



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board
December 16, 2014
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. Veteran’s Honor Roll – Corporal Herbert Mueller
 - B. Recognition of Tempo V - John DeBello
 - C. Recognition of Andrea Gaitan Bustos
- 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 November 18, 2014
 - B. Workshop Meeting Minutes of November 18, 2014
 - C. Executive Session Minutes of November 18, 2014
 - D. Hanover Township Tax Levy Ordinance for the fiscal year beginning April 1, 2014 and ending March 31, 2015
 - E. Hanover Township Road District Tax Levy Ordinance for the fiscal year beginning April 1, 2014 and ending March 31, 2015
 - F. Resolution Approving the 2015 PACE TRIP Transit and Service Agreement
 - G. Resolution Approving of Agreement with Unified Dispatch LLC
 - H. Approval of Hanover Township Communications Plan
 - I. Approval of Revised 2015 Holiday Closure Dates
- 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.

9/30/14

yes
TWP

yes

12-2-14
OKSS



VETERANS HONOR ROLL
WE ARE PROUD TO HONOR THOSE WHO
HAVE SERVED US SO VALIANTLY

NAME: Herbert Richard Mueller

ADDRESS: 1862 Burton Drive

CITY/ZIP CODE: Bartlett, IL 60103

PHONE #: 630-497-9755

DATE OF BIRTH: 10/8/1926

BRANCH OF SERVICE: ARMY

HIGHEST RANK ATTAINED: Corporal

YEARS OF SERVICE: FROM 1945 TO 6/4/1949

MEDALS AWARDED OR OTHER CITATIONS:
Asiatic Pacific, ARMY OF OCCUPATION (Korea)
World War II Medal, Good Conduct

INJURIES: _____

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

Brian P. McGuire

Supervisor

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for November 2014

SERVICE PROVIDED	NOVEMBER 2014	NOVEMBER 2013	FYTD 2015	FYTD 2014
<i>Passports</i>	183	136	1,508	1,343
Photo fees	\$655	\$535	\$5,221	\$4,190
Fee deposits	\$4,670	\$3,905	\$34,485	\$33,777
<i>Fishing/Hunting licenses</i>	1	5	81	100
<i>Handicap Placards</i>	10	20	131	111
<i>Cook County vehicle stickers</i>	2	3	399	242
<i>Human Resources Requests</i>	205	164	1,129	1,232
<i>New Employee Orientations</i>	1	0	14	11
<i>Technology work orders</i>	28	14	207	178
<i>Resident Contacts</i>	1,310	1,493	11,937	14,579
<i>Percent of Budget Expended</i> (67% of year)	14.7%	5.3%	62.6%	52.3%
<i>Grant application submissions</i>	0	0	3	8

Department Highlights

- The Township received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada for the fiscal year beginning April 1, 2014.
- The annual employee appreciation lunch is scheduled for Tuesday, January 13 at noon at Moretti's in Bartlett. All officials are invited to attend.
- Administrator Barr attended the TOI conference in Springfield November 10-12. During the conference, attended the Illinois Association of Township Administrators (IATA) meeting.
- Management Analyst Kaufholz attend the Metropolitan Township Association training seminar "Creating a Positive Work Environment" on November 6th.
- Management Analyst Kaufholz and Administrative Assistant Imperato completed in person training and recertification for Passport Acceptance Agents by the Chicago Passport Agency.
- Administrative Services hosted a lunch and learn on November 12 with a representative from the Illinois Municipal Retirement Fund to review benefits.
- Coordinated meeting with Visual GA representatives to review client management software to increase efficiency and effectiveness of service delivery for departments and tracking department metrics.
- Initiated liability insurance renewal with Illinois Counties Risk Management Trust (ICRMT) for a December 1 renewal date.

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OFFICE OF THE ASSESSOR

Report for November 2014

SERVICE PROVIDED	NOVEMBER 2014	NOVEMBER 2013	FYTD 2015	FYTD 2014
<i>Administration</i>				
Office visits	184	146	2128	2512
Building permits processed	461	487	3553	3394
Sales recording	89	112	807	1105
Change of Name*	8	3	84	93
Property tax appeals	104	0	558	974
Certificate of Errors	28	3	347	311
Property location updates	1	1	4	11
New owner mailings	127	111	604	655
Long time occupants*	0	0	0	7
<i>Exemptions</i>				
Homeowner exemptions	0	0	13	15
Senior home owner exemptions	0	0	98	21
Senior freeze exemptions*	1	16	80	71
Miscellaneous exemptions	3	0	61	71
<i>Foreclosures</i>	25	68	256	446

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. November had a total of 6 visitors after 4:30pm.
- We have a total of 1421 e-mails on our contact list. We added 9 e-mails in November.
- Foreclosures November 2014 28%. Foreclosures November 2013 61%.
- Cook County Board of Review appeals opened November 14 and closes December 15.
- Our office called 52 taxpayers to notify them of the appeals dates.
- Patty attended the Metro Township Association training class “Creating a Positive Work Environment”
- Patty attended the TOI conference
- Peggy volunteered to serve meals at the Veteran’s Dinner November 20.

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 COMMUNITY HEALTH

Report for November, 2014

SERVICE PROVIDED	NOVEMBER 2014	NOVEMBER 2013	FYTD 2015	FYTD 2014
<i>Appointments</i>				
ProTimes	17	27	166	195
TB skin test	6	7	63	51
Cholesterol	5	4	96	53
Pharmaceutical Assistance Programs	0	1	13	51
Miscellaneous labs	9	8	64	82
Wellness Screening (BP, diabetes, anemia)	14	NC	146	NC
Other	29	103	318	555
<i>Clinic Clients</i>				
Senior Center/ home visits	80	101	725	818
Astor Avenue	10	12	97	113
Elgin, Izaak Walton Center	4	3	45	50
Offsite clinics	30	18	99	76
Total clients (unduplicated)	42	43	454	461
<i>Public Education & Health Promotion</i>				
Media coverage	4	4	40	41
Informational seminars	10	9	92	93
Program Participants	111	112	1657	1059
<i>Primary Care Provider Support</i>	21	9	81	70
<i>Phone Triage</i>	502	356	3878	3053
<i>Embracelet Program</i>	0	3	15	27

Department Highlights

- Provided home visits for 6 residents in the month of November.
- Director and Senior Center Program Manager co-taught Matter of Balance, an 8 week falls prevention exercise course on November 3, 17, and 24.
- November 5th, Director and Community Health Nurse attended the Northwest Municipality Nurses Meeting.
- November 6th, Director attended the Care for the Underserved Coalition.
- November 13th, Director and Community Health Nurse provided free wellness screenings and resources at the Illinois Welcoming Center.
- November 18th, Director and Community Health Nurse Intern presented on “Gerbusters,” an interactive infection control and hand hygiene activity.
- November 18th, Community Health Nurse provided free memory screenings at the Izaak Walton Center for National Memory Screening Day.
- November 19th, Community Health Nurse taught a Hands Only CPR class to seniors.
- November 21st, Director and Community Health Nurse volunteered with the Kidney Mobile to provide free kidney screenings at Ontarioville Elementary School.

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 November, 2014

SERVICE PROVIDED	NOVEMBER 2014	NOVEMBER 2013	FYTD 2015	FYTD 2014
<i>Website Visits</i>	7,380	6,643	65,534	58,999
<i>Facebook Likes</i>	2	7	720	634
<i>Media Releases</i>	6	4	56	42
<i>Veteran Contacts</i>	32	6	119	43
<i>Total Veterans served</i>	21	4	71	34
<i>Total Resident Contacts (Elgin office)</i>	145	119	1,762	1,291

Department Highlights:

- Sponsored and attended Pillars of Honor event at Streamwood High School on Sunday, November 9.
- Attended Township Officials of Illinois conference in Springfield, Sunday, November 9 thru Tuesday, November 11.
- Attended Bill Tiknis community recognition event on Saturday, November 15 at Bartlett Park.
- Attended New Leaders in Education reception on Tuesday, November 18.
- Presented on CVA department goals and metrics at the Tuesday, November 18 Township Board meeting.
- Submitted draft of FY16 CVA goals to the office of the administrator on Wednesday, November 19.
- Attended IWR and Lenoci Reserve project planning meeting with F&M and Administrator on Thursday, November 20 to receive updates on plans from Hitchcock Design Group.
- Attended Veterans Honor Roll dinner on Thursday, November 20.
- Met with staff with Congressman Roskam's office on Friday, November 21 regarding a reoccurring veterans issue with residents.
- Coordinated and attended Lion Bridge Heritage Marker Dedication on Saturday, November 22.
- Hosted and attended Woodland Meadows East HOA meeting at the IWC on Tuesday, November 25.

