statements. Her areas of specialty include not-for-profits and governmental entities, and working with middle market and small companies in the private sector.

## **Key Personnel**

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**Magdaline Pasalich, CPA, CFE**

**Senior Accountant**

*Professional History*

Maggie has eight years of professional auditing experience; five years as a public accountant at CBIZ/Mayer Hoffmann McCann in Chicago and three years as an internal auditor at Northern Trust Bank Chicago. Maggie has conducted numerous audits and has extensive experience in evaluating client internal controls to ensure operating effectiveness in accordance with Generally Accepted Auditing Standards.

Maggie is a licensed Certified Public Accountant and a Certified Fraud Examiner in the State of Illinois. Maggie is a member of the Illinois CPA Society, the AICPA, the Institute of Internal Auditors and the American Certified Fraud Examiners Association. Maggie has also served on the board for two not for profits.

## **Our Commitment to You**

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### **Continuous Communication**

Our communication with one another is vital to the success of our partnership. As Hanover Township changes, and as the accounting profession undergoes policy and procedural transitions, we strive to communicate issues to management and staff that would impact Organization decisions.

As transactions and discussions develop that merit attention, Tighe, Kress & Orr, P.C. encourages involving us, so we can assist Hanover Township in making the best decisions from the accounting perspective, and for future projection planning.

Communication is the primary impact that will contribute greatly to your Organization and to our relationship. We welcome phone calls at any time, and should we not be available immediately, we guarantee your calls will be returned within a short duration of time. While some issues are not as pressing as others, or perhaps you prefer to have a response back in writing, we also encourage you to use e-mail for lines of clear communication.

### **Contact Information**

Tighe, Kress & Orr, P.C.  
1595 Weld Road, Suite 9  
Elgin, IL 60123  
Phone: 847-695-2700  
Fax: 847-695-2748  
Web site: [www.tkocpa.com](http://www.tkocpa.com)

Robert Tighe, Principal  
224-359-0330  
[robert.tighe@tkocpa.com](mailto:robert.tighe@tkocpa.com)

Cynthia Hitzemann, Manager  
224-359-0304  
[cynthia.hitzemann@tkocpa.com](mailto:cynthia.hitzemann@tkocpa.com)

### **Personalized Service**

We take the time to learn our clients' business in order to provide services that match their needs and exceed their expectations. We do this at no cost. We pride ourselves in serving our clients in a timely, understandable, and professional manner.

### **Trusted Relationship**

Our work is based on a foundation of values that calls for serving our clients the way they want to be served. We work within this value system to develop strong trust relationships. We want our clients to understand they have a partner in their Organization.

### **Quality Work**

In the business community, we have a reputation for competence, integrity, and quality performance. This reputation has been validated by an independent quality review of our accounting and auditing practices, which determined that our firm complies with stringent quality control standards set by the American Institute of Certified Public Accountants.

### **Professionalism**

Tighe, Kress & Orr, P.C. is a member of the American Institute of Certified Public Accountants and the Illinois CPA Society. Our principals and staff believe in establishing strong partnering relationships with our clients. We work with you in an energetic, professional engagement designed to meet your Organization's goals.

## **Proposed Investment**

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### **Service Guarantee**

Our work is guaranteed to the complete satisfaction of our clients. If you are not completely satisfied with the services performed by Tighe, Kress & Orr, P.C., we will work with you to correct the situation. While it is always difficult to estimate fees, in the event our proposed investment estimates are not within your expectations or comparable to other proposals, we would be pleased to discuss this with you further.

### **Responsibility**

At the outset of your engagement, Tighe, Kress & Orr, P.C. will establish a mutual understanding of the responsibilities of the engagement team and those serving as Hanover Township's management. These responsibilities will be communicated to you through an engagement letter upon our appointment.

### **Transition Costs**

Our policy is not to charge for the occasional questions or research issues that arise during the year. If, in our judgment, an issue exceeds this level of service, we will contact you regarding any charges before work is performed. We view the transition-related costs of the first-year audits to be one element in our investment in this relationship, adding value to our partnership.

### **Service Fees**

Our fees for additional services are generally based on the following representative rates per hour:

Principal	\$200
Manager	\$150
Senior	\$125
Staff	\$100

Our fees for services are generally based in part on our expectations on the hours incurred, the experience level required of the personnel assigned to provide the services desired, the extent of involvement by more experienced professionals, and our investments in people, technology and infrastructure. However, our fees might also include other factors deemed relevant, such as the complexity of the questions and any time limitations imposed by you or the circumstances.

## **Proposed Investment**

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### **Client Acceptance**

This proposal is being completed in advance of our completion of certain customary engagement acceptance procedures. Our acceptance of your appointment of Tighe, Kress & Orr, P.C. as auditor, is conditioned upon the satisfactory completion of these procedures.

### **Transition Costs**

Should unanticipated situations be encountered, or should you make a request for additional services from us, we will obtain your agreement on an estimate of any additional charges before we incur this time. Typical out-of-pocket expenses, such as travel and hotel, will be charged as incurred.

### **Assumptions**

Our proposal assumes the Organization's accounting and other personnel are available to prepare the requested schedules, pull and reproduce documents, and type the requested letters and confirmations as described in the submitted proposal. We also assume the Organization's books and records are organized and in good order, and adequate assistance will be provided to us. Should you need our assistance to prepare schedules, we will provide that assistance at our standard rates.

### **Scope Changes**

We are committed to maintaining the same level of fees for the scope of the work. Should the scope of work change significantly, we will bill at hourly rates. Scope expansion could include the implementation of new accounting standards, significant systems implementations, and organizational changes.

### **Frequency and Timing of Billings**

We will establish a billing schedule with you and bill amounts as our work progresses. Such bills are due upon receipt. It is our policy to suspend performance of all services if payment due for prior services is not made within 90 days of the billing date.

## **Fee Estimate**

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Our fee for the audit work for the years ending March 31, 2013, 2014 and 2015 will not exceed \$9,000 to \$10,500.

Tighe, Kress & Orr, PC believes this audit proposal will serve the ongoing needs of your Organization. We feel it is our responsibility to carefully view the circumstances involved in each audit engagement in order to provide you with a fair and realistic estimate. If you decide to accept our proposal, we will send you an engagement letter for your review to finalize the process.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING AGGREGATION  
OF ELECTRICAL LOAD AND ADOPTING  
AN ELECTRIC AGGREGATION  
PLAN OF OPERATION AND GOVERNANCE.**

**Recitals**

1. The Illinois Power Agency Act (the "Act"), Chapter 20, Illinois Compiled Statutes, Act 3855, was recently amended to add Section 1-92 (20 ILCS 3855/1-92) entitled Aggregation of Electrical Load by Municipalities, Townships and Counties ( "Section 1-92").

2. Under the Act, Hanover Township (the "Township") may operate an aggregation program under the Act as an opt-out program for residential and small commercial retail customers within the unincorporated portion of the Township, if a referendum is passed by a majority vote of the residents residing in the unincorporated portion of the Township pursuant to the requirements under the Act.

3. The Township submitted the question to the Election Authorities for the referendum question to be placed on the ballot for the April 9, 2013 Consolidated Election, and a majority of the electors voting on the question voted in the affirmative.

4. The Township Board of Trustees (the "Corporate Authorities") hereby find that it is in the best interest of the Township to operate the aggregation program under the Act as an opt-out program and to implement the program according to the terms of the Act.

5. The Act requires that prior to the implementation of an opt-out electrical aggregation program by the Township, the Township must adopt an electrical power aggregation plan of operation and governance and hold not less than two (2) public hearings (the "Public Hearings").

6. The Township held the required Public Hearings for the Electric Power Aggregation Plan of Operation and Governance on April 2, 2013 and April 16, 2013 and published the required public notice of said hearings in the Daily Herald for two consecutive weeks prior to said Public Hearings in accordance with Section 1-92 (the "Notice").

**NOW THEREFORE BE IT ORDAINED BY THE SUPERVISOR AND BOARD OF TRUSTEES OF HANOVER TOWNSHIP, COOK COUNTY, ILLINOIS, AS FOLLOWS:**

Section One: The Corporate Authorities of the Township find that the Recitals set forth above are true and correct, and said Recitals are incorporated into the body of this Ordinance as though fully set forth herein.

Section Two: The Corporate Authorities of the Township find and determine that it is in the best interests of the Township to operate the electric aggregation program under the Act as an opt-out program.

Section Three:

A. The Corporate Authorities of the Township hereby are authorized to aggregate in accordance with the terms of the Act and other applicable law and regulations residential and small commercial retail electrical loads located within the unincorporated portion of the Township, and for that purpose may solicit bids and enter into service agreements to facilitate for those loads the sale and purchase of electricity and related services and equipment.

B. Section 1-92(a) of the Act expressly authorizes the Corporate Authorities of the Township to exercise such authority jointly with any other municipality, township, or county and, in combination with two or more municipalities, townships or counties, may initiate a process jointly to authorize aggregation by a majority vote of each particular municipality, township, or county as required by Section 1-92 of the Act.

C. The Aggregation Program for the Township shall operate as an opt-out program for residential and small commercial retail customers within the unincorporated portion of the Township.

D. The Aggregation Program shall be approved by a majority of the members of the Corporate Authority of the Township.

E. The Corporate Authorities of the Township with the assistance from the Illinois Power Agency has developed a Plan of Operation and Governance for the Aggregation Program and has conducted the Public Hearings and published the Notice as required under and in accordance with the Act. The Load Aggregation Plan provides for universal access to all applicable residential customers and equitable treatment of applicable residential customers, describes demand management and energy efficiency services to be provided to each class of customers and meets applicable requirements established by law concerning aggregated service offered pursuant to the Act.

F. As an opt-out program, the Corporate Authorities of the Township shall fully inform residential and small commercial retail customers in advance that they have the right to opt-out of the Aggregation Program. The disclosure and information provided to the customers shall comply with the requirements of the Act.

G. The electric aggregation shall occur automatically for each person owning, occupying, controlling, or using an electrical load center proposed to be aggregated in the unincorporated portion of the Township, subject to a right to opt-out of the program as described under this Ordinance and the Act.

Section Four: The Corporate Authorities hereby adopt the Electrical Power Aggregation Plan of Operation and Governance as set forth in Exhibit "A" attached hereto and made a part hereof as if fully set forth herein by this reference (the "Plan").

Section Five: The Corporate Authorities hereby approve of the form of agreement as set forth in Exhibit "B" attached hereto and made a part hereof as if fully set forth herein by this reference (the "Agreement").

Section Six: Following the award of the contract to the ICC Certified Provider (as defined in the Plan) by the Corporate Authorities in accordance with the Plan, the Corporate Authorities grant the Township Supervisor the specific authority to execute the Agreement with said ICC Certified Provider on behalf of the Township with such modifications to the Agreement (other than the pricing approved by the Corporate Authorities) approved by the Township Supervisor, Township Administrator and Township attorney, without further action or approval required by the Corporate Authorities.

Section Seven: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

Section Eight: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

Section Nine: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: April 16, 2013

APPROVED: April 16, 2013

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Brian P. McGuire, Township Supervisor

ATTEST:

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Katy Dolan Baumer, Township Clerk

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance \_\_\_\_\_ adopted on April 16, 2013 and approved on April 16, 2013, as the same appears from the official records of Hanover Township.

