



240 S. Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board**  
*October 18<sup>th</sup>, 2011*  
**7:00 PM**

**A G E N D A**

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
  - A. Veterans Honor Roll
    - A. 1<sup>st</sup> LT Charles A. Spaniol
  - B. Season's Produce
  - C. Fiat Missionaries
- V. Reports
  - A. Supervisor's Report
  - B. Clerk's Report
  - C. Highway Commissioner's Report
  - D. Assessor's Report
  - E. Treasurer's Report
  - F. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Approval of Regular Meeting Minutes of October 4, 2011
  - B. Approval of Revised 2012 Township Board Meeting Dates
  - C. Approval of Resolution Authorizing Agreement with ECS for work on the Astor Avenue Community Center Renovation Project.
- IX. Executive Session
- X. Other Business
- XI. Adjournment

**Mission Statement**

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



# DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for September, 2011

SERVICE PROVIDED	SEPTEMBER 2011	SEPTEMBER 2010	FYTD 2012	FYTD 2011
<i>Website Visits</i>	4,692		30,115	
<i>Facebook Likes</i>	11		545	
<i>Media Releases</i>	6		32	
<i>Technology work orders</i>	23		176	
<i>Resident Contacts</i>	1,403		10,396	
<i>Percent of Budget Expended (50% of year)</i>	9.8%	5.5%	33.4%	30.8%
<i>Grant application submissions</i>	0		4	

## Department Highlights

- On September 8 held the Active for Life Kick-off Lunch 'n Learn. Char Padovani from the American Cancer Society gave a short lesson about health and wellness in today's society and explained the AFL program.
- Hanover Township hosted the Illinois Association of Township Administrators (IATA) meeting on September 21.
- On September 28 the Township dedicated a Heritage Marker at the Immanuel United Church of Christ Cemetery. The Heritage Marker honors the final resting place of three Civil War veterans and several early settlers of the Township.
- Auditors were onsite conducting work for the FY11 audit in September. We expect the final audit to be submitted in November.
- The strategic planning retreat is scheduled for Friday, November 18 at 1pm at the Hoosier Grove Barn in Streamwood.
- Capital improvements update: The Food Pantry renovation project has been approved and currently waiting on permits. Construction is scheduled to begin next week, with a construction completion date of mid-December. The bid was awarded for the lower level renovation project and we are waiting for approval from Cook County. Construction completion for this project is scheduled for the end of the year.

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# OFFICE OF THE CLERK



Report for September, 2011

SERVICE PROVIDED	SEPTEMBER 2011	SEPTEMBER 2010	FYTD 2012	FYTD 2011
<i>Passports</i>	168	96	874	943
Photo Fees	\$370	\$440	\$2,500	\$3,940
Total Passport Fees & Photo Fees	\$3,810	\$2,360	\$22,875	\$23,670
<i>Cook County Vehicle Stickers</i>	2	3	185	209
<i>Fishing/Hunting Licenses</i>	6	3	119	105
Fishing/Hunting Agent Fees	\$4	\$3.50	\$86.75	\$87.25
<i>Handicap Placards</i>	22	30	163	169
<i>Voter Registration</i>	4	84	12	297
<i>FOIA Request</i>	5	2	16	5
<i>Telephone Inquiries</i>	337	-	1,461	-

## Department Highlights

- Records Management: A presentation regarding Local Records Act and Disposal of Records was presented by Steve Colaizzi, representative from the Local Records Unit Illinois State Archives, on September 14. 12 staff attended the very informative session and luncheon.
- Bid Opening Update: HTRD bid opening was held on September 12; there were six bidders with Schroeder Asphalt offering the lowest base bid. The Astor Avenue project bid opening was held on September 14; of the five bidders, LJ Morse had the lowest base bid. The Senior Basement Build-out project bid opening was held on September 30; of the ten bidders, F.B.G. Corporation had the lowest base bid.
- FOIA Requests: Our office received a FOIA request regarding the Coast2Coast Program on September 14, and have received several requests regarding the Astor Avenue and Senior Basement Build-out projects bid awards.
- Event Participation: Clerk Dolan Baumer attended Boy Scout Venture Pack Pancake Breakfast on September 17. Deputy Clerk Crespo participated at the Just For the Health of It Expo on behalf of the Clerk's office.
- Clerk's Events: Passport Day in the USA: Passport Day in the USA was held on September 17; 20 people were served, and total fee revenue was \$345 for the three hours.
- Community Outreach: Deputy Clerk Crespo conducted voter registration at the Victory Center on September 28.