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DEPARTMENT OF EMERGENCY SERVICES

Report for November 2014



SERVICE PROVIDED	NOVEMBER 2014	NOVEMBER 2013	FYTD 2015	FYTD 2014
<i>Volunteers</i>				
Total volunteers	33	31	33	31
New volunteers	1	2	14	10
<i>Hours</i>				
Volunteer Detail Hours	307	345.5	3002.5	2663.5
Volunteer Work Hours	63.5	N/A	1254.5	N/A
Volunteer Training Hours	192	178.5	2351	943
<i>Total Volunteer Hours</i>	<i>592.5</i>	<i>524</i>	<i>6608</i>	<i>3606.5</i>
<i>Details</i>				
Emergency Call Outs	8	2	44	36
Safety Patrols	3	3	27	28
Township Sponsored Events	2	1	20	12
Other Community Events	1	0	47	37
Miscellaneous	3	3	12	25
<i>Total Details</i>	<i>17</i>	<i>9</i>	<i>150</i>	<i>138</i>

Department Highlights

- Emergency Call outs:
 - HTES personnel assisted Streamwood Police and Fire with traffic direction and lighting at three separate structure fires.
 - HTES personnel assisted the Streamwood Police Department with traffic control for a death investigation.
 - HTES personnel responded to Palos, Illinois to assist in a search and rescue for a missing 27 year old male.
 - HTES personnel assisted the Streamwood Police Department with traffic control at two separate accidents.
 - HTES personnel were requested to provide a wellness check for an elderly woman with no heat.
- Hanover Township Sponsored Events:
 - HTES personnel assisted with traffic and crowd control at the Township sponsored Pillars of Honor event at Streamwood High School and the Meal Box give-away event.
- Other Community Events:
 - HTES personnel provided a traffic escort for the Streamwood High School Soccer team to Hoffman Estates for their regional Soccer game.
- The HTES station was used for two outside events, the Lions Club Breakfast and the Bartlett Volunteer Fire Association annual Turkey Raffle.

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for November 2014

SERVICE PROVIDED	NOV 2014	NOV 2013	FYTD 2014	FYTD 2013
<i>Administration</i>				
Vehicle service calls	11	22	98	226
Work orders	55	77	482	459
Event set-ups/tear downs	148	144	1380	1193
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	5,318	3,254	29,106	23,672
Town Hall	7,620	7,860	68,040	67,800
Senior Center	29,787	32,986	288,295	289,129
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	243,37	300.59	471.35	895.49
Town Hall	187.20	601.63	1393.63	2951.77
Senior Center	2418.19	2014.17	8229.19	13150.19

Department Highlights

- Izaak Walton- Continue construction of elevator project. Maintenance staff continues working on renovations to the lower level.
- Installed Holiday lights on all the facilities and set up all Holiday trees and lights.
- Complete general preventive maintenance to all flat roofs of buildings.
- Installed snow plows and salt spreaders to trucks. Delivered salt to all buildings and prepared each building with snow removal equipment.
- Continue working with transportation department on ongoing preventive maintenance and repairs. Safety lane test.

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HIGHWAY DEPARTMENT

Report for November, 2013

SERVICE PROVIDED	NOVEMBER 2014	NOVEMBER 2013	FYTD 2014	FYTD 2013
<i>Fall Season</i>				
Branch pick-up (truckloads)	4	6	43	25
Brush pickup complete for 13/14 season				
Started tree removal along with tree trimming in Bridlewood				
<i>Fall Season</i>				
Snow Removal/Salt	102	27	102	1780

Department Highlights

- First plow/salt of season
- Brush pickup complete for 13/14 season
- First salt order complete
- Started tree removal along with tree trimming in Bridlewood
- Trucks/winter equip ready for action
- Looking at acquiring Gromer road subdivision (possible 2015 resurfacing project)

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 November 2014

SERVICE PROVIDED	OCTOBER 2014	OCTOBER 2013	FYTD 2015	FYTD 2014
<i>Grant Funding</i>				
New clients	174	291	3124	2,963
Ongoing Clients	692	551	NC	NC
Closed Cases	67	205	1189	1,020
Prevention Programming Presentations	65	52	213	171
Number in audience	2603	2,149	6400	6,444
<i>TIDE</i>				
Participants	8	7	8	7
Rides	77	118	434	707
<i>Resource Center</i>				
Organizations providing services	5	5	5	5
Clients served	95	52	583	344

Department Highlights

- The Mental Health Board met on November 17, 2014 and addressed the following:
 - The second grant hearing workshops took place. Easter Seals DuPage and Fox Valley, PADS of Elgin, Northwest Compass, Inc., Leyden Family Services and Ecker Center for Mental Health all presented to the board to discuss their requested increases in funding.
 - Association for Individual Development was awarded a \$10,000 capital grant to support the purchase of a community integration van to assist with transportation for clients.
- The Mental Health Board Finance Committee met on December 2, 2014 to review and discuss the FY 16 budget, which will be considered at the MHB meeting on December 9, 2014.
- Reached out to Autism Society regarding status of new training program for parents of children with autism. Manager will meet to discuss this training opportunity and how it can be made available to Hanover Township residents.
- Worked with school district U-46 to enroll a new TIDE rider.
- Submitted a working draft of the Mental Health Resource Guide to Breese Publishing. Manager continues to work with publishers and expects the guide to be distributed to residents after the first of the year.
- Completed site visit to Bartlett Learning Center with board member's Julia Thomas and Kim Baffa as part of the site visit schedule for FY 15.
- Scheduled a meeting with State Rep. Crespo and several MHB funded agencies on December 17, 2014 at 1:00pm for an opportunity to discuss state funding questions and concerns.
- Mailed out letter to all AID bus riders to inform them of the closing procedures of Hanover Township Transportation services.
- Met with new employee at Community Resource Center to tour the building and review building policies and procedures.

Mental Health Board Mission Statement:

The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

DEPARTMENT OF SENIOR SERVICES

Report for November 2014

SERVICE PROVIDED	NOVEMBER 2014	NOVEMBER 2013	FYTD 2015	FYTD 2014
<i>Programming Division</i>				
Planned programs	143	150	1598	1489
Participants	2237	1490	19494	14592
Participants (unduplicated)	616	593	1428	1444
Wait listed (unduplicated)	15	37	413	583
Art & Computer classes	41	8	444	350
Art & Computer class participants	311	247	3216	2698
New volunteers	10	6	74	58
Total volunteers (unduplicated)	136	118	273	248
Volunteer hours reported	1668	1513	15106	12631
Meals Served	806	n/c	7552	n/c
Meals delivered by volunteers	911	789	7218	6761
<i>Social Services Division</i>				
Clients served (unduplicated)	318	267	1001	908
Clients served (duplicated)	441	459	3031	3357
Energy Assistance	56	35	487	512
Prescription drugs & health insurance assistance	235	277	626	765
Social Service programs	11	15	74	92
Social Service program participants	120	135	606	804
Lending Closet transactions	80	89	659	650
<i>Transportation Division</i>				
One way rides given	1491	1404	14806	14148
Individuals served (unduplicated)	216	190	617	628
New riders	25	20	195	161
Unmet requests for rides	22	58	208	317

Department Highlights:

- Stars*N*Stripes Café won the Innovative Senior Program award at the Township Officials of Illinois Conference in Springfield. The Senior Division of TOI, ITASCSC presented the award.
- Hanover Township Senior Director, Program Manager and Social Services Manager presented along with Maine and Ela Senior Directors on “Four Steps to Successful Senior Program”.
- On 11/3, Social Services staff presented an informational session on Medicare Part C/D Open Enrollment which ended on December 7. All participants in Medicare Part C/D are expected to review their prescription plans. There was a 19% increase in unduplicated clients over last year.
- A representative from the Citizens Utility Board provided an in-service training to Senior Services and Welfare Services staff on “Utility Bill First Aid” on November 18.
- The Blue Heron restaurant in Barrington delivered 35 meals to homebound residents on Thanksgiving Day.
- The Stars*N*Stripes Café served 55 traditional Thanksgiving meals day before the holiday.
- Bazaar in Bartlett Craft show and Bake Sale; Breakfast with Santa-Craft Show and Santa Breakfast raised \$1400 for the Adopt-A-Senior program.
- The new 2015 Ford Starcraft bus with room for 14 passengers and up to five wheelchairs arrived.
- Transportation Division Manager was out on sick leave for the month of November.
- The Adopt-A-Senior program kicked off in November expecting to serve over 60 seniors.