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

**HANOVER TOWNSHIP**

**ELECTRIC POWER  
AGGREGATION  
PLAN OF OPERATION  
AND GOVERNANCE**

**April 16, 2013**

# Hanover Township Electric Power Aggregation Plan of Operation and Governance

## I. INTRODUCTION

Public Act 97-0823 amended the Illinois Power Agency Act (the "Act") by changing Section 1-92 to Chapter 20, Act 3855 of the Illinois Compiled Statutes (20 ILCS 3855/1-92) ("Section 1-92") and allowed the Corporate Authorities of a township to adopt an ordinance in accordance with the Act to aggregate electrical loads for residential and small commercial retail customers within the unincorporated portion of the Township on an opt-out or opt-in program. The Act further authorizes a township to select suppliers of retail electric supply, solicit bids and enter into service agreements to facilitate the sale and purchase of electricity and related services. The legislation authorized the Illinois Power Agency ("IPA") to assist a township in developing a plan of operation and governance.

Large industrial and commercial consumers with sophisticated electric operations use their size and expertise to obtain lower electric power rates. Individual residential and small commercial retail consumers are typically unable to obtain significant price reductions since they lack the same bargaining power, expertise and the economies of scale enjoyed by larger consumers. Aggregation, the combining of multiple electric loads, provides the benefits of retail electric competition for consumers with lower electric usage.

Municipal aggregation, the combining of multiple retail electric loads of customers by a township, provides the means through which municipal residential and small commercial retail customers may obtain economic benefits of Illinois' competitive retail electric market. The Hanover Township Aggregation Program combines the electric loads of residential and small commercial retail customers to form a buying group ("Aggregation Group"). Hanover Township ("Township") will act as purchasing agent for the Aggregation Group. Therefore, the Hanover Township will be a Municipal or Governmental Aggregator, as described by Illinois law and the rules established by authorized agencies, and shall act on behalf of Commonwealth Edison Company, an affiliate of Exelon Corporation (herein referred to as "ComEd" or "Commonwealth Edison") in the Township to obtain the best Aggregation Program for the Members of the Aggregation Group.

## II. PROCESS

On April 9, 2013, in accordance with the requirements of the Act, Hanover Township voters approved a referendum to operate an Aggregation Program as an "opt-out" program. Under an opt-out program, all ComEd residential and small commercial retail customers in the unincorporated portion of the Township are automatically included as participants in the Program unless they opt-out of the Program by providing written notice of their intention not to participate as a part of the Aggregation Group. As required by State law, the Corporate Authorities of the Township duly passed a Resolution which authorized submitting to the Township's electorate who reside within the unincorporated portion of the Township the

determination whether or not the Aggregation Program shall operate as an opt-out program. Following approval of the referendum by the electorate, the Township passed Ordinance Number \_\_\_\_\_ on April 16, 2013 authorizing the Township to aggregate electric loads for residential and small commercial retail customers in the unincorporated portion of the Township and implement an opt-out program.

In addition to passing the required Resolution and Ordinance by the Corporate Authorities, the Township is also required to comply with various rules and regulations established by authorized agencies of the State of Illinois. The Township will promptly file any application and comply with any applicable rules and regulations that may be required by Illinois law for certification as a Municipal Aggregator and to operate the Aggregation Program under the Act. As required by the Act, the Corporate Authorities developed and approved this Aggregation Plan of Operation and Governance ("Plan"). Before adopting this Plan and as required by the Act, the Corporate Authorities duly published a notice in the Daily Herald, a newspaper of general circulation in the Township, of public hearings held on April 2, 2013 at 6:45 p.m. and April 16, 2013 at 6:45 p.m. The public hearings were held by the Corporate Authorities at the Township's Veterans Hall located at 240 South Route 59, Bartlett, Illinois, 60103, and provided the residents of the Township a meaningful opportunity to be heard regarding the Aggregation Program and this Plan. The opt-out notice for the Aggregation Program shall be provided in advance to all eligible electric customers in the Township upon approval of this Plan according to the opt-out disclosure program developed by the Township. The opt-out notice and disclosures shall comply with the Act and all applicable rules and regulations of any authorized agency in the State of Illinois and shall fully inform such customers in advance that they have the right to opt-out of the Aggregation Program. The opt-out notice shall disclose all required information including but not limited to the rates, terms and conditions of the Program and the specific method to opt-out of the Program.

By majority vote of the Corporate Authorities at a meeting held in accordance with the Open Meetings Act (5 ILCS 120/1 et seq.), the Township may select a Retail Electric Supplier ("RES" or "Provider") to provide the electric power for the Township Aggregation Program according to the terms of a written service agreement entered into by and between the Provider and the Township. By majority vote of the Corporate Authorities, the Township may determine not to enter into a service agreement with any Provider and in such event the Aggregation Group shall continue to purchase electric power through Commonwealth Edison. If the Corporate Authorities enter into a service agreement with a Provider, Commonwealth Edison will continue to provide and service delivery of the electricity purchased from the Provider, and metering, repairs and emergency service will continue to be provided by Commonwealth Edison. The Corporate Authorities have determined that each participant in the Aggregation Group shall receive a single monthly bill from Commonwealth Edison under applicable tariffs.

### III. DEFINITIONS

In order to clarify certain terminology, the following terms as used in this Plan shall have the meanings set forth below, unless otherwise provided herein to the contrary:

"Aggregation Group" shall mean all the residential and small commercial retail customers of ComEd in the unincorporated portion of the Township that have not opted out of the Program and are permitted under the terms of the Act to participate in the Program.

"Aggregation Program" or "Program" means the program developed and implemented by the Township, as a Municipal Aggregator under the Act, to provide ComEd residential and small commercial retail customers in the unincorporated portion of the Township with retail electric generation services.

"Corporate Authorities" means the Township Board of Trustees of Hanover Township, Cook County, Illinois.

"Municipal Aggregator" means the Township operating an Aggregation Program under the legislative authority granted the Township to act as an aggregator to provide a competitive retail electric service to residential and small commercial retail customers of ComEd in the unincorporated portion of the Township. Pursuant to the Act, an Aggregator is not a public utility or an alternative retail electric supplier.

"Member" means a person or legal entity enrolled in the Township of Hanover Municipal Aggregation Program for competitive retail electric services and a member of the Aggregation Group.

"Retail Electric Supplier" ("RES" or "Provider") means an entity certified by all required authorities of the State of Illinois to provide competitive retail electric supply service(s), and which is duly selected by the Township to be the entity responsible to provide the required retail electrical supply service related to an Aggregation Program as defined in the Act, Township Ordinances and applicable rules and regulations of any authorized agency of the State of Illinois and has duly executed a Power Supply Agreement with the Township.

"Township" means the Township of Hanover located in Cook County, Illinois. Pursuant to Section 1-92 of the Act, eligible participants are limited to residential and small commercial retail customers located within the unincorporated portion of the Township that are not otherwise part of a municipality.

#### IV. OPERATIONAL PLAN:

##### A. Aggregation Services

1. Provider: The Township will use a competent entity as a Provider to perform and manage aggregation services for Members of the Aggregation Program. The Provider shall provide adequate, accurate, and understandable pricing, terms and conditions of service, including but not limited to no switching fees and the conditions under which a Member may opt-out without penalty. The Provider must provide the Township, upon request, an electronic file

containing the Members usage, charges for retail supply service and such other information reasonably requested by the Township.

2. Database: The Retail Electric Supplier shall create and maintain a secure database of all Members. The database will include the name, address, Commonwealth Edison account number, and Retail Electric Suppliers' account number of each active Member, and other pertinent information such as rate code, rider code (if applicable), most recent 12 months of usage and demand, and meter reading cycle. The database will be updated at least quarterly. Accordingly, the Provider will develop and implement a program to accommodate Members who (i) leave the Aggregation Group due to relocation, opting out, etc. (ii) decide to join the Aggregation Group; (iii) relocate anywhere within the unincorporated portion of the Township, or (iv) move into the unincorporated portion of the Township and elect to join the Aggregation Group. This database shall also be capable of removing a Member from the Aggregation Group who has duly opted out of the Program. The Provider will use this database to perform audits for clerical and mathematical accuracy of Member electric supply bills. The Provider will make the database available to the Township at any time the Township requests it.

3. Member Education: The Provider shall develop and implement, with the assistance of the Township, as the Township may determine in its sole discretion, an educational program that generally explains the Aggregation Program to all eligible residential and small commercial retail customers in the Township and the Aggregation Group, provides updates and disclosures mandated by Illinois law and applicable rules and regulations, and implements a process to allow any Member the opportunity to opt out of the Aggregation Program according to the terms of the Power Supply Agreement. See Appendix A for further details.

4. Customer Service: Provider shall hire and maintain an adequate customer service staff and develop and administer a written customer service process that will accommodate Member inquiries and complaints about billing and answer questions regarding the Aggregation Program in general. This process will include a description of how telephone inquiries will be handled, either internally or externally, how invoices will be prepared, how Members may remit remittance payment, and how collection of delinquent accounts will be addressed. The Provider and the Township will enter into a separate customer service plan agreement or the terms shall be included in the Power Supply Agreement.

5. Billing: Commonwealth Edison will provide a monthly billing statement to each Member which shall include the charges of the Provider, and the Provider will not charge any additional administrative fee.

6. Compliance Process: The Provider shall develop internal controls and processes to ensure that the Township remains in good standing as a Municipal Aggregator and ensure that the Township and the Program complies with the Act and all applicable laws, rules and regulations, as they may be amended from time to time. It will be the Provider's responsibility to timely deliver reports at the request of the Township that will include (i) the number of Members participating in the Program; (ii) a savings estimate or increase from

the previous year's baseline; (iii) such other information reasonably requested by the Township; (iv) comparison of the Members' charge for the supply of electricity from one designated period to another identified by the Township. The Provider shall also develop a process to monitor and shall promptly notify the Township in writing of any changes or amendments to the Act or any laws, rules or regulations applicable to the Aggregation Program.

7. Notification to Commonwealth Edison: The eligible residential and small commercial retail customers of ComEd in the Township that do not opt-out of the Aggregation Program will be enrolled automatically in the Aggregation Program by a Provider. Members of the Aggregation Group will not be asked to take affirmative steps to be included in the Aggregation Group. To the extent that ComEd requires notification of participation; the Provider shall provide such notice to ComEd. The Provider will inform ComEd from time to time through electronic means any new members that it is enrolling into the Aggregation Group.

8. Plan Requirements: Pursuant to the Section 1-92 of the Act, the Provider selected by the Township and the Township shall:

- a. Provide for universal access to all applicable residential customers and equitable treatment of applicable residential customers;
- b. Describe demand management and energy efficiency services to be provided to each class of customers;
- c. Meet any requirements established by law concerning aggregated service offered pursuant to the Act.