### Office of the Clerk Mission Statement:

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

# OFFICE OF COMMUNITY HEALTH

Report for September, 2011

SERVICE PROVIDED	SEPTEMBER 2011	SEPTEMBER 2010	FYTD 2012	FYTD 2011
<i>Appointments</i>				
ProTimes	27		146	263
TB skin test	13		66	248
Cholesterol	48		88	133
Pharmaceutical Assistance Programs	15		105	N/C
Miscellaneous labs	6		61	N/C
Other	104		387	734
Total (unduplicated)	213		857	1425
<i>Clinic Clients</i>				
Victory Centre of Bartlett	N/A		86	171
Glendale Terrace	N/A		94	125
Elgin Recreation Center	-		-	38
Clare Oaks	3		29	76
Astor Avenue	19		79	198
Total (unduplicated)	22		207	608
<i>Public Education &amp; Health Promotion</i>				
Media coverage	4		27	N/C
Informational seminars	3		23	N/C
<i>Primary Care Provider Support</i>	77		203	N/C
<i>Phone Triage</i>	1047		4510	N/C
<i>Embracelet Program</i>	48		92	N/C

## Department Highlights:

- Held an Embracelet event at Victory Centre
- Gave educational seminars to parents at Elgin High School for the Parent University program “Health Issues that affect Student Achievement.”
- 4<sup>th</sup> Annual Just For The Health Of It Expo had an estimated 850-1250 in attendance and after expenses, just under \$3000 raised for the Community Crisis fund!
- Kicked off our Township wide “Active For Life” program
- Hosted Walgreens flu clinic/CVS clinic scheduled 10/19/11
- Administered 38 employee flu shots
- Received 50 free flu vaccines from CCDPH for indigent clients
- Prostate screening clinic – October 25<sup>th</sup> by appointment
- Colonoscopy initiative for 20 FREE screenings - November 12<sup>th</sup>

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

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



# DEPARTMENT OF EMERGENCY SERVICES

Report for September, 2011

SERVICE PROVIDED	SEPTEMBER 2011	SEPTEMBER 2010	FYTD 2012	FYTD 2011
<i>Volunteers</i>				
Total volunteers	33		33	
New volunteers	7		15	
Volunteer hours	156.25		1,266.75	
<i>Training</i>				
Total hours	228.5		819.5	
<i>Details</i>				
Township events	2		21.5	
Municipal Event Assistance	3		87	
Emergency call outs	7		39.5	
Miscellaneous	2		8.25	

## Department Highlights

- Attended the Illinois Emergency Management Conference with Supervisor McGuire, Trustee Burke and Chief's Aide Brandes.
- 7 new volunteers joined the unit in September.
- I met with Jim Kempinski of the Suburban Law Enforcement Academy to finalize police assistance training for early 2012. I also set up a further meeting with the fire services at the new Homeland Security Training Center at the College of DuPage. I will now go about establishing fire assistance training for our staff.
- I met with Jimmy Lee, ILEAS rep which is police mutual aid. We have been added to their web page, but much more needs to be done. I have to work with the Director to list out services and make sure that area police and fire agencies are aware of our available services.
- I meet with Larry Mulcrone of REM Management to finalize the next year of their training for our volunteers.
- 7 volunteers completed a 2 day search and rescue training seminar.

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# DEPARTMENT OF FACILITIES & MAINTENANCE

Report for September, 2011

SERVICE PROVIDED	SEPTEMBER 2011	SEPTEMBER 2010	FYTD 2011	FYTD 2010
<i>Administration</i>				
Vehicle service calls	12		151	
Work orders	47		461	
Event set-ups/tear downs	120		1053	
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	3,061		27,670	
Town Hall	12,360		99,060	
Senior Center	49,756		310,459	
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	78.78		2958.60	
Town Hall	34.34		5072.76	
Senior Center	2017.13		17125.91	

## Department Highlights:

- 1) Continued to work on Mental Health facility and anticipate an October 28<sup>th</sup> completion.
- 2) Held a pre-construction meeting at the Astor Ave. building.
- 3) Successful bid opening for the Senior Center lower level build out.