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 YOUTH AND FAMILY SERVICES

Report for November, 2014

SERVICE PROVIDED	NOVEMBER 2014	NOVEMBER 2013	FYTD 2015	FYTD 2014
<i>Outreach & Prevention</i>				
Open Gym participants	1115	1145	8281	7170
Open Gym participants (unduplicated)	427	433	1014	915
Alternative to Suspension referrals	4	0	80	105
Alternative to Suspension participants	227	260	1403	1197
Alternative to Suspension participants (unduplicated)	92	106	142	133
<i>Clinical</i>				
Therapy clients	230	169	2251	1969
Therapy clients (unduplicated)	121	95	1009	363
New clients (unduplicated)	14	5	117	80
Clinical hours	209	218	2063	2058
Group session participants	169	248	4614	3353
<i>Tutoring Participants</i>				
Total	213	261	1020	987
Unduplicated	107	103	194	192

Department Highlights:

- Our Clinical Interventionist provided substance abuse prevention group work to 493 participants; presentations to 455 participants.
- John Parquette, LCSW has been asked to serve on the School District U-46, City of Elgin, Elgin Community College, and School District 301's Alignment Collaborative for Education Governance Board.
- Tina Houdek, LCPC, has accepted the Clinical Manager position and will start on December 31, 2014.
- John Parquette, LCSW, has been asked to serve on Loyola University's School of Social Work's Inter-professional Practice with At-Risk Youth Advisory Board.
- John Parquette, LCSW and Sara Concepcion attended a workshop on creating a positive work environment on November 6, 2014 at Northern Illinois University, Hoffman Estates.
- John Parquette, LCSW has been asked to participate in School District U-46's Strategic Planning.
- John Parquette, LCSW, and Michael Cohen, attended the Township Officials of Illinois Annual Education Conference in Springfield, IL, on November 9-11th.
- John Parquette, LCSW, attended the U-46, City of Elgin, Elgin Community College, and School District 301's Alignment Ambassadors Workgroup Meeting on November 13, 2014.
- Youth and Family Services hosted its Annual New Leaders in Education Reception on November 18, 2014.
- Recruitment and interviewing is being conducted to secure interns for next year.

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.

DEPARTMENT OF WELFARE SERVICES

Report for November, 2014

SERVICE PROVIDED	NOVEMBER 2014	NOVEMBER 2013	FYTD 2015	FYTD 2014
<i>General Assistance</i>				
General Assistance clients	24	20	170	164
General Assistance appointments	50	47	339	420
Emergency Assistance appointments	21	40	212	244
Emergency Assistance approved	3	2	43	64
Crisis intake clients	143	381	1357	2001
Access to Care	1	2	22	55
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	105	214	557	697
Circuit Breaker	0	2	7	17
<i>Social Services</i>				
ComEd Hardships	1	5	34	62
Weatherization	1	Closed	14	Waitlist
<i>Food Pantry</i>				
Served (Households)	1261	1255	6481	7287
New applications	76	121	430	797
Food Donations	95	110	426	521
<i>Community Center Walk-Ins</i>	381	503	1905	2931

Department Highlights:

- Peggy Saul, Case Manager has resumed the Community Resource Groups. In November topic was Coping with Holiday Stress with 6 general assistance recipients in attendance.
- Sponsor A Family application period ended. Toy Drive only application continue to be accepted through December 19, 2014. Currently applications have been received for 1521 children showing a slight increase from 2013.
- Annual Auxiliary Staff appreciation was held at with Senior Center. Mirva Diaz was named Volunteer of the Year for 2014.
- Veteran Honor Roll dinner was hosted at the Senior Center with 190 Veterans in attendance.
- Thanksgiving Meal Box giveaway was hosted at the William Tiknis Campus, 548 meal boxes were distributed to families facing financial hardship.
- Greater Elgin Family Care Center continue to provide support staff at Astor Avenue on Monday, Wednesday and Fridays to assist residents including Spanish speaking with Affordable Care Act applications.
- CEDA programming at Astor will begin in January. A CEDA employee will be on site 2 days monthly to start to process emergency applications for residents and increase to weekly as the program develops.
- Supervisor Community Service Award nomination applications are being accepted through February 13, 2015.
- Tuesday, December 16th at 5:30pm at the Senior Center is the Toy Sort.
- South Elgin Transition Students will deliver holiday gifts and sign holiday songs at the Community Center beginning at 10am.
- Wednesday, December 17th at 9:30am the Senior Wrap will be held at the Senior Center.
- Thursday, December 18th from 3:00pm – 4:30pm is the Community Center Holiday Party with Santa.
- Friday, December 19th beginning at 6:00pm at the Senior Center, Sponsor A Family pick up.
- Saturday, December 20th beginning at 9:00am at the Senior Center is the Toy Drive.
- Monday, December 22nd beginning at 10:00am at St. John's Catholic Church in Streamwood is the Meal Box Giveaway.
- Welfare Services will open on Christmas Eve to continue to serve our residents in need. Lori Orozco and Mary Jo Imperato along with volunteers will be on site.

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.

Hanover Township
 Board Audit Report
 From 11/19/14 to 12/16/14

	Subtotal	Alexian Invoices	Total
Total Town Fund	95,261.68	525.44	95,787.12
Total Senior Center	67,558.96	836.00	68,394.96
Total Welfare Services	17,021.43		17,021.43
Total Road and Bridge	89,602.40		89,602.40
Total Mental Health Board	8,580.65		8,580.65
Total Retirement	0.00		
Total Vehicle	9,884.00		9,884.00
Total Capital	20,730.24		20,730.24
Total All Funds	<u>308,639.36</u>	<u>1,361.44</u>	<u>310,000.80</u>

The above "Subtotal" column has been approved for payment this 16th day of December 2014.

The above "Total" column has been approved for payment this 16th day of December 2014.

 Supervisor

 Town Clerk

 Supervisor

 Town Clerk

 Trustee

3:46 PM

12/12/14

Accrual Basis

Hanover Township
Board Audit Report
 November 19 through December 16, 2014

Type	Date	Num	Name	Memo	Amount
10A - Town Assets					
1001650 - Prepaid Insurance					
Check	11/19/2014	107700	Illinois Counties Risk Management Trust	Property/Casualty & Workers Compensation Program FY16 (Balance Due)	8,550.51
Total 1001650 - Prepaid Insurance					8,550.51
Total 10A - Town Assets					8,550.51
10L - Town Liabilities					
1012200 - Vehicle Stickers					
Check	12/05/2014	107856	Cook County Collector	Vehicle Stickers	520.00
Total 1012200 - Vehicle Stickers					520.00
Total 10L - Town Liabilities					520.00
1013 - Town Fund - Revenue					
1013430 - YFS - Therapy Charges					
Check	12/05/2014	107878	Concepcion, Sara	Petty Cash - Refund	2.00
Total 1013430 - YFS - Therapy Charges					2.00
Total 1013 - Town Fund - Revenue					2.00
1103 - Senior Center - Revenue					
1103500 - Senior Programs					
Check	11/24/2014	107720	Joyce Chesters	Four Winds Casino Refund	36.00
Check	11/24/2014	107732	Richard Howell	Camelot Refund (2)	98.00
Check	11/24/2014	107739	Beth Marshall	Four Winds Casino Refund	36.00
Check	11/24/2014	107747	Joyce Stark	Pleasant Home Tour Refund	27.00
Check	11/24/2014	107749	Melvin & Ann Senne	Camelot Refund (2)	98.00
Check	11/24/2014	107757	Peter & Margaret Umlor	Four Winds Casino	72.00
Check	12/05/2014	107889	Nanette Bleiss	Camelot Refund	49.00
Check	12/05/2014	107914	Beth Marshall	Holiday Party Refund	28.00
Check	12/05/2014	107915	Susan McMillan	Camelot Refund	49.00
Check	12/09/2014	107937	William Riccio	Camelot Refund	98.00
Check	12/09/2014	107943	Lorraine Smiles	King & I Refund	65.00
Check	12/09/2014	107967	Beverly Jackson	Holiday Party Refund	28.00
Total 1103500 - Senior Programs					684.00
Total 1103 - Senior Center - Revenue					684.00
3033 - Road & Bridge - Revenue					
3033100 - Replacement Tax					
Check	11/19/2014	107695	Village of Bartlett (Repl Taxes)	Replacement Tax Allocation - Apr 14 - Oct 14	2,100.21
Check	11/19/2014	107696	Village of Streamwood (Repl Tax)	Replacement Tax Allocation - Apr 14 thru Oct 14	2,348.85
Check	11/19/2014	107697	Village of Hanover Park (Repl Tax)	Replacement Tax Allocation - Apr 14 thru Oct 14	1,553.22
Check	11/19/2014	107698	Village of Hoffman Estates (Repl Taxes)	Replacement Tax Allocation - Apr 14 thru Oct 14	301.28
Check	11/19/2014	107699	City of Elgin (Repl Taxes)	Replacement Tax Allocation - Apr 14 thru Oct 14	5,241.76
Total 3033100 - Replacement Tax					11,545.32

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Hanover Township Board Audit Report