9. Solicitation of Bids: Pursuant to the requirements of the Act, and as determined by the Corporate Authorities to be in the best interests of the Township, the process of soliciting bids for electricity and related services and awarding power supply agreements for the purchase of electricity and other related services by the Township, shall be conducted in the following manner:

- a. The Corporate Authorities of the Township shall solicit bids for electricity and other related services in accordance with Section V, paragraph B, below.
- b. The Corporate Authorities shall request from the electric utility those residential and small commercial customers within the Township's aggregate area (i.e., unincorporated portion of the Township) either by zip code or zip codes or other means as determined by the electric utility. The electric utility shall then provide to the Corporate Authorities the residential and small commercial customers, including the names and addresses of residential and small commercial customers, electronically. The Corporate Authorities shall be responsible for authenticating the residential and small commercial customers contained in this listing and providing edits of the data to affirm, add, or delete the residential and

small commercial customers located within its jurisdiction who are located within the unincorporated portion of the Township. The Corporate Authorities shall provide the edited list to electric utility in an electronic format or other means selected by electric utility and certify that the information is accurate.

c. Notwithstanding Section 16-122 of the Public Utilities Act and Section 2HH of the Consumer Fraud and Deceptive Business Practices Act, an electric utility that provides residential and small commercial retail electric service in the Township must, upon request of the Corporate Authorities of the Township, submit to the requesting party, in an electronic format, those names and addresses of residential and small commercial retail electrical retail customers in the unincorporated portion of the Township that are reflected in the electrical utility's records at the time of the request and such other information required by the Act or any applicable rule or regulation of an authorized Illinois agency; provided, however, that the Corporate Authorities have first provided an accurate customer list to the electric utility as provided for herein.

The Corporate Authorities, upon receiving customer information from an electric utility shall be subject to the limitations on the disclosure of that information described in Section 16-122 of the Public Utilities Act and Section 2HH of the Consumer Fraud and Deceptive Practices Act, and an electric utility providing such information shall not be held liable for any claims arising out of the provision of information pursuant to this paragraph (c).

B. Power Supply Agreement

The Corporate Authorities of the Township and the Provider shall duly execute and enter into a Power Supply Agreement to serve the Aggregation Group.

C. The Hanover Township's Retail Electric Supplier

The Township may require the Provider to satisfy each of the following requirements in the Power Supply Agreement:

- Have sufficient sources of power to provide retail firm power to the Aggregation Group.
- Maintain a license as a Federal Power Marketer with the Federal Energy Regulatory Commission.
- Maintain a certification from the State of Illinois as a certified retail electric supplier and any and all other licenses or certifications required by Illinois law.
- Register as a retail electric supplier with ComEd.
- Maintain a Service Agreement for Network Integration Transmission Service under Open Access Transmission Tariff.
- Maintain a Service Agreement under Illinois Market-based Rate Tariff.
- Maintain the necessary corporate structure to sell retail firm power to the ComEd residential and small commercial retail customers in the unincorporated portion of the Township and the Aggregation Group.

- Maintain an Electronic Data Interchange computer network that is fully functional at all times and capable of handling the ComEd residential and small commercial retail electric customers in the unincorporated portion of the Township and the Aggregation Group.
- Maintain the marketing ability to reach all ComEd residential and small commercial retail customers in the unincorporated portion of the Township to educate them on the terms of the Aggregation Program and the Act.
- Maintain a call center capable of handling calls from Members of the Aggregation Group.
- Maintain a local or toll-free telephone number for customer service and complaints related to the Township's Aggregation Program.
- Agree in a binding written agreement between the Township and the Provider to hold the Township financially harmless and fully indemnifying the Township from any and all financial obligations arising from supplying power to the Aggregation Group.
- Satisfy the credit requirements of the State of Illinois and the Township.
- Have the binding authority (to the satisfaction of legal counsel for the Township) to execute the Power Supply Agreement with the Township and be fully bound by all of its terms and conditions.
- Assist the Township in filing all reports required by the Act and any applicable law, rule or regulation, as may be amended from time to time.
- Assist the Township in developing a Consumer Education Plan.
- Assist the Township in developing a smart-meter program.

D. Activation of Service

After a notice is mailed to all residential and small commercial retail electric customers in the unincorporated portion of the Township providing an opportunity to opt out of the Program within a specific period of time, all eligible customers who do not opt out in writing will be automatically enrolled in the Program. Customer enrollment with the Provider will occur thereafter without further action by the customer on terms set forth in the Power Supply Agreement and according to the retail tariffs of Commonwealth Edison.

E. Changes, Extension or Renewal of Service

The Power Supply Agreement with the Provider will provide when service shall begin and end. If the Power Supply Agreement is extended or renewed, Members will be notified as to any change in rates or service conditions and other information required by law. The Power Supply Agreement shall describe the terms upon which a Member or non-member will be given an opportunity to opt into or out of the Program, and reasonable notice will be provided as required by the Act and any other applicable law. Members who opt-out will also be notified of their right to select an alternate retail electric supplier and of their ability to return to ComEd provided supply service.

F. Termination of Service

In the event that any Power Supply Agreement is terminated for any reason prior to the end of the scheduled term, each Member of the Aggregation Group will receive prompt written notification of termination of the Program at least sixty (60) days prior to termination

of service under the Agreement. If the Agreement is not extended or renewed, Members will be notified in a manner determined by the Township and any applicable law, prior to the end of any service. Members will also be notified of their right to select an alternate retail electric supplier and of their ability to return to ComEd provided supply service upon termination of the Agreement.

G. Opt-In Procedures (based on referendum authorizing opt out program being approved by the voters)

ComEd residential and small commercial retail customers within the unincorporated portion of the Township will be automatically enrolled in the Aggregation Program after any opt-out period has expired, unless they timely call the Provider's 800 number and/or return in writing a form to be provided notifying the Provider that they do not want to participate in the Aggregation Program. The Provider may provide special notice directly to categories of ComEd customers as the Township may direct, and inform such customers of specific potential consequences of their change from existing service from ComEd to the Program, including but not limited to Real Time (Hourly) pricing customers and customers using an electrical supplier other than ComEd or the Provider. ComEd residential and small commercial retail customers in the unincorporated portion of the Township may request to join the Aggregation Group after the expiration of any enrollment period by contacting the Provider, who shall accept them into the Aggregation Program, subject to written policies mutually agreed upon between the Township and the Provider in the Power Supply Agreement. The agreed upon policy shall be consistent with ComEd's supplier enrollment requirements. Members of the Aggregation Group who move from one location to another within the unincorporated portion of the Township shall continue as a Member of the Aggregation Group.

H. Opt-out Procedures ((based on referendum authorizing opt out program being approved by the voters)

ComEd residential and small commercial retail customers in the unincorporated portion of the Township may opt-out of the Aggregation Program at any time during the opt-out period. Pursuant to Section 1-92 of the Act, customers within any portion of the Township incorporated within a municipality are not eligible to participate within the Township's Aggregation Program. The Provider may or may not charge an early termination fee. Members of the Aggregation Group will be allowed to switch to a different electric supplier after the expiration of the opt-out period on the terms set forth in the Power Supply Agreement but at a minimum shall be allowed to opt-out every three years. Requirements for notification of intent to opt-out of the Aggregation Group shall be set forth in the Power Supply Agreement. As required by the Section 1-92 of the Act, it shall be the duty of the Township or the Provider if so provided in the Power Supply Agreement, to fully inform residential and small commercial retail customers in the Township in advance that they have the right to opt-out of the Aggregation Program. Such disclosure shall prominently state any charges to be made and shall include full disclosure of the cost to obtain service

pursuant to Section 16-103 of the Public Utilities Act, how to access it, and the fact that it is available to them without penalty, if they are currently receiving services under that section. As further required under Section 1-92 of the Act, the Illinois Power Agency shall furnish, without charge, to any resident of the Township, a list of all supply options available to them in a format that allows comparison of prices and products. The Illinois Commerce Commission provides additional pricing comparison information.

I. Bid Process

The Township may elect to hold an individual bid or participate in a group bid. If the Township elects to participate in a group bid, the Township may use the Northern Illinois Municipal Electric Collaborative Inc. ("NIMEC") to assist with the group bid. The Township will not delegate any signing authority to NIMEC or other entity, but will make its own decision to accept or reject their individual bid resulting from the group bid. Suppliers will present individual bids to each community participating in the bid group. NIMEC will create an advisory group, representing and consisting of those communities participating in the bid, to determine the bid winner(s) on the day of the bid. NIMEC will then recommend that each Township accept the bid winner's individual bid for the Township. The Township will then decide to accept or reject their individual bid, subject to the provisions set forth in Section V, paragraph B, below. Whether or not each community participating in the bid accepts or rejects their individual bid will have no impact upon the individual bids of the other communities.

V. MISCELLANEOUS GOVERNANCE GUIDELINES

- A. The Corporate Authorities of the Township shall approve by an Ordinance passed by majority vote of the Corporate Authorities this Plan of Operation and Governance for the Aggregation program as modified by the Corporate Authorities and any Amendments thereto following the completion of the hearings as herein provided.
- B. The Corporate Authorities of the Township shall contract with a Provider certified by the Illinois Commerce Commission (ICC) for the provision of Competitive Retail Electric Service to the Aggregation Group ("ICC Certified") subject to procedures adopted by the Corporate Authorities for selecting said Provider. A request for qualifications (RFQ) was performed by NIMEC to solicit qualifications from all Certified Retail Electric Suppliers (RES) licensed and/or certified by the ICC to supply electricity to residential customers and said RFQs and submittals and supporting documentation were received and reviewed by NIMEC in November of 2012 to determine which RES are qualified to submit bids relative to Aggregation Programs based on objective criteria, including but not limited to, consideration of the RES' history of supplying electricity, customer service, credit and bond ratings, financial strength, ability to supply electricity to Members and that otherwise meets the needs of the Aggregation Programs and applicable laws and regulations. Based on this thorough review, NIMEC has recommended to the Corporate Authorities a list of licensed ICC Certified RES who are

qualified to submit bid proposals for the Township's Aggregation Program ("Prequalified Bidders"). Bids will be solicited from Prequalified Bidders, and the award of the contract for the Township's Aggregation Program shall be awarded to the Prequalified Bidder that submits the lowest cost bid proposal based on the base bid and any alternate bid approved by the Corporate Authorities provided that said low bid is responsive and further provided that the Corporate Authorities determine that it is in the best interests of the Township to do so. Nothing herein shall be construed as restricting the Corporate Authorities from rejecting any and all proposals, or to waive minor irregularities and/or nonconformities in any bid proposal when the Corporate Authorities determine that it is in the best interests of the Township to do so.

Any subsequent solicitation for bids from ICC Certified Retail Electric Suppliers to supply electricity pursuant to the Township's Aggregation Program will be obtained pursuant to an RFQ and bidding process and/or such other lawful procedures adopted by the Corporate Authorities without the requirement that the Corporate Authorities amend this Electric Power Aggregation Plan of Operation and Governance.

- C. The Corporate Authorities of the Township will require any Provider to disclose any subcontractors that it uses in fulfillment of the services described above in the Power Supply Agreement.
- D. The Corporate Authorities of the Township will require the Provider to maintain either a toll-free telephone number, or a telephone number that is local to the Members.

## VI. LIABILITY

THE TOWNSHIP SHALL NOT BE LIABLE TO PARTICIPANTS IN OR MEMBERS OF THE AGGREGATION GROUP FOR ANY CLAIMS, HOWEVER STYLED, ARISING OUT OF THE AGGREGATION PROGRAM OR THE PROVISION OF AGGREGATION SERVICES BY THE TOWNSHIP OR THE PROVIDER. PARTICIPANTS OR MEMBERS IN THE AGGREGATION GROUP SHALL ASSERT ANY SUCH CLAIMS SOLELY AGAINST THE PROVIDER PURSUANT TO THE POWER SUPPLY AGREEMENT, UNDER WHICH SUCH PARTICIPANTS ARE EXPRESS THIRD-PARTY BENEFICIARIES.

## VII. INFORMATION AND COMPLAINT NUMBERS

Copies of this Plan shall be available from the Township of Hanover free of charge. Members and residential and small commercial retail customers of ComEd may call the Hanover Township Clerk's office at 630-837-0301 for a copy of the Plan or for more information.