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# HIGHWAY DEPARTMENT

Report for September, 2011

SERVICE PROVIDED	SEPTEMBER 2011	SEPTEMBER 2010	FYTD 2011	FYTD 2010
<i>Summer Season</i>				
Finished Tree Trimming in 6 Subdivisions				
Continue grass cutting, finishing up for season				
<i>Fall Season</i>				
Branch pick-up (truckloads)	6		67	
Getting Fleet ready for Winter				

## Department Highlights

- Finished Tree Trimming in 6 Subdivisions
- Started 2011 Road Resurfacing Project
- Completed Drainage work on Sayre

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# OFFICE OF THE MENTAL HEALTH BOARD

Report for September, 2011

SERVICE PROVIDED	SEPTEMBER 2011	SEPTEMBER 2010	FYTD 2012	FYTD 2011
<i>Grant Funding</i>				
Ongoing clients	311	NC	2400	NC
New clients	63	NC	2411	NC
Clients served (Unduplicated)	374	NC	4811	NC
<i>TIDE</i>				
Participants	9	NC	12	NC
Rides	126	NC	706	NC
<i>Resource Center</i>				
Organizations providing services	7	NC	7	NC
Clients served	14	NC	413	NC

## Department Highlights

- The Mental Health Board met September 19. They voted to award Larkin Center with a \$3250 capital grant request for new windows for one of their buildings located within the Township. They awarded Ecker Center a \$10,000 capital grant to update their current server system in order to keep their electronic medical records. They also awarded Epilepsy Foundation of Greater Chicago with a \$750 staff development grant.
- On September 24<sup>th</sup>, the MHB received the Julie McCormick Award at their annual fundraiser in for the Townships continued support in substance abuse prevention and intervention programming in our community.
- The FY13 grants were due September 23 and the annual grant hearings will occur at the MHB next meeting October 25.
- The MHB will use their November meeting to hold a workshop to set priorities for the FY13 funding period.
- Met with Ecker Center and Office of Community Health to continue discussions on possible program options regarding hoarding and mental health.
- Continued auditing process
- Renovations on the Resource Center continued through September. The projected end date is now November 1<sup>st</sup>. As we move to the last phase, we will be able to complete our DCEO grant and should see a return in funding for environmentally friendly upgrades done as part of the renovations.

### *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 September, 2011

SERVICE PROVIDED	SEPTEMBER 2011	SEPTEMBER 2010	FYTD 2012	FYTD 2011
<i>Programming Division</i>				
Planned programs	114	113	692	618
Participants	1409	1782	9165	9376
Wait listed (unduplicated)	86	160	575	583
Art & Computer classes	48	55	296	309
Art & Computer class participants	365	532	2700	2864
New volunteers	31	5	41	27
Total volunteers	143	102	768	651
Volunteer hours reported	1598	1118	9669	6686
Meals delivered by volunteers	1203	1260	6672	7342
<i>Social Services Division</i>				
Clients served (unduplicated)	248	173	1169	676
Energy Assistance	117	102	170	262
Prescription drugs & health insurance assistance	243	171	1326	1212
Public Aid	21	16	121	110
Social Service programs	12	9	59	64
Social Service program participants	132	101	750	726
Lending Closet transactions	38	66	305	400
<i>Transportation Division</i>				
One way rides given	1435	1456	9435	8645
Individuals served (unduplicated)	216	227	1237	1323
New riders	26	18	89	120
Unmet requests for rides	15	50	82	325

## Department Highlights

- Transportation Mgr. & Dispatcher attended the IPTA (IL. Public Transit Assn.) Conference.
- 92 Transportation Surveys were received. 86% arrive at their destinations on time, courteous and respectful employees ranked 99%, 75% were able to get a ride when needed.
- Trips: Cook County Commissioner Timothy O. Schneider took 34 seniors on a tram tour of the Botanic Gardens; also, Lake Geneva Mail Boat Tour and Lunch Bunch to Ricardo's Restaurant.
- Programs at the center: Iran travelogue, Fall Fashion Show, Cooking Class and Supper Club.
- Visual Arts made a trek out to the Brookfield Zoo; wool crafts farm "Esther's Place" as well as printmaking, pinch pots and acrylic media classes.
- Computer classes: Recipe Organization, Word, Picassa, Internet Searches, Navigating Windows
- Volunteer positions in the kitchen staff were created, recruited for and trained in preparation for Catholic Charities meal providers.
- Funding for the LIHEAP Program became available September 1<sup>st</sup> for seniors (60+) and disabled individuals. Social Services Caseworkers were trained on the new CEDA STARS system.
- Social Services Caseworkers spent a total of 7,840 minutes in client appointments.
- Social Services established a partnership with Gail Borden Library in Elgin to conduct outreach 3 times a year. 30 seniors learned about services in Cook County and staff also assisted individuals. An RTA representative conducted a presentation on the Senior Ride Free Program.
- Social Services staff has enrolled in the Multi-Disciplinary Certificate Program in Geriatrics for Non-Physicians, a six week training on a wide range of older adult and caregiver issues.