November 19 through December 16, 2014

Type	Date	Num	Name	Memo	Amount
Total 3033 · Road & Bridge - Revenue					11,545.32
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014410 · Equipment Purchases					
Check	12/09/2014	107952	Wells Fargo Financial Leasing 002	Acct# 603-0113861-002 Copy Machine Lease	328.00
Total 1014410 · Equipment Purchases					328.00
1014430 · Computer Equipment & Software					
Check	11/24/2014	107728	Current Technologies Corporation	Inv# 712326 Network Labor	3,515.00
Check	11/24/2014	107759	Weblinx, Inc.	Inv# 20337 Website Updates	23.75
Check	12/05/2014	107894	Current Technologies Corporation	Inv# 5166 Dell Extended Warranty - Server	3,061.98
Check	12/12/2014	108112	Current Technologies Corporation	Inv# 5194 Dell Pro Support - Renewal	499.36
Check	12/12/2014	108112	Current Technologies Corporation	Inv# 712413 Network Labor	855.00
Check	12/12/2014	108126	Quark Software, Inc	Order# 22230533 Mac Software	382.00
Total 1014430 · Computer Equipment & Software					8,337.09
Total 101CAP · Capital Expenditures					8,665.09
101CHN · Community Health					
1014451 · Postage					
Check	11/24/2014	107743	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	27.00
Total 1014451 · Postage					27.00
1014452 · Office Supplies					
Check	12/12/2014	108133	Staples	Inv# 3248262653 Post Its/Copy Paper	91.06
Check	12/12/2014	108133	Staples	Inv# 3248262654 Folders	20.02
Total 1014452 · Office Supplies					111.08
1014453 · Printing					
Check	12/05/2014	107908	Interact Business Products, LLC	Inv# 102457 Copy Charges	39.12
Total 1014453 · Printing					39.12
1014459 · Professional Services					
Check	11/24/2014	107713	Alexian Brothers Health System	Patient# G.9319 Lab Work	41.69
Check	12/09/2014	107959	Alexian Brothers Health System	Patient# G.9319 Lab Work	28.75
Total 1014459 · Professional Services					70.44
1014461 · Miscellaneous					
Check	11/24/2014	107717	Breese Journal & Publishing Company	Inv# 89941 5K Graphic Design Fee	118.75
Check	12/05/2014	107892	Cintas #22	Inv# 22811445 Township Fleece (3)	206.19
Total 1014461 · Miscellaneous					324.94
1014465 · Medical Supplies					
Check	11/24/2014	107742	PSS World Medical, Inc.	Inv# 1495278 Gloves/Coagusense Test Strip Kit/IV Set	345.96
Check	11/24/2014	107742	PSS World Medical, Inc.	Inv# 1389727 Screening Supplies	96.43
Check	11/24/2014	107742	PSS World Medical, Inc.	Inv# 1217441 Screening Supplies	104.25
Check	12/12/2014	108125	PSS World Medical, Inc.	Inv# 1671282 Screening Supplies	240.11

Hanover Township
Board Audit Report
November 19 through December 16, 2014

Type	Date	Num	Name	Memo	Amount
Check	12/12/2014	108125	PSS World Medical, Inc.	Inv# 1755119 Screening Supplies	87.01
Total 1014465 · Medical Supplies					873.76
1014466 · Communications					
Check	12/12/2014	108129	Sprint	Acct# 897162515 Monthly Charges	57.09
Total 1014466 · Communications					57.09
1014491 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	1,178.56
Total 1014491 · Health Insurance					1,178.56
1014492 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	112.23
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	11.85
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.98
Total 1014492 · Dental, Vision & Life Insurance					138.06
Total 101CHN · Community Health					2,820.05
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014611 · Education & Training					
Check	12/12/2014	108108	Bartlett Chamber of Commerce	Inv# 2044 Holiday Luncheon (1)	20.00
Total 1014611 · Education & Training					20.00
1014614 · Printing					
Check	12/05/2014	107910	Kwik Print	Inv# 53804 Business Cards - Raby	38.60
Total 1014614 · Printing					38.60
1014617 · Equipment					
Check	11/24/2014	107758	Wells Fargo Financial Leasing	Acct# 603-0090075-002 Copier Machine Rental	125.00
Check	12/05/2014	107892	Cintas #22	Inv# 22811445 Township Fleece	68.76
Total 1014617 · Equipment					193.76
1014619 · Office Supplies					
Check	12/12/2014	108133	Staples	Inv# 3249355667 Post Its/Pens/Folders/Ink	68.43
Total 1014619 · Office Supplies					68.43
1014620 · Satellite Office Programs					
Check	12/05/2014	107869	Raby, Sarah J	Pillars of Honor Bakery Order	59.45
Total 1014620 · Satellite Office Programs					59.45
1014621 · Satellite Office Utilities					
Check	11/24/2014	107725	Com Ed 010	Acct# 6997418010 Monthly Charges	250.03
Check	11/24/2014	107740	Nicor 78	Acct# 78-11-12-9467 0 Monthly Charges	111.22
Check	12/05/2014	107870	City of Elgin	Acct# 413720-6423 Monthly Charges	10.54
Total 1014621 · Satellite Office Utilities					371.79

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Type	Date	Num	Name	Memo	Amount
1014623 - Satellite Office Phone & Intrnt					
Check	12/05/2014	107895	Comcast (503 Cable)	Acct# 8771 20 032 0798503 Monthly Cable Charges	2.11
Check	12/05/2014	107896	Comcast (IWC Internet)	Acct# 8771 20 032 0786276 Monthly Internet Charges	162.85
Check	12/12/2014	108106	Kuttenberg, Thomas W	Monthly Cell Phone Reimbursement	50.00
Check	12/12/2014	108107	AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	125.32
Total 1014623 - Satellite Office Phone & Intrnt					340.28
1014624 - Travel					
Check	12/05/2014	107876	Monegato, Holly N	Mileage Reimbursement	34.97
Total 1014624 - Travel					34.97
1014628 - Historical Marker Program					
Check	11/24/2014	107730	The Finer Line, Inc	Inv# 50790 Lion Bridge Marker	804.39
Total 1014628 - Historical Marker Program					804.39
1014629 - Dues and Subscriptions					
Check	12/09/2014	107935	Daily Herald	Acct# 681793 Daily Herald Subscription	48.20
Total 1014629 - Dues and Subscriptions					48.20
1014630 - Veteran Honor Roll					
Check	11/24/2014	107715	A1 Trophies & Awards, Inc	Inv# 16282 Veterans Plate	4.00
Total 1014630 - Veteran Honor Roll					4.00
1014691 - Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	1,779.64
Total 1014691 - Health Insurance					1,779.64
1014692 - Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	78.47
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	7.90
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	8.84
Total 1014692 - Dental, Vision & Life Insurance					95.21
Total 101CMA - Community Relations					3,858.72
101VET - Veteran Affairs					
1014703 - Travel Expense					
Check	12/05/2014	107869	Raby, Sarah J	Mileage Reimbursement	24.86
Total 1014703 - Travel Expense					24.86
1014704 - Supplies					
Check	12/12/2014	108133	Staples	Inv# 3249355667 Supplies	6.82
Total 1014704 - Supplies					6.82
Total 101VET - Veteran Affairs					31.68
Total 101CVA - Community & Veteran Affairs					3,890.40

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Type	Date	Num	Name	Memo	Amount
101ES - ES - Expenditures					
1014803 - Uniforms					
Check	11/24/2014	107715	A1 Trophies & Awards, Inc	Inv# 16239 Engraving on Badges	40.00
Check	11/24/2014	107716	Bartlett Sports	Inv# 3659 Department Hats (12)	180.00
Check	12/09/2014	107949	Today's Uniforms Inc	Inv# 47096 Uniform	37.98
Total 1014803 - Uniforms					257.98
1014806 - Office Supplies					
Check	11/24/2014	107742	PSS World Medical, Inc.	Inv# 1151248 Anitseptic Spray	19.20
Check	11/24/2014	107755	The Home Depot	Washers/Padlock/Tape/Clip Bar/Clips	79.53
Total 1014806 - Office Supplies					98.73
1014808 - Education & Training					
Check	11/24/2014	107710	Bill Potas	Survival Training Supplies	128.09
Check	11/24/2014	107748	Signs by Tomorrow	Inv# 20452 Training Conference Banners (2)	239.37
Check	12/12/2014	108125	PSS World Medical, Inc.	Inv# 5827371 Training Supplies	150.43
Check	12/12/2014	108125	PSS World Medical, Inc.	Inv# 1540466 Training Supplies	59.50
Total 1014808 - Education & Training					577.39
1014813 - Vehicle Fuel & Maintenance					
Check	11/24/2014	107754	Village of Hanover Park (Fuel)	Inv# 2014-18 September Fuel	1,007.87
Check	12/09/2014	107927	Oil Masters	Inv# 163142 Oil Change	39.49
Total 1014813 - Vehicle Fuel & Maintenance					1,047.36
1014814 - Communications					
Check	11/24/2014	107727	Comcast (ES)	Acct# 8771 10 083 0226773 Monthly Internet Charges	112.35
Check	12/12/2014	108129	Sprint	Acct# 897162515 Monthly Charges	33.60
Total 1014814 - Communications					145.95
1014892 - Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	37.41
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	3.95
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	4.66
Total 1014892 - Dental, Vision & Life Insurance					46.02
Total 101ES - ES - Expenditures					2,173.43
101ISE - Insurance & Employee Benefits					
1014503 - General Insurance					
Check	11/19/2014	107700	Illinois Counties Risk Management Trust	Property/Casualty & Workers Compensation Program FY15 (Balance Due)	4,275.25
Check	12/12/2014	108128	RLI Surety	Bond# LSM0277404 Liquor License & Permit Bond	50.00
Total 1014503 - General Insurance					4,325.25
1014504 - Dental, Vision & Life Insurance					
Check	12/09/2014	107922	NCPERS	Unit# 5785 Policy Coverage	32.00
Total 1014504 - Dental, Vision & Life Insurance					32.00
1014507 - Flex Plan & 457 Plan					