## **Appendix A -- Education Process**

The Provider shall develop the educational program in conjunction with the Township. Its purpose will be to explain the Aggregation Program to its members, provide updates and disclosures as mandated by State law and the rules and regulations of any applicable Illinois agency, and provide the opportunity for the Members to Opt-out of the Aggregation Program. The following are components of the education program:

1. Each residential and small commercial retail customer of ComEd within the unincorporated portion of the Township will receive notification by U.S. Mail stating: what the municipal Aggregation Program means, the procedure which must be followed to Opt-out of the Aggregation Program, the estimated price of electricity for Member of the Aggregation Program, and the deadline for returning the Opt-out form. See sample letter attached.
2. The Provider shall cooperate with the Township to provide opportunities for educating residential and small commercial retail CE customers in the unincorporated portion of the Township about the Program and their rights under the applicable law and rules and regulations. In addition, the Provider and Township will cooperate to provide education about opportunities for energy efficiency measures to help Members reduce energy consumption.
3. The Provider will provide updates and disclosures to the Township and Members as mandated by State law and applicable rules and regulations as amended from time to time.

[Illustrative opt out notice]

Dear Hanover Township Resident,

Hanover Township (the "Township") is providing you the opportunity to join other residents to save money on the electricity you use.

Savings are possible through governmental aggregation, where Township officials bring together citizens to gain group buying power for the purchase of electricity from a retail electric generation provider certified by the Public Illinois Utilities Commission. Township voters approved this "opt out" program in April 2013.

After researching competitive electricity pricing options for you, we have chosen \_\_\_\_\_, to provide you with potential savings on your electric generation through [month, year]. There is no cost for enrollment and you will not be charged a switching fee. You do not need to do anything to participate.

As a member of this aggregation, you should save \_\_\_\_\_ percent off your Price to Compare based on current rates charged by Commonwealth Edison (ComEd). Your Price to Compare is essentially the price you pay for electric generation from the utility and consists of generation and transmission related components, which are the costs associated with generating the power and delivering it through the transmission system. The amount that you save depends on a number of factors such as the amount of electricity you use, and any changes to ComEd's rates.

To estimate what your savings per kilowatt-hour (KWH) will be through this program, locate your Price to Compare on your electric bill. Divide your Price to Compare by 100, then multiply by 0.0\_\_\_\_ (\_\_\_\_%) to determine your savings per KWH. Multiply that number by your total monthly usage. The final number is how much you can expect to save each month you use the same amount of electricity based on ComEd's current rates.

You will see these estimated electric savings from \_\_\_\_\_ after your enrollment has been completed and your switch has been finalized - approximately 30 - 45 days, depending upon your meter read date. Of course, you are not obligated to participate in the Township's electric governmental aggregation program. If you wish to be excluded from the program and remain a full-service customer of your local electric utility - ComEd- you have until \_\_\_\_\_, 2013 to return the attached "opt-out" form. If you do not opt out at this time, you will receive a notice at least every \_\_\_\_\_ asking if you wish to remain in the program. If you leave the program at any other time, you could be subject to a cancellation fee from \_\_\_\_\_ - and you might not be served under the same rates, terms and conditions that apply to other customers served by ComEd.

After you become a participant in this governmental aggregation program, ComEd will send you a letter confirming your selection of \_\_\_\_\_ as your electric generation provider. As required by law, this letter will inform you of your option to rescind your enrollment with \_\_\_\_\_ with adequate notice prior to the scheduled switch. To remain in the Township's governmental aggregation program, you don't need to take any action when this letter arrives.

ComEd will continue to maintain the system that delivers power to your home - no new poles or wires will be built by \_\_\_\_\_. You will continue to receive a single, easy-to-read bill from your local electric utility with your \_\_\_\_\_ charges included.

If you have any questions, please call \_\_\_\_\_ toll-free at \_\_\_\_\_, Monday through Friday, \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Please do not call the Township with aggregation program questions.

Sincerely,

Brian P. McGuire

Hanover Township Supervisor

To receive service from \_\_\_\_\_, you should not respond. Return the opt-out form only if you *do not want* to participate in the Township's electric governmental aggregation program.

Option 1: Do nothing and save (based on ComEd's current rates).  
If you want to participate in this program, you do not need to return this form. Your enrollment is automatic.



Option 2: Opt out by returning this form.  
If you do not want to participate in this program, you must return this form before the due date.

Service address (City, state and zip): \_\_\_\_\_

Phone number: \_\_\_\_\_

Account holder's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MASTER POWER SUPPLY AGREEMENT

AGREEMENT BY AND BETWEEN THE TOWNSHIP OF HANOVER AND

TO PROVIDE FULL-REQUIREMENTS ELECTRICITY SUPPLY AND RELATED SERVICES  
FOR THE TOWNSHIP'S ELECTRIC AGGREGATION PROGRAM

This Agreement ("Agreement"), is entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2013 ("Effective Date") between the TOWNSHIP of Hanover, Cook County, Illinois, an Illinois township ("Township") and \_\_\_\_\_ ("Supplier") (each a "Party" and collectively, the "Parties").

## RECITALS

A. The Township has established an Electricity Aggregation Program ("Program") pursuant to the Aggregation Ordinance and the Aggregation Statute, and will conduct the Program as an opt-out program pursuant to the Aggregation Ordinance and the Aggregation Statute.

B. In order to identify qualified suppliers of electricity for the Program, the Northern Illinois Municipal Electric Collaborative ("NIMEC") conducted a Request for Qualifications and Joint Power Supply Bid process.

C. The purpose of this Agreement is for the Supplier to provide the Full-Requirements Electricity Supply Services and the Program Implementation Services as defined herein (collectively, the "Services") to all Eligible Customers who choose not to opt out of the Program throughout the Term of this Agreement at the Price established in this Agreement.

D. The Supplier acknowledges and agrees that it has all certifications, authorizations, qualifications, and approvals necessary pursuant to the Requirements of Law to sell Full-Requirements Electricity Supply to Eligible Customers pursuant to this Agreement, including without limitation that:

- a. Supplier is certified by the Illinois Commerce Commission as a Retail Electric Supplier and is authorized to sell Full-Requirements Electricity Supply to customers in the State of Illinois utilizing the existing transmission and distribution systems of ComEd within the service areas of ComEd;
- b. Supplier is currently registered with ComEd to serve residential and small commercial customers under Rate RESS - Retail Electric Supplier Service with Rider PORCB - Purchase of Receivables and Consolidated Billing; and
- c. Supplier has at least three years continuous experience as a Retail Electric Supplier and has provided Full-Requirements Electricity Supply to at least 25,000 residential or commercial customers.
- d. Supplier acknowledges and agrees that it will provide the Services, including without limitation Full-Requirements Electricity Supply to all Participating Customers, pursuant to the Bid Package, the Bid Response, this Agreement, and the Requirements of Law.

e. The Township desires to enter into this Agreement with Supplier for the provision by the Supplier of Full-Requirements Electricity Supply to all Eligible Customers pursuant to the Program.

## AGREEMENT

In consideration of the mutual covenants and agreements contained herein, the Township and the Supplier agree as follows:

### ARTICLE 1 RECITALS

1.1 The foregoing recitals are, by this reference, fully incorporated into and made part of this Agreement.

### ARTICLE 2 DEFINITIONS

The following terms shall have the meanings ascribed to them in this section:

2.1 "Aggregate" means the total number of Eligible Customers that are within the unincorporated portion of the Township.

2.2 "Aggregation Ordinance" means that certain ordinance adopted by the Township authorizing the Program.

2.3 "Aggregation Statute" means Section 1-92 of the Illinois Power Agency Act, 20 ILCS 3855/1-92 and applicable rules and regulations of the Illinois Commerce Commission.

2.4 "Bid Package" means the bid documents provided to the pre-qualified bidders pursuant to the Power Supply Bid and attached to this Agreement as Exhibit A.

2.5 "Bid Response" means the response submitted by the Supplier to the Bid Package, which is attached to this Agreement as Exhibit B.

2.6 "Billing Services" means those services described in Section 4.4 of this Agreement, including all subsections of Section 4.4.

2.7 "ComEd" means Commonwealth Edison.

2.8 "Compliance Services" means those services identified in Section 4.5 of this Agreement, including all subsections of Section 4.5.

2.9 "Confidential Information" means the information defined in Section 9 of this Agreement.

2.9.5 "Corporate Authorities" means the Township Board of Trustees of Hanover Township, Cook County, Illinois.

- 2.10 “Customer Information” means that certain information that the Electric Utility is required to provide to the Corporate Authorities of the Township pursuant to the Aggregation Statute, including without limitation those names and addresses and Electric Utility account numbers of residential and small commercial retail customers in the Aggregate area that are reflected in the Electric Utility's records at the time of the request.
- 2.11 "Data" means the data defined in Section 9 of this Agreement.
- 2.12 “Electric Utility” means ComEd.
- 2.13 “Eligible Customers” means residential and small commercial electricity customers receiving Full-Requirements Electricity Supply within the unincorporated portion of the Township that are not otherwise part of a municipality who are eligible to participate in the Program pursuant to the Aggregation Statute and the Requirements of Law.
- 2.14 "Energy" means generated electricity.
- 2.15 "Enrollment Services" means those services described in Section 4.3 of this Agreement, including all subsections of Section 4.3.
- 2.16 "Extended Term" means the term defined in Section 5.1 of this Agreement.
- 2.17 "Force Majeure Event" means the circumstances defined in Section 7.1 of this Agreement.
- 2.18 “Full-Requirements Electricity Supply” means all services or charges necessary to provide the continuous supply of electricity to all Participating Customers, including, without limitation, Energy, capacity, losses, renewable portfolio standard (RPS) charges, imbalances, load factor adjustments, transmission costs, congestion charges, marginal losses, ancillary services, PORCB, taxes applicable only to the Supplier, and any additional necessary services or charges.
- 2.19 “Full-Requirements Electricity Supply Services” means those portions of the Services described in Section 4.1 of this Agreement, including all subsections of Section 4.1.
- 2.20 “ICC” means the Illinois Commerce Commission
- 2.21 “Independent System Operator” or “ISO” means that certain independent system operator for the Electric Utility established pursuant to Section 16-126 of the Public Utilities Act, 220 ILCS 5/16-126.
- 2.22 "Joint Power Supply Bid" means the bidding process conducted by NIMEC on behalf of the Township to identify the Supplier.
- 2.23 "New Customers" means the customers defined in Section 4.3.9 of this Agreement.
- 2.24 “Opt-Out Notice” means the notices described in Section 4.2.1.1 of this Agreement and provided to Eligible Customers informing them of their ability to opt-out of the Program pursuant to the Requirements of Law.