### *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.*

# OFFICE OF VETERANS AFFAIRS

Report for September, 2011

SERVICE PROVIDED	SEPTEMBER 2011	SEPTEMBER 2010	FYTD 2012	FYTD 2011
Application Submitted	3			
Referrals received	7			
Total Veterans served	10			

## Department Highlights

- Continue to work with VFW posts in Bartlett and Streamwood.
- Worked with Bartlett Veterans Foundation Committee on fundraising. They had had some success with fundraising, and the construction of the memorial should start soon.
- Attended a meeting with Social Services Manager Jennifer Busche and a representative from a company specializing in Veterans retirement facilities.
- Participated in “Bartlett Heritage Days” Parade on 9/10. Honored as one of the Parade Marshalls.
- Worked with Bartlett Volunteer Fire Department on Annual Street Dance.
- Currently working with our Welfare Department on a major prize for a fundraiser on April 12, 2011, benefiting our welfare efforts.
- Kept in touch with VFW Posts in Streamwood and Bartlett. Maintained cooperative atmosphere with both organizations.
- Tried to maintain favorable attitude with all segments of the public as it pertains to the Township.

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# DEPARTMENT OF WELFARE SERVICES



Report for September, 2011

SERVICE PROVIDED	SEPTEMBER 2011	SEPTEMBER 2010	FYTD 2011	FYTD 2010
<i>General Assistance</i>				
General Assistance clients	16		84	
General Assistance appointments	43		250	
Emergency Assistance appointments	20		78	
Emergency Assistance approved	16		44	
<i>LIHEAP Applications</i>				
Office	77		200	
Circuit Breaker			8	
<i>Social Services</i>				
ComEd hardships	Closed		46	
Weatherization	3		25	
<i>Food Pantry</i>				
Served	850		4479	
New applications	116		541	
Food Donations	57		352	
<i>Community Center Walk-Ins</i>	395		2409	

Additional Applications Include: • 3 Pending GA Applicants; 3 Denied GA Applicants; 2 Approved GA Applicants; Approved 16 EA Applicants; 14 Denied EA Applicants; 10 Pending Applications; 453 Crisis Intake Clients; 8 Other Appointments.

**Department Highlights:**

- The number of calls has increased dramatically – there were 453 Intake Calls in the month of September. These calls pertained to all services including LIHEAP, General Assistance, Emergency Assistance, Food Pantry and other programs.
- After School Snack Program provided by the Northern Illinois Food Bank was served to 225 children and 126 other snacks were served to resident children.
- Northwest Casa presented to staff at Astor Avenue on services they provide.
- 165 families attended the Mobile Pantry sponsored by the Streamwood Kiwanis.
- Special thanks to Trish Simon for connecting us to Season’s Produce who has been providing fresh fruits, vegetables and breads to the pantry during the month of September and will continue through October. Fiat Missionaries and Immanuel United Church of Christ have been providing fresh produce all summer to the food pantry as well allowing fresh healthy choices to patrons.
- Holiday Programming is underway. Letters have been sent requesting sponsors for the Sponsor A Family and Toy Drive programs. Toy Boxes are being delivered to local business for collection. Applications are being accepted for families needing help.
- St. John’s Parish Knights of Columbus have agreed to help again this year with toys for needy families.
- Immanuel United Church of Christ in Streamwood has offered use of their basement and community room to use during the holiday season to store and sort holiday gifts.
- We are currently planning the 2011 Auxiliary Staff Dinner on November 16<sup>th</sup> and Veteran Honor Roll Dinners on November 9<sup>th</sup>.
- Thank you for support of Oktoberfest. The food pantry needs your support more than ever. We look forward to seeing everyone Friday, October 21<sup>st</sup> at the Bartlett Fire Barn.
- Special Thanks to Tracey Colagrossi of Senior Services for her help in planning Oktoberfest.