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Type	Date	Num	Name	Memo	Amount
Check	12/09/2014	107948	TASC	Inv# 414874 Admin Fees	181.26
Total 1014507 · Flex Plan & 457 Plan					181.26
1014513 · Employee Wellness					
Check	11/24/2014	107729	CADR+	Inv# 12806 Consult a Doctor	49.00
Check	12/05/2014	107857	Cohen, Michael J	Wellness Benefit	200.00
Check	12/12/2014	108099	Filkins, Deanna	Employee Wellness	184.00
Check	12/12/2014	108100	Imperato, Mary Jo	Employee Wellness Benefit Reimbursement	85.90
Total 1014513 · Employee Wellness					518.90
Total 101ISE · Insurance & Employee Benefits					5,057.41
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	12/12/2014	108124	Kopon Airdo, LLC	Inv# 190-0002 -15455 Tax Objection Legal Fees	1,380.32
Check	12/12/2014	108124	Kopon Airdo, LLC	Inv# 190-0001-15457 Legal Fees	3,501.67
Check	12/12/2014	108124	Kopon Airdo, LLC	Inv# 190-0003-15458 Legal Fees	8,246.41
Total 1014502 · Legal Services					13,128.40
Total 101LEA · Legal & Auditing					13,128.40
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies - Town					
Check	12/05/2014	107890	Bade Paper Products, Inc	Inv# 195857 Towels/Toilet Tissue/Gloves	340.55
Check	12/12/2014	108110	Bade Paper Products, Inc	Inv# 196011 Towels/Toilet Tissue/Dish Soap	317.54
Total 1014205 · Janitorial Supplies - Town					658.09
1014208 · Housekeeping Contract					
Check	11/24/2014	107746	Perfect Cleaning Service, Inc.	Inv# 39306 Janitorial Service Admin/Senior Center	2,320.00
Check	12/05/2014	107909	JaniKing	Inv# 12140305 Monthly Contract Billing - IWC	395.00
Check	12/12/2014	108131	Scrubco	Inv# 5344 Office Cleaning Astor	800.00
Total 1014208 · Housekeeping Contract					3,515.00
1014209 · Building Contracts					
Check	11/24/2014	107756	Tyco Integrated Security LLC	Inv# 23088830 Quarterly Monitoring - Senior Center	81.00
Check	12/09/2014	107923	Orkin Pest Control (Senior)	Inv# 98563147 Pest Control	68.90
Check	12/09/2014	107924	Orkin Pest Control (Town)	Inv# 98563142 Pest Control	63.60
Check	12/09/2014	107925	Orkin Pest Control (IWC)	Inv# 98563802 Pest Control	55.00
Check	12/09/2014	107926	Orkin Pest Control (Astor)	Inv# 98563151 Pest Control	53.00
Total 1014209 · Building Contracts					321.50
1014210 · Building Maintenance - Town					
Check	11/21/2014	107709	The Home Depot F&M	Patch Cable/Cordmate/LED Bulbs/Carpet Shampoo/Hole Saw/Downspouts	219.93
Check	11/24/2014	107753	The Home Depot F&M	Batteries/Wall Plates/Branch Cutter/LED Flood Light/Striping Spray/Light Bulbs	392.88
Check	12/09/2014	107965	Favela Roofing	Roof Leak Repair	500.00
Total 1014210 · Building Maintenance - Town					1,112.81
1014211 · Building Maintenance - Senior					

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Type	Date	Num	Name	Memo	Amount
Check	11/21/2014	107709	The Home Depot F&M	Carpet Cleaner/Phone Line/Fall Decor/Phone Plate/Spray Paint/Concrete	302.09
Check	11/24/2014	107753	The Home Depot F&M	Ballast/Light Bulbs	243.70
Check	11/24/2014	107755	The Home Depot	Door Stop/Carrying Case/Roof Patch Cement	135.50
Check	12/05/2014	107901	Grainger	Inv# 9596549890 2 Inch Fog Nozzle	138.38
Total 1014211 · Building Maintenance - Senior					819.67
1014212 · Building Maintenance - Astor					
Check	12/09/2014	107965	Favela Roofing	Drain Leak Repairs	600.00
Total 1014212 · Building Maintenance - Astor					600.00
1014213 · Equipment Maintenance - Town					
Check	12/05/2014	107908	Interact Business Products, LLC	Inv# 102471 Copy Charges	68.23
Total 1014213 · Equipment Maintenance - Town					68.23
1014214 · Equipment Maintenance - Senior					
Check	12/05/2014	107897	Climatetemp Service Group, LLC	Inv# S02501 Chilled Water Leak	321.51
Check	12/05/2014	107918	Midwest Electrical Service Center	Inv# 80521 Dishwasher Repair/Maintenance	710.00
Total 1014214 · Equipment Maintenance - Senior					1,031.51
1014219 · Vehicle Fuel - Town					
Check	11/24/2014	107754	Village of Hanover Park (Fuel)	Inv# 2014-18 September Fuel	672.71
Total 1014219 · Vehicle Fuel - Town					672.71
1014221 · Cell Phone/Communications					
Check	12/12/2014	108129	Sprint	Acct# 897162515 Monthly Charges	129.08
Total 1014221 · Cell Phone/Communications					129.08
1014222 · Trash Removal - Town					
Check	12/05/2014	107882	Allied Waste Services	Acct# 3-0551-6013270 Monthly Charges	216.90
Total 1014222 · Trash Removal - Town					216.90
1014223 · Trash Removal - Senior					
Check	12/05/2014	107882	Allied Waste Services	Acct# 3-0551-6000579 Monthly Charges	207.28
Total 1014223 · Trash Removal - Senior					207.28
1014224 · Trash Removal - Astor					
Check	12/05/2014	107882	Allied Waste Services	Acct# 3-0551-6013274 Monthly Charges	158.66
Total 1014224 · Trash Removal - Astor					158.66
1014225 · Grounds/Reserve Maintenance					
Check	11/24/2014	107753	The Home Depot F&M	Season Decor/Flowers/Mulch	135.09
Check	11/24/2014	107755	The Home Depot	Lopper Saw/Emergency Exit Sign Battery/Straw Mulch	297.83
Check	12/09/2014	107936	Quill Corporation	Inv# 8052413 Salt Spreader	96.99
Check	12/09/2014	107945	Sam's Club (Town 0487 6)	Ice Melt	173.60
Total 1014225 · Grounds/Reserve Maintenance					703.51
1014227 · Miscellaneous					
Check	12/09/2014	107945	Sam's Club (Town 0487 6)	Account Charges	10.73

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Type	Date	Num	Name	Memo	Amount
Total 1014227 · Miscellaneous					10.73
1014230 · Trash Removal - Izaac					
Check	12/05/2014	107882	Allied Waste Services	Acct# 3-0551-0097167 Monthly Charges	44.69
Total 1014230 · Trash Removal - Izaac					44.69
1014291 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	3,072.19
Total 1014291 · Health Insurance					3,072.19
1014292 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	267.56
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	19.75
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	23.30
Total 1014292 · Dental, Vision & Life Insurance					310.61
Total 101MAIN · Facilities Maintenance					13,653.17
101PAN · Pantry					
1014161 · Utilities					
Check	12/03/2014	107855	Village of Hanover Park	Acct# 22510-39440 Water/Sewer	15.81
Check	12/09/2014	107974	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges	57.57
Check	12/09/2014	107975	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges	78.94
Total 1014161 · Utilities					152.32
1014191 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	1,779.64
Total 1014191 · Health Insurance					1,779.64
1014192 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	205.33
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	7.90
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.67
Total 1014192 · Dental, Vision & Life Insurance					226.90
Total 101PAN · Pantry					2,158.86
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	12/05/2014	107883	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	58.44
Check	12/05/2014	107884	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	144.37
Check	12/05/2014	107885	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	170.72
Check	12/05/2014	107891	Call One	Acct# 1010-8140-0000 Monthly Charges	2,537.49
Total 1014402 · Telephone - Town					2,911.02
1014403 · Utilities - Town					
Check	11/24/2014	107723	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges - October	784.58
Check	12/09/2014	107929	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	496.34