- 2.25 "Opt-Out Period" means the time prior to the implementation of the Program during which Eligible Customers may choose not to participate in the Program pursuant to the Requirements of Law.
- 2.26 "Opt-Out Process" means the process defined in Section 4.2.1 of this Agreement.
- 2.27 "Participating Customers" means those Eligible Customers who do not opt out of the Program and are not Special Billing Customers, and New Customers.
- 2.28 "Plan of Governance" or "POG" means that certain Plan of Operation and Governance approved by the Township on April 16, 2013, pursuant to the Aggregation Statute.
- 2.29 "Point of Delivery" means the point specified by the Electric Utility at which the Supplier must deliver the Full-Requirements Electricity Supply to the Electric Utility for distribution to Participating Customers.
- 2.30 "Price" means the fixed price expressed in cents per kilowatt hour at which the Supplier will provide the Services as set forth in Exhibit C to this Agreement.
- 2.31 "Program" means the electricity aggregation program operated by the Township in accordance with the Aggregation Statute and authorized by the Aggregation Ordinance, to aggregate residential and small commercial retail electrical loads located within the unincorporated portion of the Township for the purpose of soliciting and entering into service agreements to facilitate for those loads the sale and purchase of Full-Requirements Electricity Supply and related Services.
- 2.32 "Program Implementation Services" means those portions of the Services described in Section 4.2 of this Agreement, including all subsections of Section 4.2.
- 2.33 "Requirements of Law" means the Aggregation Ordinance, the Aggregation Statute, the Plan of Governance, the rules and regulations of the ICC and Illinois Power Agency (including the ICC Order in Case No. 11-0434 issued on April 4, 2012), the rules, regulations and tariffs applicable to the Electric Utility and the Independent System Operator, and all other applicable federal, state, and local laws, orders, rules, and regulations, all as may be hereinafter duly amended.
- 2.34 "Retail Electric Supplier" or "RES" means an "alternative retail electric supplier" as that term is defined in Section 16-102 of the Public Utilities Act, 220 ILCS 5/16-102.
- 2.35 "Services" means the Full-Requirements Electricity Supply Services, Program Implementation Services, Enrollment Services, Billing Services, and Compliance Services provided in Article 4 of this Agreement.
- 2.36 "Special Billing Customers" means the customers defined in Section 4.3.8 of this Agreement.
- 2.37 "Supplier" means \_\_\_\_\_ and the lawful successor, transferee, designee, or assignee thereof.
- 2.38 "Tariffed Service" means the applicable tariffed services provided by the Electric Utility as required by 220 ILCS 5/16-103, which includes ComEd's electricity supply charge plus ComEd's transmission services charge, plus ComEd's purchased electricity adjustment.

- 2.39 "Term" means the period of time defined in Section 5.1 of this Agreement.
- 2.40 "Township" means the Township of Hanover, Cook County, Illinois.
- 2.41 "Withdrawing Customer" means a customer defined in Section 4.3.6 of this Agreement.

### ARTICLE 3 PROGRAM RESPONSIBILITIES

#### 3.1 Township Responsibilities.

3.1.1 Customer Information. The Township shall, with the assistance of the Supplier, pursuant to the Requirements of Law, obtain the Customer Information from ComEd.

3.1.2 Notices and Customer Information from ComEd. The Township shall promptly forward to Supplier the Customer Information received from ComEd and each Party will promptly provide to the other Party any notices received by that Party from ComEd concerning the accounts of Eligible or Participating Customers.

3.1.3 Submittals to ComEd. The Township shall, with the assistance of Supplier, submit to ComEd (a) the "Government Authority Aggregation Form", (b) a list of Eligible Customers who are not Participating Customers because they have elected to opt out of the Program, and (c) a list of all Participating Customers.

3.1.4 No Township Obligations to Provide Services. The Parties acknowledge and agree that the Township is not responsible to provide, and this Agreement shall not be construed to create any responsibility for the Township to provide, the Services to any person or entity, including without limitation the Supplier, the Electric Utility, the ISO, Eligible Customers, Special Billing Customers, New Customers or Participating Customers.

3.1.5 No Township Financial Responsibility. The Parties acknowledge and agree that this Agreement does not impose or create, and shall not be construed to create, any financial obligation of the Township to any other person or entity, including without limitation the Supplier, the Electric Utility, the ISO, Eligible Customers, Special Billing Customers, or Participating Customers.

#### 3.2 Supplier Obligations.

3.2.1 Provision of Services. The Supplier will provide all of the Services described in Article 4 of this Agreement throughout the Term, including but not limited to the provision of sufficient Full-Requirements Electricity Supply to allow the Electric Utility to deliver and distribute uninterrupted electric service to all Participating Customers. The Supplier acknowledges and agrees that the Township is not responsible to provide, and shall not be liable to the Supplier or any Eligible Customer for any failure to provide, any Services pursuant to this Agreement.

3.2.2 Compliance with the Requirements of Law. Supplier shall comply with all Requirements of Law.

3.2.3 Supplier Press Releases. The Supplier may issue press releases concerning the Program that are approved in advance by the Township prior to issuance.

3.2.4 That all information provided by The Supplier to Township or any of its agents relating to this Agreement in any way shall be true and accurate in all respects at all times.

#### ARTICLE 4 SUPPLIER SERVICES

4.1 Full Requirements Electricity Supply: The Supplier must supply the following Full-Requirements Electricity Supply Services as provided in this Section 4.1.

4.1.1 Scheduling, Transmission and Delivery of Full-Requirements Electricity Supply.

4.1.1.1 Generally. The Supplier shall take all actions necessary to arrange for the scheduling, transmission, and delivery of Full-Requirements Electricity Supply to the Electric Utility for distribution to all Participating Customers.

4.1.1.2 Scheduling. Supplier shall schedule the Full-Requirements Electricity Supply for distribution as required by the ISO and the Electric Utility.

4.1.1.3 Distribution and Transmission Rights. Supplier will arrange for necessary distribution and transmission rights necessary for the delivery of the Full-Requirements Electricity Supply to the Electric Utility hereunder.

4.1.1.4 Transmission and Delivery to Electric Utility.

4.1.1.4.1 Transmission and Delivery. Supplier will cause to be transmitted and delivered to the Electric Utility at the Delivery Point sufficient Energy to provide continuous Full-Requirements Electricity Supply to all Participating Customers. The Township acknowledges that the Electric Utility, and not the Supplier, is responsible for the distribution of the Full-Requirements Electricity Supply to the Participating Customers after delivery by the Supplier to the Delivery Point, and that Supplier does not take responsibility for the distribution of the Full-Requirements Electricity Supply to Participating Customers after the Supplier provides Full-Requirements Electricity Supply to the Point of Delivery.

4.1.1.4.2 Failure of Delivery. Supplier acknowledges and agrees that if the Supplier fails to comply with any requirement related to the Full-Requirements Electricity Supply to the Participating Customers pursuant to this Agreement, including without limitation if Supplier fails to schedule all or part of the Full-Requirements Electricity Supply for any Participating Customer, Supplier shall be solely responsible for any additional costs, charges, or fees incurred because of such failure, and shall not pass through any such additional costs, charges, or fees to Participating Customers.

4.1.2 Pricing. Except as provided in Section 4.1.3 of this Agreement, the Supplier shall receive the Price in full payment for all Services, and shall not be entitled to any additional costs, adjustments, charges, fees, or any other payments or compensation, except that the Supplier may impose an early termination fee on Withdrawing Customers pursuant to Section 4.3.5 of this Agreement. The Township acknowledges that the Price does not include sales or other consumer-based taxes applicable to Participating Customers or other taxes that are not applicable to the Supplier.

4.1.3 Price Guarantee. If the rates for Tariffed Service to a particular rate class are set below the Price during the Term of this Agreement, Seller will either (a) provide the Services to Participating Customers in such class at a price equal to the rate for Tariffed Services, or (b) after taking all steps necessary to return all Participating Customers to the Electric Utility, terminate this Agreement without damages or early termination fees to either Party. The Supplier may adjust the pricing monthly; reducing the following month's Price when the previous month's Price is higher than the Tariff Service rate. Notwithstanding the foregoing, termination under this Section 4.1.3 may be avoided if the Township, in its sole and absolute discretion, determines that the Aggregation Program should remain in place at the Price without the need to match. In such an event, the Parties shall enter into a written agreement and the Township shall not waive any rights set forth herein by allowing the Price to remain in place without the need to match unless the Township specifically agrees in writing.

4.2 Program Implementation Services. The Supplier must supply the following Program Implementation Services as provided in this Section 4.2:

4.2.1 Opt-Out Process. Supplier, at its sole cost and expense, shall, with the assistance of the Township, administer the process by which Eligible Customers are provided with the opportunity to opt-out of the Program prior to its implementation (the "Opt-Out Process"), including, but not limited to, the following:

4.2.1.1 Opt-Out Notices. Supplier, at its own expense, shall be fully responsible to prepare and mail form Opt-Out Notices to all Eligible Customers as required pursuant to the Requirements of Law. Opt-Out Notices must include all information required pursuant to the Requirements of Law, including without limitation including the terms and conditions of participation in the Program, the cost to the Customer of Full-Requirements Electricity Supply under the Program, the methods by which Customers may opt out of the Program, and the length of the Opt-Out Period. The Opt-Out Notices must prominently include the toll-free telephone number and secure website described Section 4.2.1.3. The form and content of the Opt-Out Notices must be approved by the Township prior to mailing by the Supplier. In addition to the Opt-Out Notices, the Supplier will provide Participating Customers with terms and conditions for the provision of Full Requirements Electric Supply to those Participating Customers, which terms and conditions shall comply with and accurately reflect all of the requirements of this Agreement and the Requirements of Law and shall be substantially similar to the form attached in Exhibit F.

4.2.1.2 Notices to Special Billing Customers. The Township acknowledges that the Supplier may provide notices to Special Billing Customers concerning the Program, the Price, the rates charged to Special Billing Customers under their existing service,

and the opportunity for Special Billing Customers to opt in to the Program as provided in Section 4.3.9 of this Agreement.

4.2.1.3 Toll Free Number and Secure Website. In addition to receiving completed Opt-Out Notices from Eligible Customers by mail, the Supplier shall, at its own expense, provide, operate, and maintain a toll-free number and secure website for the use of Eligible Customers to opt out of the Program. The toll-free number must be operational during normal business hours and the secure website must be operational 24 hours a day, seven days a week during the Opt-Out Period. The Opt-Out Notices must prominently include both the toll-free number and the internet address of the secure website. Supplier will be required to support Spanish speaking residents and customers with disabilities.

4.2.1.4 Reporting. During the Opt-Out Period, Supplier is responsible for receipt of all Opt-Out Notices. Supplier must assemble, track, and report to the Township concerning the delivery and receipt of all Opt-Out Notices to and from Eligible Customers, including without limitation providing the Township with complete information concerning all Eligible Customers who choose to opt-out of the Program whether by mail, telephone, or the secure website.

4.2.2 Required Disclosures. Supplier shall provide Eligible Customers with all information required to be disclosed to Eligible Customers concerning Full-Requirements Electricity Supply and the Program pursuant to the Requirements of Law, including without limitation all information required to be included in the Opt-Out Notices.

4.3 Enrollment Services. The Supplier must supply the following Enrollment Services as provided in this Section 4.3:

4.3.1 Record of Participating Customers. Following the completion of the Opt-Out Period, the Supplier shall be responsible to compile a complete list of all Participating Customers and those Eligible Customers who have opted out of the Program, and shall ensure that no Eligible Customers who have opted out are enrolled in the Program.

4.3.2 Enrollment. Upon completion of the Opt-Out Process and the identification of all Eligible Customers who have opted out of the Program, the Supplier shall, at its sole cost and expense, take all actions necessary to enroll Participating Customers in the Program pursuant to the Requirements of Law.