*Welfare Services Mission Statement:*

*HanoverTownship Welfare Services is committed to improving the welfare of HanoverTownship 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 September, 2011

SERVICE PROVIDED	SEPTEMBER 2011	SEPTEMBER 2010	FYTD 2012	FYTD 2011
<i>Outreach &amp; Prevention</i>				
Open Gym participants	227	25	3954	4664
Open Gym participants (unduplicated)	162	10	914	927
Alternative to Suspension referrals	130	0	163	0
Alternative to Courts referrals				
<i>Clinical</i>				
Therapy clients (total attended)	217	298	1269	1670
Therapy clients (new clients)	17	17	217	209
Total families	61	61	321	329
New families	4	4	35	27
Clinical hours	203	210	1209	1175
Group session participants	179	12	809	35
<i>Tutoring Participants</i>				
Total	0	0	169	138
Unduplicated	0	0	88	17

## Department Highlights

- Youth and Family Services won the Association of Illinois Township Committees on Youth 2011 Youth Organization Award, which will be presented in November at the Township Officials of Illinois Annual Conference.
- Alternative to Suspension groups have started at Streamwood High School, Canton and Tefft Middle Schools. Evaluation of recruitment strategies for next year's programming is occurring.
- Tutoring Services will start on Tuesday, October 18, 2011 at the Streamwood High School Sabre Center.
- Youth and Family Services is awaiting notice on the 21<sup>st</sup> Century Community Learning Center Grant. Recruitment is still occurring for the teaching positions.
- A needs and gaps in services survey has begun in the Elgin area of the Township in preparation of a possible satellite office located in Elgin.
- Suspension Reduction screenings have been occurring for Streamwood High School students. This is a component of our Alternative to Suspension Programming, which benefits Streamwood High School by providing them with a comprehensive assessment of the students functioning at home, school, and community as well as recommendations to address the student's disciplinary issues.
- A Spanish Speaking Parenting Group has begun at Laurel Hill Elementary School to address various parenting skills that increase the participant's ability to parent, discipline, and connect to their child's school.
- Yoga and other fitness instruction will be occurring at Open Gym this month.

### *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 10/05/11 to 10/18/11

	<b>General Invoices</b>		<b>Alexian Invoices</b>	<b>Total</b>
Total Town Fund	9,928.96		309.00	10,237.96
Total Senior Center	10,897.00			10,897.00
Total Welfare Services	2,188.50		131.00	2,319.50
Total Road and Bridge	2,061.27			2,061.27
Total Mental Health Board	48,958.89			48,958.89
Total Retirement	0.00			0.00
Total Vehicle	0.00			0.00
Total Capital	0.00			0.00
<b>All Funds - SUBTOTAL</b>		<b>74,034.62</b>		
			<b>TOTAL ALL FUNDS</b>	
			<b>440.00</b>	<b>74,474.62</b>

The above "**General Invoices**" column has been approved for payment this 18th day of October 2011.

The above "**Alexian Invoices**" column has been approved for payment this 18th day of October 2011.

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**Supervisor**

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**Town Clerk**

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**Trustee**

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**Trustee**

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**Town Clerk**

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**Trustee**

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**Trustee**



250 S. Route 59  
Bartlett, Illinois 60103-1648  
Phone: (630) 837-0301 Fax: (630) 837-9064

## **2012 Board of Trustees Meeting Dates revised**

Pursuant to 5 ILCS 120/2.0 and 2.03, the Hanover Township Board of Trustees meet on the first and third Tuesday, except as noted, of each month at 7:00 p.m.  
The Board Meetings will generally be held at 240 S. Route 59, Bartlett, Illinois.

Thursday, January 5 & Tuesday, January 17

Thursday, February 2 & Tuesday, February 14

Thursday, March 1 & Tuesday, March 13

Tuesday, April 3

Friday, April 6 – Supervisor’s Annual Report

Tuesday, April 10 – Annual Town Meeting 7:30 PM (60 ILCS 1/30-5)

Tuesday, April 17

Tuesday, May 1 & Tuesday, May 15

Tuesday, June 5 & Tuesday, June 19

Tuesday, July 3 & Tuesday, July 17

Tuesday, August 7 & Tuesday, August 21

Tuesday, September 4 & Tuesday, September 18

Tuesday, October 2 & Tuesday, October 16

Tuesday, November 6 & Tuesday, November 20

Tuesday, December 4 & December 18

Brian P. McGuire, Supervisor  
Katy Dolan Baumer, Clerk  
Thomas C. Smogolski, Assessor  
P. Craig Ochoa, Highway Commissioner  
Frank Liquori, Collector

Sandra Westlund-Deenihan, Trustee  
Howard Krick, Trustee  
William T. Burke, Trustee  
Mary Alice Benoit, Trustee  
James C. Barr, Administrator