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Type	Date	Num	Name	Memo	Amount
Check	12/09/2014	107951	Village of Bartlett	Acct# 51470 Water/Sewer	80.51
Check	12/12/2014	108115	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges - November	867.80
Total 1014403 · Utilities - Town					2,229.23
1014405 · Internet Access - Town					
Check	12/05/2014	107893	Comcast (SR)	Acct# 8771 10 083 0128607 Monthly Charges	147.35
Check	12/12/2014	108111	Comcast (Town 207)	Acct# 8771 10 083 0128607 Monthly Charges	16.86
Total 1014405 · Internet Access - Town					164.21
1014416 · Equipment Rental - Town					
Check	12/09/2014	107934	Pitney Bowes Global Financial Services	Acct# 9574435 Quarterly Postage Machine Rental	495.00
Total 1014416 · Equipment Rental - Town					495.00
Total 101THE · Town Hall Expense					5,799.46
101TOE · Town Office Expense					
1014401 · Postage					
Check	12/09/2014	107933	Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage	1,129.05
Total 1014401 · Postage					1,129.05
1014404 · Office Supplies					
Check	12/05/2014	107879	Ace Coffee Bar	Inv# 2940-378814 Coffee/Filters	116.85
Check	12/09/2014	107945	Sam's Club (Town 0487 6)	Cups/Sponges/Creamer	36.11
Check	12/12/2014	108133	Staples	Inv# 3249355619 Inks	47.48
Check	12/12/2014	108133	Staples	Inv# 3249355614 Post Its/Envelopes	91.42
Check	12/12/2014	108133	Staples	Inv# 3248262655 Storage Boxes/Pens/Pocket Folders	183.73
Check	12/12/2014	108133	Staples	Inv# 3248262657 Folders/Pouch	50.59
Total 1014404 · Office Supplies					526.18
1014408 · Salaries					
Check	12/05/2014	107907	Job Giraffe	Inv# 00210014 Part Time Office Temp Help	428.40
Check	12/05/2014	107907	Job Giraffe	Inv# 00210013 Part Time Office Temp Help	114.24
Check	12/12/2014	108123	Job Giraffe	Inv# 00210153 Part Time Office Temp Help	142.80
Total 1014408 · Salaries					685.44
1014414 · Memberships, Subs & Publication					
Check	12/05/2014	107887	Bartlett Chamber of Commerce	Inv# 1883 Annual Member Dues	233.00
Check	12/05/2014	107887	Bartlett Chamber of Commerce	Early Bird Discount	-15.00
Check	12/09/2014	107921	National Association of Parliamentarians	Cust# 13038 Annual Dues - J. Barr	95.00
Check	12/12/2014	108122	Hoffman Estates Chamber of Commerce	Inv# 3251 Member Dues	235.00
Check	12/12/2014	108130	Streamwood Chamber of Commerce	Inv# 2014-131 Chamber Membership	375.00
Total 1014414 · Memberships, Subs & Publication					923.00
1014429 · Miscellaneous					
Check	11/24/2014	107716	Bartlett Sports	Inv# 3653 Department Shirts	25.00
Check	12/05/2014	107892	Cintas #22	Inv# 22811445 Township Fleece (2)	68.73
Check	12/12/2014	108109	Bartlett Sports	Inv# 3671 Township Shirt	24.00

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Type	Date	Num	Name	Memo	Amount
Total 1014429 · Miscellaneous					117.73
1014530 · Financial Administration					
Check	12/12/2014	108119	Governmental Accounting, Inc	Inv# 5771 Monthly Contract Billing	5,028.60
Total 1014530 · Financial Administration					5,028.60
1014531 · Community Affairs					
Check	12/05/2014	107905	Hanover Park Chamber of Commerce	Inv# 223 Chamber Golf Outing - Caramelli	125.00
Check	12/09/2014	107940	School District U-46	Inv# 3677 Pillars of Honor Custodial Services	648.28
Check	12/12/2014	108108	Bartlett Chamber of Commerce	Inv# 2044 Holiday Luncheon (4)	80.00
Total 1014531 · Community Affairs					853.28
1014591 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	3,503.32
Total 1014591 · Health Insurance					3,503.32
1014592 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	269.17
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	19.75
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	36.32
Total 1014592 · Dental, Vision & Life Insurance					325.24
Total 101TOE · Town Office Expense					13,091.84
104ASR · Assessor's Division					
1044413 · Travel Expense					
Check	12/05/2014	107871	Glascott, Patricia A	Mileage Reimbursement	28.48
Total 1044413 · Travel Expense					28.48
1044426 · Miscellaneous					
Check	11/24/2014	107718	Cook County Township Assesors' Assoc	Holiday Luncheon	70.00
Total 1044426 · Miscellaneous					70.00
1044491 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	1,377.85
Total 1044491 · Health Insurance					1,377.85
1044492 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	207.18
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	11.85
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.50
Total 1044492 · Dental, Vision & Life Insurance					232.53
Total 104ASR · Assessor's Division					1,708.86
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094611 · Education & Training					

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Type	Date	Num	Name	Memo	Amount
Check	12/12/2014	108104	Parquette, John J	Restorative Practices Workshop	35.00
Total 1094611 · Education & Training					35.00
1094612 · Consulting Fees					
Check	11/24/2014	107735	Michael Kelly LCSW	Consultation Services	300.00
Total 1094612 · Consulting Fees					300.00
1094618 · Psychiatric Backup					
Check	12/12/2014	108103	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	455.00
Total 1094618 · Psychiatric Backup					455.00
1094619 · Office Supplies					
Check	11/24/2014	107744	Quill Corporation	Inv# 7691901 Copy Paper	71.96
Check	11/24/2014	107744	Quill Corporation	Inv# 7680157 Tote Bag	32.82
Check	11/24/2014	107744	Quill Corporation	Inv# 7605291 Folders	28.85
Check	12/09/2014	107944	Sam's Club (YFS 0748 1)	Coffee/Tissue	22.96
Check	12/12/2014	108095	Concepcion, Sara	Kitchen Supplies - Plates	4.64
Check	12/12/2014	108102	Campuzano-Leon, Maria	2015 Calendar	23.00
Total 1094619 · Office Supplies					184.23
1094620 · Community Affairs					
Check	11/24/2014	107711	Beahan, Mary J	New Leaders in Education Corsages	33.00
Check	11/24/2014	107712	Bartlett Sports	Inv# 3655 Embroidered Shirt	24.00
Check	11/24/2014	107726	Cuisine America	Inv# 2542 New Leaders in Education Event Catering	772.70
Check	12/05/2014	107878	Concepcion, Sara	Petty Cash - NLE Reception Supplies	25.00
Check	12/09/2014	107944	Sam's Club (YFS 0748 1)	NLE Reception Supplies	167.21
Check	12/09/2014	107944	Sam's Club (YFS 0748 1)	Tax on Inv 1642	-12.65
Check	12/09/2014	107944	Sam's Club (YFS 0748 1)	NLE Reception Supplies	107.99
Check	12/09/2014	107944	Sam's Club (YFS 0748 1)	NLE Reception Supplies	17.63
Total 1094620 · Community Affairs					1,134.88
1094621 · Recruitment and Pre Employment					
Check	12/12/2014	108134	Verify (XHANYF)	Inv# 929543 Background Check	16.00
Total 1094621 · Recruitment and Pre Employment					16.00
1094623 · Travel					
Check	11/21/2014	107704	Parquette, John J	Mileage Reimbursement TOI/Misc	270.12
Check	11/21/2014	107706	Concepcion, Sara	Mileage Reimbursement	36.73
Check	11/24/2014	107711	Beahan, Mary J	Mileage Reimbursement	2.83
Check	12/05/2014	107873	Blaney, Nora C	Mileage Reimbursement	20.34
Check	12/05/2014	107875	Filkins, Deanna	Mileage Reimbursement	10.17
Check	12/05/2014	107877	Parquette, John J	Mileage Reimbursement September	83.62
Check	12/05/2014	107877	Parquette, John J	Mileage Reimbursement October	111.87
Check	12/12/2014	108102	Campuzano-Leon, Maria	Mileage Reimbursement	47.46
Check	12/12/2014	108105	Low, Karen	Mileage Reimbursement	24.86
Total 1094623 · Travel					608.00
1094626 · Equipment & Furniture					
Check	11/24/2014	107744	Quill Corporation	Inv# 7752759 Shredder	249.99