4.3.3 Term of Enrollment. Participating Customers who do not opt out of the Program shall be enrolled in the Program by the Supplier, and shall remain enrolled in the Program until the end of the Term, unless the Agreement is terminated pursuant to its terms or the Participating Customer withdraws from the Program pursuant to Section 4.3.6 of this Agreement

4.3.4 Direct Access Service Request. The Supplier shall submit a direct access service request to ComEd for each Participating Customer in compliance with the "standard switching" subsection of Rate RDS - Retail Delivery Service, in order to allow Full-Requirements Electricity Supply to commence.

4.3.5 Payment of Switching Fees. The Supplier shall reimburse Participating Customers for any switching fee imposed by the Electric Utility related to the enrollment of a Participating Customer in the Program within 30 days of receiving notice of such switching fee. The Supplier shall not be responsible to pay any switching fees imposed on Participating Customers who switch service from an alternative retail electric supplier.

4.3.6 Withdrawal by a Participating Customer. For Participating Customers who notify the Supplier after the completion of the Opt-Out Period that the Participating Customer desires to withdraw from the Program ("Withdrawing Customer"), the Supplier must, at the direction of the Participating Customer, drop the Participating Customer from the Supplier's Full-Requirements Electricity Supply on the next available meter read, which will result in restoring the Participating Customer to Tariffed Service. The Supplier may assess an early termination fee of \$\_\_\_ to Withdrawing Customers, provided that no early termination fee may be assessed to Withdrawing Customers who notify the Supplier that they are withdrawing because they are moving out of the unincorporated portion of the Township.

4.3.7 Customer Service Inquiries. After completion of the Opt-Out Period, Supplier must maintain and operate a toll-free telephone number and internet website for the purpose of receiving questions and comments from Participating Customers concerning the Full-Requirements Electricity Supply. The Supplier may inform Participating Customers that questions about the delivery and billing of the Full-Requirements Electricity Supply should be directed to ComEd. Supplier must promptly and courteously address customer service inquiries in a manner that meets or exceeds the ICC requirements for the operation of call centers.

4.3.8 Special Billing Customers. Subject to the Requirements of Law and due to the minimal and/or fixed nature of their existing billing rates, the following Eligible Customers shall not be automatically enrolled in the Program, but may subsequently elect to enroll in the Program as New Customers pursuant to Section 4.3.9 of this Agreement:

4.3.8.1 Any Eligible Customer in the residential customer class, as described in Section 4.4.2 of this Agreement, that is taking service under the following ComEd rates:

- Rate BESH – Basic Electric Service Hourly Pricing
- Rate RDS – Retail Delivery Service; and

(collectively, the "Special Billing Customers").

4.3.9 New Customers. After the commencement of the Program and the enrollment of Participating Customers, the Supplier shall, at the request of a New Customer, as defined in this Section 4.3.9, immediately enroll the following customers in the Program and provide Full-Requirements Electricity Supply to those customers at the Price:

4.3.9.1 Any Eligible Customer within the Township that moves to a new location within the unincorporated portion of the Township;

4.3.9.2 Any Eligible Customer that moves into an existing location within the unincorporated portion of the Township;

4.3.9.3 Any Eligible Customer that previously opted out of the Program during the Opt-Out Period; and

4.3.9.4 Any Eligible Customer that was inadvertently omitted from the list of Participating Customers and not enrolled in the Program. (collectively, the "New Customers").

4.4 Billing Services. The Supplier must supply the following Billing Services as provided in this Section 4.4:

4.4.1 Billing Generally. Supplier shall confirm that billing to Eligible Customers will be provided by ComEd under a consolidated billing format pursuant to "Rider PORCB – Purchase of Receivables and Consolidated Billing," and pursuant to the Requirements of Law. The Township acknowledges and agrees that ComEd will bill Participating Customers for the Price of the Full-Requirements Electricity Supply as part of its billing for the distribution of such supply, and that the Supplier shall not be responsible for billing Participating Customers

4.4.2 Customer Classes. Eligible Customers shall be categorized within either the residential or commercial customer classes according to the applicable rates under which they received electricity supply from ComEd prior to participating in the Program.

4.4.2.1 Residential Customer Class. The residential customer class shall include Participating Customers taking service from ComEd under the following rates:

- Residential Single Family Without Electric Space Heat Delivery Class
- Residential Single Family With Electric Space Heat Delivery Class
- Residential Multi Family Without Electric Space Heat Delivery Class
- Residential Multi Family With Electric Space Heat Delivery Class

4.4.2.2 Commercial Customer Class. The commercial customer class shall include those Participating Customers taking service from ComEd under the following rates:

- 15,000 kWh's or less Delivery Class

4.5 Compliance Services. The Supplier shall assist the Township in complying with any current or future Requirements of Law concerning the operation of the Program, including without limitation the provision of reports or other information as the Township may reasonably request from time to time.

4.6 Following the completion of the Opt-Out Period, the Supplier shall be responsible to compile a complete list of all Participating Customers in the Program. Supplier will update this list as new customers are added and deleted. Supplier will make this list available to the Township at any time the Township requests the list. Additionally, within 120 days of the end of this agreement, Supplier will make the Program's load data by rate class available to the Township. Load data shall include:

- Historical Usage Data
- Capacity Peak Load Contribution (PLC) values and effective start and end dates.
- Network Service Peak Load Contribution (PLC) values and effective start and end dates.

- Meter Bill Group Number.
- Rate Code.

## ARTICLE 5 TERM

5.1 Term. This Agreement commences as of the Effective Date and is for a term of \_\_\_\_\_ (\_\_) consecutive monthly billing periods starting from the initial meter read date designated by the Township in consultation with the Supplier in \_\_\_\_\_ 2013, and expires at the end of the last day of the \_\_th billing cycle for the Participating Customer(s) with the latest billing cycle (the “Term”). The Township and the Supplier may extend the Term for additional periods of time up to 3 years for each extension, by written agreement approved and executed by each Party (each an “Extended Term”). Nothing in this Article 5 related to the Term or the possibility of agreement to an Extended Term may be construed or applied in any manner to create any expectation that any right or authority related to this Agreement granted by the Township to the Supplier will continue beyond the Term or an approved Extended Term. Notwithstanding the provisions of this Section 5.1, if the rate for Tariffed Service falls below the Price during the Term, the Supplier may terminate this Agreement after returning Participating Customers to Tariffed Service as provided in Section 4.1.3 of this Agreement.

5.2 In the event this Agreement is not renewed or terminated for any reason, including expiration according to its terms, the Township may choose another RES or Retail Electric Supplier and Supplier shall allow all Participating Customers to be switched to the selected RES, or all Participating Customers shall be switched by the Supplier to service with ComEd in accord with the standard switching rules and applicable notices or as otherwise required by any applicable law or regulation.

## ARTICLE 6 REMEDIES AND TERMINATION

6.1 Township’s General Remedies. In addition to every other right or remedy provided to the Township under this Agreement, if the Supplier fails to comply with any of the provisions of this Agreement (for reason other than a Force Majeure Event pursuant to Section 7.1 of this Agreement or a Regulatory Event pursuant to Section 7.2 of this Agreement, then the Township may give notice to the Supplier specifying that failure. The Supplier will have 15 calendar days after the date of that notice to take all necessary steps to comply fully with this Agreement, unless (a) this Agreement specifically provides for a shorter cure period or (b) an imminent threat to the public health, safety, or welfare arises that requires a shorter cure period, in which case the notice must specify the cure period, or (c) compliance cannot reasonably be achieved within 15 calendar days but the Supplier promptly commences a cure and diligently pursues the cure to completion. If the Supplier fails to comply within that 15-day period, or the shorter period if an imminent threat, or if the Supplier fails to promptly commence a cure and diligently pursue the cure to completion, then the Township, subject to the limits of applicable federal or State of Illinois law, may take any one or more of the following actions:

- 6.1.1 Seek specific performance of any provision of this Agreement or seek other equitable relief, and institute a lawsuit against the Supplier for those purposes.

6.1.2 Institute a lawsuit against the Supplier for breach of this Agreement and, except as provided in Section 6.3 of this Agreement, seek remedies and damages as the court may award.

6.1.3 In the case of noncompliance with a material provision of this Agreement, declare this Agreement to be terminated in accordance with the following:

6.1.3.1 The Township will give written notice to the Supplier of the Township's intent to terminate this Agreement ("Termination Notice"). The notice will set forth with specificity the nature of the noncompliance. The Supplier will have 30 calendar days after receipt of the notice to object in writing to termination, to state its reasons for that objection, and to propose a remedy for the circumstances. If the Township has not received a response from the Supplier, or if the Township does not agree with the Supplier's response or any remedy proposed by the Supplier, then the Township will conduct a hearing on the proposed termination. The Township will serve notice of that hearing on the Supplier at least 10 business days prior to the hearing, specifying the time and place of the hearing and stating the Township's intent to terminate this Agreement.

6.1.3.2 At the hearing, the Supplier will have the opportunity to state its position on the matter, present evidence, and question witnesses. Thereafter, the Township will determine whether or not this Agreement will be terminated. The hearing must be public and held on record.

6.1.3.3 The decision of the Township must be in writing and delivered to the Supplier by certified mail.

If the rights and privileges granted to the Supplier under this Agreement are terminated, then the Supplier, within 14 calendar days after the Township's demand, must reimburse the Township for all costs and expenses incurred by the Township, including, without limitation, reasonable attorneys' fees, in connection with that termination of rights or with any other enforcement action undertaken by the Township.

6.2 Actions on Termination or Expiration of this Agreement. This Agreement shall terminate upon the expiration of the Term or an Extended Term, as applicable (with the understanding that the expiration of service for any particular Participating Customer will be tied to that customer's billing cycle), or the Township's termination of the Agreement pursuant to Section 6.1 or 4.1.3. Upon termination as a result of expiration of the Term (absent agreement upon an Extended Term), or upon termination as a result of expiration of an Extended Term, as applicable, Supplier shall return Participating Customers to Tariffed Service upon expiration of the Term or Extended Term, as applicable, on the first available meter read. In the event of the Township's termination of the Agreement prior to the end of the Term or Extended Term pursuant to Section 6.1.c, as applicable, Supplier shall return Participating Customers to Tariffed Service on the second available meter read in order to provide the opportunity for Participating Customers to identify alternate sources of electrical supply prior to returning to Tariffed Service. Participating Customers shall not be liable for any termination fee as a result of such termination or expiration in accordance with the preceding sentences of this Section 6.2. Supplier shall not be responsible to any Participating Customer for any damages or penalties resulting from the return to Tariffed Service, including claims relating to the Tariffed Service price being higher than the Price herein.

6.3 Limitation of Liability. Except for the Supplier's failure to provide Full-Requirements Electricity Supply to Participating Customers or the disclosure of Customer Information in violation of the Requirements of Law, or as otherwise specifically provided herein, in no event will either Party be liable to the other Party under this Agreement for incidental, indirect, special, or consequential damages connected with or resulting from performance or non-performance of this Agreement, irrespective of whether such claims are based upon breach of warranty, tort (including negligence of any degree), strict liability, contract, operation of law or otherwise.

## ARTICLE 7 FORCE MAJEURE EVENTS AND REGULATORY EVENTS

7.1 Force Majeure Events. The Supplier shall not be held in default under, or in noncompliance with, the provisions of the Agreement, nor suffer any enforcement or penalty relating to noncompliance or default (including termination, cancellation or revocation of the Franchise), where such noncompliance or alleged defaults occurred or were caused by a "Force Majeure Event," defined as a strike, riot, war, earthquake, flood, tidal wave, unusually severe rain or snow storm, hurricane, tornado or other catastrophic act of nature, labor disputes, or other event that is reasonably beyond the Supplier's ability to anticipate or control. Non-compliance or default attributable to a Force Majeure Event shall be corrected within a reasonable amount of time after the Force Majeure Event has ceased.