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Type	Date	Num	Name	Memo	Amount
Check	12/09/2014	107936	Quill Corporation	Inv# 7640887 Shredder/Receipt Book	245.44
Check	12/09/2014	107936	Quill Corporation	Credit # 783986 Shredder	-210.37
Total 1094626 · Equipment & Furniture					285.06
1094629 · Dues & Subscriptions					
Check	11/24/2014	107752	Sports Illustrated	Acct# 1264946425 Magazine Subscription	39.76
Total 1094629 · Dues & Subscriptions					39.76
1094691 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	5,016.96
Total 1094691 · Health Insurance					5,016.96
1094692 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	510.57
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	27.69
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	37.26
Total 1094692 · Dental, Vision & Life Insurance					575.52
Total 109ADM · Administration & Clinical					8,650.41
109OUT · Outreach & Prevention					
1094627 · Open Gym Program.					
Check	11/24/2014	107712	Bartlett Sports	Inv# 3655 Tee-Shirts and Fleece	556.00
Check	12/05/2014	107872	Bartlett Sports	Inv# 3667 Tee-Shirt/Fleece	82.00
Check	12/09/2014	107944	Sam's Club (YFS 0748 1)	Open Gym Supplies	96.04
Total 1094627 · Open Gym Program.					734.04
1094644 · Travel					
Check	11/21/2014	107705	Baig, Sumara	Mileage Reimbursement	124.30
Check	11/21/2014	107707	Mix, James R	Mileage Reimbursement	19.78
Check	12/05/2014	107868	Baig, Sumara	Mileage Reimbursement	87.58
Check	12/12/2014	108101	McSheffrey, Ryan K	Mileage Reimbursement Sept-Nov	254.26
Total 1094644 · Travel					485.92
1094647 · Office Supplies					
Check	12/05/2014	107874	McSheffrey, Ryan K	Planner	10.93
Check	12/09/2014	107936	Quill Corporation	Inv# 8152139 Copy Paper	69.80
Check	12/09/2014	107936	Quill Corporation	Inv# 7982523 Appointment Books (10)	256.00
Check	12/12/2014	108127	Quill Corporation	Inv# 8376925 Ink Cartridges	302.59
Check	12/12/2014	108127	Quill Corporation	Inv# 8376867 Ink Cartridges	253.55
Total 1094647 · Office Supplies					892.87
1094650 · Program Supplies					
Check	12/05/2014	107878	Concepcion, Sara	Baking Supplies	3.38
Total 1094650 · Program Supplies					3.38
1094651 · Cellphones					
Check	12/12/2014	108129	Sprint	Acct# 897162515 Monthly Charges	93.57

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Type	Date	Num	Name	Memo	Amount
Total 1094651 · Cellphones					93.57
1094791 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	3,317.41
Total 1094791 · Health Insurance					3,317.41
1094792 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	343.29
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	19.75
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	27.00
Total 1094792 · Dental, Vision & Life Insurance					390.04
Total 109OUT · Outreach & Prevention					5,917.23
Total 109YFS · Youth & Family Services					14,567.64
Total 1014 · Town Fund - Expenditures					86,714.61
1104 · Senior Center - Expenditures					
1104ADM · Administration					
1104522 · Contingency					
Check	12/12/2014	108116	Ecolane USA Inc.	Inv# 100494 Initial Payment - Auto Reminder Call System	2,999.50
Check	12/12/2014	108126	Quark Software, Inc	Order# 22230533 Mac Software	382.00
Total 1104522 · Contingency					3,381.50
1104524 · Utilities					
Check	11/24/2014	107719	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges - October	3,528.03
Check	12/09/2014	107930	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges	1,248.94
Check	12/09/2014	107951	Village of Bartlett	Acct# 63818 Water/Sewer Runzel Reserve	432.48
Check	12/09/2014	107951	Village of Bartlett	Acct# 62447 Water/Sewer	173.20
Check	12/12/2014	108113	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges - November	2,981.08
Total 1104524 · Utilities					8,363.73
1104525 · Telephone & High Speed Internet					
Check	12/12/2014	108129	Sprint	Acct# 897162515 Monthly Charges	259.60
Total 1104525 · Telephone & High Speed Internet					259.60
1104527 · Equipment					
Check	11/24/2014	107736	Leaf	Inv# 5344176 Copy Machine Lease	351.00
Check	11/24/2014	107745	Pitney Bowes	Acct# 6871669 Postage Machine Rental	132.82
Check	12/05/2014	107912	Leaf (568-001)	Inv# 5365269 Reception Copier	40.38
Check	12/05/2014	107913	Leaf (618-002)	Inv# 5378026 Library Coper	45.62
Total 1104527 · Equipment					569.82
1104528 · Office Supplies					
Check	12/09/2014	107936	Quill Corporation	Inv# 8110516 Ink/Copy Paper	389.55
Check	12/12/2014	108127	Quill Corporation	Inv# 8377872 Folders/Toner	229.17
Check	12/12/2014	108133	Staples	Inv# 3248262656 2015 Calendars/Card Stock/Colored Paper/Pens/Post Its	166.78

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Type	Date	Num	Name	Memo	Amount
Total 1104528 · Office Supplies					785.50
1104529 · Postage					
Check	11/24/2014	107743	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	473.00
Check	12/09/2014	107978	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	50.56
Total 1104529 · Postage					523.56
1104533 · Printing					
Check	12/05/2014	107908	Interact Business Products, LLC	Inv# 102457 Copy Charges	409.34
Check	12/05/2014	107910	Kwik Print	Inv# 53821 Business Cards - Seul	71.80
Check	12/09/2014	107968	Kwik Print	Inv# 53873 Business Cards (2)	143.60
Total 1104533 · Printing					624.74
1104534 · Dues, Subs & Publications					
Check	12/05/2014	107881	Association of Illinois Senior Centers	2015 AISC Conference (3)	325.00
Total 1104534 · Dues, Subs & Publications					325.00
1104536 · Education & Training					
Check	12/09/2014	107932	Q Center	Inv# 5079 Facility Rental	475.00
Total 1104536 · Education & Training					475.00
1104539 · Miscellaneous					
Check	12/09/2014	107945	Sam's Club (Town 0487 6)	Account Charges	13.10
Total 1104539 · Miscellaneous					13.10
1104591 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	8,949.39
Total 1104591 · Health Insurance					8,949.39
1104592 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	430.39
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	27.62
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	63.18
Total 1104592 · Dental, Vision & Life Insurance					521.19
Total 1104ADM · Administration					24,792.13
1104NUT · Nutrition					
1105551 · Food					
Check	12/05/2014	107902	Gordon Food Service	Inv# 160013898 Nutrition Program Food	603.34
Check	12/05/2014	107902	Gordon Food Service	Inv# 5733079 Credit	-7.15
Check	12/05/2014	107902	Gordon Food Service	Inv# 160161367 Nutrition Program Food	283.72
Check	12/05/2014	107903	Get Fresh Produce, Inc	Inv# 1742738 Nutrition Program Food	104.70
Check	12/05/2014	107903	Get Fresh Produce, Inc	Inv# 1740419 Nutrition Program Food	196.63
Check	12/05/2014	107903	Get Fresh Produce, Inc	Inv# 1741747 Nutrition Program Food	156.91
Check	12/05/2014	107903	Get Fresh Produce, Inc	Inv# 1745285 Nutrition Program Food	149.38
Check	12/05/2014	107903	Get Fresh Produce, Inc	Inv# 1736932 Nutrition Program Food	159.80
Check	12/05/2014	107903	Get Fresh Produce, Inc	Inv# 1745974 Nutrition Program Food	248.50

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Type	Date	Num	Name	Memo	Amount
Check	12/05/2014	107903	Get Fresh Produce, Inc	Inv# 1753829 Nutrition Program Food	17.25
Check	12/05/2014	107903	Get Fresh Produce, Inc	Inv# 1749518 Nutrition Program Food	153.34
Check	12/05/2014	107903	Get Fresh Produce, Inc	Inv# 1750250 Nutrition Program Food	154.10
Check	12/05/2014	107903	Get Fresh Produce, Inc	Credit D1724974	-49.28
Check	12/09/2014	107942	Sam's Club (Snr 0052 8)	Nutrition Program Supplies	530.09
Check	12/09/2014	107942	Sam's Club (Snr 0052 8)	Tax on Inv 1543	-1.30
Check	12/09/2014	107942	Sam's Club (Snr 0052 8)	Tax on Inv 586	-9.17
Check	12/12/2014	108120	Gordon Food Service	Inv# 160273160 Nutrition Program Food	595.82
Check	12/12/2014	108120	Gordon Food Service	Inv# 5786750 Credit	-14.71
Check	12/12/2014	108120	Gordon Food Service	Inv# 160429837 Nutrition Program Food	628.74
Check	12/12/2014	108121	Get Fresh Produce, Inc	Inv# 1755656 Nutrition Program Food	252.77
Check	12/12/2014	108121	Get Fresh Produce, Inc	Inv# 1756087 Nutrition Program Food	12.47
Check	12/12/2014	108121	Get Fresh Produce, Inc	Inv# 1759572 Nutrition Program Food	262.72
Check	12/12/2014	108121	Get Fresh Produce, Inc	Inv# 1759922 Nutrition Program Food	36.36
Check	12/12/2014	108121	Get Fresh Produce, Inc	Inv# 278209 Credit	-11.60
Check	12/12/2014	108121	Get Fresh Produce, Inc	Inv# 1733919 Nutrition Program Food	132.83
Total 1105551 · Food					4,586.26
1105553 · Supplies					
Check	11/24/2014	107737	Mickey's Linen	Inv# 65850 Towels/ Chef Coat/Apron Rentals	36.86
Check	11/24/2014	107737	Mickey's Linen	Inv# 65249 Towels/ Chef Coat/Apron Rentals	36.86
Check	12/05/2014	107902	Gordon Food Service	Inv# 160013898 Nutrition Program Supplies	172.31
Check	12/05/2014	107902	Gordon Food Service	Inv# 16016367 Nutrition Program Supplies	146.94
Check	12/05/2014	107920	Mickey's Linen	Inv# 66448 Towels/ Chef Coat/Apron Rentals	38.46
Check	12/09/2014	107970	Mickey's Linen	Inv# 67638 Towels/ Chef Coat/Apron Rentals	35.86
Check	12/12/2014	108120	Gordon Food Service	Inv# 160273160 Nutrition Program Supplies	451.24
Check	12/12/2014	108120	Gordon Food Service	Inv# 160429837 Nutrition Program Supplies	143.92
Total 1105553 · Supplies					1,062.45
1105791 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	937.61
Total 1105791 · Health Insurance					937.61
1105792 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	37.41
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	3.95
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	4.66
Total 1105792 · Dental, Vision & Life Insurance					46.02
Total 1104NUT · Nutrition					6,632.34
1104SOC · Social Services					
1104514 · Weekend Programming					
Check	12/09/2014	107955	PTM Werks, Inc.	Chicago River Bridges Presentation	150.00
Check	12/09/2014	107956	Rich Lindberg	Inv# 12414 Devil in the White City Senior Presentation	125.00
Check	12/09/2014	107958	Tango Argentina Club	French Class Jan/Feb 2015	300.00
Total 1104514 · Weekend Programming					575.00
1104515 · Programming					