7.2 Regulatory Event. The following shall constitute a "Regulatory Event":

- a. Illegality. It becomes unlawful for a Party to perform any obligation under this Agreement due to the adoption of, or change in the interpretation of any applicable law by any judicial or government authority with competent jurisdiction.
- b. Adverse Government Action. A regulatory, legislative or judicial body (A) requires a material change to the terms of this Agreement that materially and adversely affects a Party or (B) takes action that adversely and materially impacts a Party's ability to perform, or requires a delay in the performance of this Agreement that either Party determines to be unreasonable or (C) orders a change or modification that affects the Program such that either Party's obligations hereunder are materially changed, and the change is not deemed a Force Majeure Event.
- c. New Charges. Any material increase in generation, energy, or utility taxes or charges enacted and effective after the Effective Date of this Agreement. These charges would not be unique to Supplier's customers, but would apply to all customers in ComEd's rate classifications. The imposition of such tax or charge after the Effective Date of this Agreement is not subject to automatic pass-through in Price, but would only constitute a Regulatory Event if the imposition of the charge materially and adversely affects Supplier's ability to perform.
- d. Occurrence of Regulatory Event. **Within ten (10) days of** the occurrence of a Regulatory Event, the adversely affected Party shall give notice to the other Party that such event has occurred. Within thirty (30) days, or such other period as the Parties may agree in writing, the Parties shall enter into good faith negotiations to amend or replace this Agreement so that the adversely affected Party is restored as nearly as

possible to the economic position it would have been in but for the occurrence of the Regulatory Event. If the Parties are unable to agree upon an amendment to this Agreement, within thirty (30) days or such other period as the Parties may agree in writing, the adversely affected Party shall have the right, upon ten (10) days prior written notice, to terminate and close out its obligations under this Agreement.

## ARTICLE 8 INDEMNIFICATION AND INSURANCE

8.1 Indemnification. The Supplier shall indemnify and hold harmless the Township, its officials, officers, employees, agents, and attorneys, from and against any third party injuries, claims, demands, judgments, damages, losses and expenses, including reasonable attorney's fees and costs of suit or defense, arising from the Supplier's provision of the Services, except to the extent caused by the sole negligence of the Township. This duty shall survive for all claims made or actions filed within one (1) year following either the expiration or earlier termination of this Agreement. The Township shall give the Supplier timely written notice of its obligation to indemnify and defend the Township after the Township's receipt of a claim or action pursuant to this Section. For purposes of this Section, the word "timely" shall mean within a time period that does not cause prejudice to the respective positions of the Supplier and/or the Township. Nothing herein shall be construed to limit the Supplier's duty to indemnify the Township by reference to the limits of insurance coverage described in this Agreement.

8.2 Insurance. Contemporaneous with the Supplier's execution of this Agreement, the Supplier shall provide certificates of insurance, all with coverages and limits as set forth in Exhibit D to this Agreement. For good cause shown, the Township Administrator, or his designee may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the Township Administrator, or his designee may impose in the exercise of his sole discretion. Such certificates and policies shall be in a form acceptable to the Township and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Such insurance policies shall provide that no change, modification in, or cancellation of, any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to the Township. The Supplier shall, at all times during the term of this Agreement, maintain and keep in force, at the Supplier's expense, the insurance coverages provided above.

## ARTICLE 9 CONFIDENTIAL INFORMATION

9.1 Confidential and Proprietary Information. Notwithstanding anything to the contrary set forth herein, the Parties are not required to disclose information which they reasonably deem to be proprietary or confidential in nature. The Parties agree that any information disclosed by a Party and designated as proprietary and confidential shall only be disclosed to those officials, officers, employees, representatives, and agents of the other Party that have a need to know in order to administer and enforce this Agreement. For purposes of this Section, the terms "proprietary or confidential" include, but are not limited to, information relating to a Party's corporate structure and affiliates, marketing plans, financial information unrelated to the calculation of the Price or rates pursuant to the Requirements of Law, or other information that is reasonably determined by a Party to be competitively sensitive. A Party may make proprietary or confidential information available for inspection but not copying or removal by the other Party's representatives. Compliance by the

Township with the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. ("Illinois FOIA"), including compliance with an opinion or directive from the Illinois Public Access Counselor or the Illinois Attorney General under the Illinois FOIA, or with a decision or order of a court with jurisdiction over the Township, shall not be a violation of this Section.

9.2 Ownership of Data and Documents. All data and information, regardless of its format, developed or obtained under this Agreement ("Data"), other than the Supplier's confidential information, will be and remain the sole property of the Township. The Supplier must promptly deliver all Data to the Township at the Township's request. The Supplier is responsible for the care and protection of the Data until that delivery. The Supplier may retain one copy of the Data for the Supplier's records subject to the Supplier's continued compliance with the provisions of this Agreement.

9.3 Limitations on Customer Information. Both Parties acknowledge and agree that the Customer Information is subject to, and must be maintained in compliance with, the limitations on disclosure of the Customer Information established by the Requirements of Law, including without limitation the Aggregation Statute, Section 16-122 of the Public Utilities Act, 220 ILCS 5/16-122, and Section 2HH of the Consumer Fraud and Deceptive Business Practices Act, 815 ILCS 505/2HH.

9.4 Limitations on Customer Information. Both Parties acknowledge and agree that the Customer Information is subject to, and must be maintained in compliance with, the limitations on disclosure of the Customer Information established by the Requirements of Law, including without limitation the Aggregation Statute, Section 16-122 of the Public Utilities Act, 220 ILCS 5/16-102, Section 2HH of the Consumer Fraud and Deceptive Business Practices Act, 815 ILCS 505/2HH, the ICC Order in Case No. 11-0434 issued April 4, 2012, and the provisions of ComEd's Tariff Rate GAP. Township shall warrant to ComEd that customer-specific information provided to the Township in accordance with the provisions of ComEd's Tariff Rate GAP shall be treated as confidential. To protect the confidentiality of Customer Information:

9.4.1 Supplier access to Customer Information is limited those authorized representatives of Supplier, or any third party, who have a need to know the information for purposes of this Agreement.

9.4.2 Supplier warrants that it will not disclose, use, sell, or provide Customer Information to any person, firm or entity for any purpose outside of the aggregation program.

9.4.3 Supplier and Township acknowledge that Customer Information remains the property of the Township and that material breaches of confidentiality will prohibit Supplier from placing any new bids to the Township's subsequent Request(s) for Qualifications for a period of one year after termination of this Agreement.

9.4.4 Supplier warrants that it will delete and/or destroy the Customer Information described in Items 18 through 23 of the Company Obligations Section of ComEd's Tariff Rate GAP, and provided by Township, within 60 days after ComEd provides the information to Township. Township will offer its assistance to ensure that Supplier meets these requirements and deadlines.

9.5 Proprietary Rights, Survival. Each Party acknowledges the proprietary rights of the other Party in and to the Confidential Information. The obligations under this Article Nine shall survive the conclusion or termination of this Agreement.

ARTICLE 10  
MISCELLANEOUS

10.1 Notices. Any notices, requests or demands regarding the services provided under this Agreement and the Attachments shall be deemed to be properly given or made (i) if by hand delivery, on the day and at the time on which delivered to the intended recipient at its address set forth in this Agreement; (ii) if sent by U.S. Postal Service mail certified or registered mail, postage prepaid, return receipt requested, addressed to the intended recipient at its address shown below; or (iii) if by Federal Express or other reputable express mail service, on the next Business Day after delivery to such express service, addressed to the intended recipient at its address set forth in this Agreement. The address of a Party to which notices or other communications shall be mailed may be changed from time to time by giving written notice to the other Party.

To Township

Hanover Township  
250 South Route 59  
Bartlett, Illinois, 60103  
Attention: James Barr, Township Administrator

To Supplier

With a copy to:

Bryan E. Mraz & Associates, PC  
111 E. Irving Park Road  
Roselle, Illinois, 60172  
Attention: Laurence J. Mraz

With a copy to:

10.2 Mutual Representations and Warranties. Each Party represents and warrants to the other Party, as of the date of this Agreement, that:

- a. It is duly organized and validly existing under the laws of the jurisdiction of its organization or incorporation, and if relevant under such laws, in good standing;
- b. It has the corporate, governmental and/or other legal capacity, authority and power to execute, deliver and enter into this Agreement and any other related documents, and perform its obligations under this Agreement, and has taken all necessary actions and made all necessary determinations and findings to authorize such execution, delivery and performance;
- c. The execution, delivery and performance of this Agreement does not violate or conflict with any law applicable to it, any provision of its constitutional documents, any order or judgment of any court or other agency of government applicable to it or any of its assets or any contractual restriction binding on or affecting it or any of its assets; and
- d. It has reviewed and understands this Agreement; and
- e. It, to the extent applicable, shall comply with all the Requirements of Law.

10.3 Supplier agrees that all information presented in its Response to Qualifications for Municipal Aggregated Electricity Supply For Member Communities of the Northern Illinois Municipal Electric

Collaborate, dated \_\_\_\_\_, 2012, are accurate and there have been no material changes to that information. Any exceptions are noted on attached exhibit and made part of this Agreement.

10.4 Entire Agreement. This Agreement and the response to qualifications referenced in 10.3, including all Attachments hereto, contains all of the terms and conditions of this Agreement reached by the Parties, and supersedes all prior oral or written agreements with respect to this Agreement. This Agreement may not be modified, amended, altered or supplemented, except by written agreement signed by both Parties hereto. No waiver of any term, provision, or conditions of this Agreement, whether by conduct or otherwise, in any one or more instances, shall be deemed to be, or shall constitute a waiver of any other provision hereof, whether or not similar, nor shall such waiver constitute a continuing waiver, and no waiver shall be binding unless executed in writing by the Party making the waiver.

10.5 Exhibits. Exhibits A through F attached to this Agreement are, by this reference, incorporated into and made part of this Agreement.

10.6 Waivers. The failure of either Party to insist upon strict performance of such requirements or provisions or to exercise any right under this Agreement shall not be construed as a waiver or relinquishment of such requirements, provisions or rights.

10.7 Applicable Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Illinois without regard for the conflicts of law provisions thereof.

10.8 Controlling Provisions. In the event of any inconsistency between the terms herein and the terms of the Exhibits hereto, the provisions of the Agreement shall control.

10.9 Severability. Any provision in this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions or affecting the validity or enforceability of such provision in any other jurisdiction. The non-enforcement of any provision by either Party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or the remainder of this Agreement.

10.10 Venue. Except as to any matter within the jurisdiction of the ICC, all judicial actions relating to any interpretation, enforcement, dispute resolution or any other aspect of this Agreement shall be brought in the Circuit Court of Cook County, Illinois. Any matter brought pursuant to the jurisdiction of the federal court shall be brought in the United States District Court of the Northern District of Illinois.

10.11 No Third-Party Beneficiaries. Nothing in this Agreement is intended, either expressly or impliedly, to confer third-party beneficiary status on any person, individual, corporation or member of the public to enforce the terms of this Agreement.

10.12 No Waiver of Rights, Immunities and/or Privileges. Nothing in this Agreement shall be constructed as an express or implied waiver of any rights, substantive or procedural and/or any common law and/or statutory immunities and/or privileges that the Township and/or any of its officials, officers, employees and/or agents may have under Federal or state law; such rights, immunities and privileges are expressly reserved.

10.13 Validity of Agreement. The Parties acknowledge and agree in good faith on the validity of the provisions, terms and conditions of this Agreement, in their entirety, and that the Parties have the power and authority to enter into the provisions, terms, and conditions of this Agreement.

10.14 Authority to Sign Agreement. Each Party warrants to the other Party that it is authorized to execute, deliver and perform this Agreement. The individual signing this Agreement on behalf of each Party warrants to the other Party that he/she is authorized to execute this Agreement in the name of the Party for which he/she is signing.

10.15 Binding Effect. This Agreement shall inure to the benefit of, and be binding upon, the Township and the Supplier and their respective successors, grantees, lessees, and assigns throughout the Term of this Agreement.

10.16 Non-Assignability. This Agreement shall not be transferred or assigned by the Supplier without the express written authorization of the Township.

10.17 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall together constitute one instrument.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement to be effective on the date first written above.

Supplier: \_\_\_\_\_

Hanover Township:

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed/Typed Name: \_\_\_\_\_

Printed/Typed Name: Brian P. McGuire

Title: \_\_\_\_\_

Title: Hanover Township Supervisor

Date: \_\_\_\_\_

Date: \_\_\_\_\_, 2013

Attest:

Attest:

\_\_\_\_\_

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

EXHIBIT A  
BID PACKAGE

EXHIBIT B  
BID RESPONSE

**EXHIBIT C:**

**PRICE**

**Opt-Out Program:**

**Residential Customer Class**

Price: \_\_\_\_¢ per KWh

**Commercial Customer Class**

Price: \_\_\_\_¢ per KWh

The above pricing includes \_\_\_\_% renewable power

**Opt-In Program:**

**Residential Customer Class**

Price: \_\_\_\_¢ per KWh – 100% Renewable

**Commercial Customer Class**

Price: \_\_\_\_¢ per KWh – 100% Renewable

**Term: \_\_\_\_ months**

**Supplier will \_\_\_\_ / will not \_\_\_\_ make a civic contribution annually at the rate of \$0.001 per KWh for all usage consumed and paid for by participants of the \_\_\_\_\_ Aggregation Program.**

**Termination Fees:**

**Residential - \_\_\_\_\_**

**Commercial - \_\_\_\_\_**

## EXHIBIT D

### INSURANCE COVERAGES

- A. Worker's Compensation and Employer's Liability with limits not less than:
- (1) Worker's Compensation: Statutory;
  - (2) Employer's Liability:
    - \$500,000 injury-per occurrence
    - \$500,000 disease-per employee
    - \$500,000 disease-policy limit
- Such insurance shall evidence that coverage applies in the State of Illinois.
- B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than \$1,000,000 for vehicles owned, non-owned, or rented.
- All employees shall be included as insureds.
- C. Comprehensive General Liability (CGL)
- a. with coverage written on an "occurrence" basis with limits no less than:
    - \$1,000,000 Bodily Injury and Property Damage Combined Single LimitCoverage is to be written on an "occurrence" bases.

Coverages shall include:

    - Broad Form Property Damage Endorsement
    - Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)  - b. with coverage written on a "claims made" basis with limits no less than:
    - \$1,000,000 Bodily Injury and Property Damage Combined Single LimitCoverage is to be written on an "claims made" bases.

Coverages shall include:

    - Broad Form Property Damage Endorsement
    - Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)
- D. Professional Liability Insurance. With a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.
- E. Umbrella Policy. Any excess or umbrella policy maintained by Supplier must provide excess coverage over underlying **Supplier's** insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy (see below), the excess or umbrella policy becomes effective to cover such loss.
- F. Owner as Additional Insured. Owner shall be named as an Additional Insured on all policies except for:

Worker's Compensation

Professional Liability

Each such additional Insured endorsement shall identify Owner as follows: Hanover Township, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives (**collectively, the "Additional Insured"**).

**Notwithstanding any provision herein to the contrary, Supplier's CGL and excess/umbrella coverages shall be primary with respect to any insurance and/ or self-insurance maintained by the Additional Insured and shall state that it shall apply separately to each insured against whom claim is made or suit is brought. Any insurance and/or self-insurance maintained by the Additional Insured shall be in excess of Supplier's insurance and shall not contribute with it.**

- G. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

Additional Insured Policy or Policies

**Bob Ridings Fleet Sales  
Todd Crews, Fleet Sales Mgr.  
931 Springfield Rd  
Taylorville IL 62568**

Ph. 217-824-2207

Email toddfleet@aol.com

Fax 217-824-4252

-----Please Read, this is your Order Confirmation-----

Tuesday, April 09, 2013

STEVE SPEJCHER  
HANOVER TOWNSHIP  
250 S IL RT 59  
BARTLETT, IL 60103

Dear Steve:

This letter is to acknowledge your recent order from our Fleet Sales Program. We are pleased you have again chosen your vehicle from us and we have ordered it as follows. Note delivery is estimated in 90 days after your order.

**1 2013 Ford F250 Regular Cab 4x4 Pickup w/8ft Bed**  
Includes All Standard Pkg Equipment  
6.2 Litre V8 w/6spd Automatic 10,000 GVWR  
Air Conditioning , Tilt Wheel, AM/FM Stereo  
HD Trailer Pkg w/Hitch & Wiring \$20,080.00  
Cruise Control NOT ORDERED  
ADD Power Windows/Locks/Mirrors \$795.00  
Camper Pkg w/Helper Springs \$150.00  
Electric Shift on the Fly 4x4 \$175.00  
3.73 Limited Slip Axle NOT Ordered  
LT265 All Terrain Tires \$420.00  
Snowplow Prep Pkg \$75.00  
Engine Block Heater \$65.00  
Roof Clearance Lights \$55.00  
Built in Factory Trailer Brake NOT Ordered  
CD ROM Factory Serv Manual \$225.00  
(1) Extra Keys, WITH REMOTE \$150.00  
Tubular Cab Steps, Black Stainless \$375.00  
Door Edge Guards \$30.00  
RHINO Liner Spray in Bedliner \$575.00  
Rustproof & Undercoat \$249.00  
WESTERN 8.5ft ProPlow PLUS Snowpl \$5495.00  
WESTERN Model 2500 Low Profile Spreader \$2475.00  
Built in Parking Lamp Strobe System \$650.00  
Delivery to your Location \$275.00  
New Municipal Lic & Title \$155.00  
Dk Blue Ext, Steel Gray VINYL 40/20/40 Split Seat, Full Vinyl Floor Covering

**YOUR COST, P/O # Maint Dept \$32,469.00**

TRADE OPTION 1998 Dodge Caravan 1B4GP45G0WB724739 (-\$300.00)  
TOTAL w/TRADE \$32,169.00

TRADE IN(S) will be accepted as listed. Trades must be highway safe and have no significant mechanical or cosmetic damage unless noted on trade form.

NOTE if this outline is incorrect in any way please call me IMMEDIATELY to correct it.  
Please contact me with any questions and thanks for your business!

Sincerely,  
Todd Crews  
Fleet Sales Manager



**TO:** Hanover Township Board  
**FROM:** James Barr, Township Administrator  
**DATE:** April 12, 2013  
**SUBJECT:** Recommendation to Bid New Light Rescue Emergency Services Vehicle

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Following an unsuccessful bid process to secure a used Emergency Services Light Rescue truck staff has explored several options including rebidding for a used vehicle and purchasing from the State of Illinois Joint Purchasing Program. However, after considerable review, the probability of a successful used vehicle bid process appears to be low so soon after the previous attempt and, unfortunately, the vehicles on the state bid list do not meet Emergency Services needs.

Consequently, staff is recommending bidding a new Emergency Services Light Rescue vehicle. We anticipate a low bid to come within the range of the prior newer, used vehicle that had been under consideration. If the low bid is considered too expensive by the Township Board all bids maybe rejected.

If you have any questions or if you would like additional information concerning this plan please contact me via email at [jbarr@hanover-township.org](mailto:jbarr@hanover-township.org) or call directly at 630.837.0301 ext. 2127.



## JOB DESCRIPTION

**Position:** Assistant Clerk

**Department:** Office of the Clerk

**Reports to:** Clerk

**Responsibilities:**

Assisting the Clerk with administration, supervision, planning, and management of the operations of the Clerk's Office.

- Records Management
  - Maintain retrievable/searchable filing system for permanent records
  - Maintain electronic database of records
  - Prepare, file and post Notices of meetings for publications pursuant to the Open Meetings Act
  - Comply with Local Records Act in archiving for Township-wide records
- Board Interaction
  - Prepare Clerk's Office Reports
  - Prepare, file and post Notices of meetings for publications pursuant to the Open Meetings Act
  - Prepare and distribute Board Packets
  - Set up Board Room
  - Arrange and tear-down workshops, including Breakfast with the Board, as needed
  - Collect, file and upload to website Township Committee Meeting minutes and agendas
- Office of the Clerk Budget and Accounting
  - Manage and review with Clerk office budget and expenditures
  - Manage Check Requests and Expense Reports
  - Oversee deposits and recordkeeping
  - Review Clerk's Department invoices and submit for payment
- Website: Clerk's webpage maintenance
- Manage Part-time Assistant
- Work closely with the Board, management team, and other department staff
- Assist with the development and implementation in the Clerk's Office of programs and services
- Front Counter Assistance: Office of the Clerk Services
  - Notary, Passport, Handicap Placard, IDNR Sales, Vehicle Sticker, Voter Registration
- Prepare, submit and post Publications, BOs, Levies, and Press Releases
- Maintain Clerk's office Calendar, Schedule and Appointments
- Prepare and maintain listing of Official Oaths and Notices of Appointment
- Prepare and approve Payroll
- Research resources and community engagement outreach opportunities
- Internal and External Department Support
- Develop strong working relationship with other governmental entities
- Monitor Clerk's telephone messages and other inquires
- Participate in the planning and execution of Events

- Assist with the Clerk's Association responsibilities
- Other tasks and projects as assigned by the Clerk

**Knowledge, Skills and Abilities**

1. Computer Skills: Proficient in Word, Outlook, Publisher, and Excel
2. Written Communication: Able to draft professional letters and memos
3. Spoken Communication: Able to communicate professionally with both internal and external customers
4. Filing and Record Upkeep: Knowledge of basic alphabetical filing systems
5. Office Machinery: Knowledge of working office equipment: Camera, Printer, Copier, Computer, Postage Meter, etc.
6. Multi-tasking: Ability to handle multiple tasks and persons simultaneously with a pleasant, unruffled demeanor.
7. Money Handling: Ability to make change, end of day balance, and maintain a cash bank.
8. Ability to stand for several hours.
9. Minimum local travel involved.

**Education and Experience**

- Associates Degree required and two years related experience.
- Bachelors Degree preferred.

**Special Requirements:**

- Willingness to work evenings and weekends regularly.
- Teamwork: Ability to work in committees, to participate fully, and to take on responsibilities as needed.
- Independence: Ability to learn new programs, systems, tasks, and concepts, via computer, manuals, or teachers independent of oversight; to be able to work independent of supervision; and to spearhead projects.
- Dependability: Able to fulfill scheduled hours.
- Flexibility and Adaptability: Able to flex schedule as needed to cover office duties; able to work under stress and meet deadlines.
- Honesty, Confidentiality and Integrity: Exemplary and fair in dealings with internal and external customers.

\$35,500 to \$39,500 DOQ + Benefits