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Type	Date	Num	Name	Memo	Amount
Check	11/24/2014	107731	Hobby Lobby	Program Supplies	81.48
Check	11/24/2014	107750	Streamwood Park District	Exercise Class Instruction October	325.00
Check	12/09/2014	107945	Sam's Club (Town 0487 6)	Coffee and Supplies	478.95
Check	12/09/2014	107953	Adelphia, Sarah E	Program Calendar	7.99
Check	12/09/2014	107957	Steve Justman	Inv# 12915 Music Performance Fee	150.00
Check	12/09/2014	107958	Tango Argentina Club	Spanish/Line Dance Classes Jan-Feb 2015	620.00
Check	12/09/2014	107966	Hobby Lobby	Program Supplies	26.83
Check	12/09/2014	107979	Starlight Tours	Horseshoe Casino Trip (48)	1,728.00
Check	12/12/2014	108096	The Seville	Inv# 12482 Holiday Lunch (210)	3,992.10
Check	12/12/2014	108132	Streamwood Park District	Exercise Class Instruction November	250.00
Total 1104515 · Programming					7,660.35
1104516 · Social Services					
Check	12/12/2014	108135	Uline	Inv# 63579261 Lendng Closet ID Tags	164.50
Total 1104516 · Social Services					164.50
1104520 · Volunteer Services					
Check	11/24/2014	107751	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	16.80
Check	12/05/2014	107861	William Riccio	Home Delivered Meals Mileage Reimbursement	27.89
Check	12/05/2014	107862	Charles Coleman	Home Delivered Meals Mileage Reimbursement	35.28
Check	12/05/2014	107863	Beth Cooper	Home Delivered Meals Mileage Reimbursement	24.64
Check	12/05/2014	107864	Jerome Krzywdzinski	Home Delivered Meals Mileage Reimbursement	84.00
Check	12/05/2014	107865	Gerardo Amargos	Home Delivered Meals Mileage Reimbursement	48.72
Check	12/05/2014	107866	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	29.68
Check	12/12/2014	108098	Phil Roth	Home Delivered Meals Mileage Reimbursement	35.84
Total 1104520 · Volunteer Services					302.85
1104526 · Club 59					
Check	12/05/2014	107899	Easy Permit Postage	Acct# 8000-9090-0585-2392 Club 59 Postage	1,482.98
Total 1104526 · Club 59					1,482.98
1104532 · Visual Arts					
Check	11/21/2014	107708	Susan Kazenas	Fall Art Supplies	74.36
Check	11/24/2014	107731	Hobby Lobby	Craft Supplies	35.71
Check	12/05/2014	107867	Susan Kazenas	Art Supplies	16.92
Check	12/05/2014	107919	Midwest Ceramic Art Supply	Ceramic Supplies	186.45
Check	12/09/2014	107961	Blick Art Materials	Inv# 3805778 Art Supplies	416.52
Total 1104532 · Visual Arts					729.96
1104560 · Psychiatric Services					
Check	12/09/2014	107960	Alexian Brothers Center for Mental Health	Inv# 8 C - Hope Psychiatry Visits September	836.00
Total 1104560 · Psychiatric Services					836.00
Total 1104SOC · Social Services					11,751.64
1104TRN · Transportation					
1104512 · Volunteer Express					
Check	11/24/2014	107734	Jan Klee	Volunteer Express Mileage Reimbursement	48.66
Check	11/24/2014	107738	Sue Mattioli	Volunteer Express Mileage Reimbursement	16.24

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Type	Date	Num	Name	Memo	Amount
Check	12/05/2014	107859	Jan Klee	Volunteer Express Mileage Reimbursement	18.48
Check	12/05/2014	107860	JoAnita Duczak	Volunteer Express Mileage Reimbursement	115.36
Check	12/12/2014	108097	Sue Mattioli	Volunteer Express Mileage Reimbursement	28.00
Total 1104512 · Volunteer Express					226.74
1104518 · Vehicle Maintenance					
Check	11/24/2014	107741	NAPA Auto Parts	Halogen Capsule	22.86
Check	12/09/2014	107927	Oil Masters	Inv# 162980 Oil Change	38.99
Check	12/09/2014	107931	Preventative Maintenance Systems, Inc	Inv# 12130 Battery Maintenance/Tire Repair	746.46
Check	12/09/2014	107931	Preventative Maintenance Systems, Inc	Inv# 12134 Brakes/Brake Pedal Repair	2,271.25
Check	12/09/2014	107931	Preventative Maintenance Systems, Inc	Inv# 12170 Fuel Vapor Control/Engine Repair	883.61
Check	12/09/2014	107931	Preventative Maintenance Systems, Inc	Inv# 12164 Fuel Control/Wheel Speed Sensor	1,111.38
Check	12/09/2014	107931	Preventative Maintenance Systems, Inc	Inv# 12149 Exhaust Clamps/Catalytic Converter Assembly	2,790.32
Check	12/09/2014	107931	Preventative Maintenance Systems, Inc	Inv# 12172 Headlights/Mirror Installation	440.22
Check	12/09/2014	107931	Preventative Maintenance Systems, Inc	Inv# 12174 Parking Brake Repair/Blower Repair/Shift Lever Replacement	1,735.44
Check	12/09/2014	107931	Preventative Maintenance Systems, Inc	Inv# 12180 Parking Brake Repair	242.96
Check	12/09/2014	107931	Preventative Maintenance Systems, Inc	Inv# 12148 Tire Replacement (4)	712.13
Check	12/09/2014	107973	Oil Masters	Inv# 163384 Oil Change	38.99
Check	12/09/2014	107973	Oil Masters	Inv# 163922 Oil Change	36.19
Check	12/09/2014	107977	Preventative Maintenance Systems, Inc	Inv# 12184 Oil Change/Parking Brake Repair/Fan Assembly Installation	2,078.11
Total 1104518 · Vehicle Maintenance					13,148.91
1104550 · Telephone/Bus Tablets					
Check	12/09/2014	107950	Verizon Wireless	Acct# 742025529 Monthly Charges	602.22
Total 1104550 · Telephone/Bus Tablets					602.22
1104551 · Training					
Check	12/05/2014	107900	Ecolane USA Inc.	Inv# 100411 Illinois Regional Training	189.00
Check	12/09/2014	107969	Rudolph Muzzarelli	Defensive Driving Course Instruction (2)	1,050.00
Check	12/09/2014	107981	Township Officials of Illinois	Driver Drug/Alcohol Screening	680.00
Total 1104551 · Training					1,919.00
1104552 · Fuel					
Check	11/24/2014	107754	Village of Hanover Park (Fuel)	Inv# 2014-18 September Fuel	4,240.40
Total 1104552 · Fuel					4,240.40
1104691 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	3,959.97
Total 1104691 · Health Insurance					3,959.97
1104692 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	372.70
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	27.65
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	37.26
Total 1104692 · Dental, Vision & Life Insurance					437.61
Total 1104TRN · Transportation					24,534.85

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Type	Date	Num	Name	Memo	Amount
Total 1104 · Senior Center - Expenditures					67,710.96
2024 · Welfare Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	12/09/2014	107938	Sam's Club (WS 6382 9)	Cups/Plates/Napkins	60.52
Check	12/12/2014	108133	Staples	Inv# 3248756274 Copy Paper/Folders	176.07
Total 2024202 · Office Supplies					236.59
2024204 · Equipment					
Check	12/09/2014	107964	Comcast (WS)	Acct# 8771 10 085 0097898 Monthly Charges	118.88
Check	12/09/2014	107983	Wells Fargo Financial Leasing 003	Acct# 0090075-003 Copy Machine Rental	150.00
Check	12/12/2014	108129	Sprint	Acct# 897162515 Monthly Charges	59.04
Total 2024204 · Equipment					327.92
2024205 · Travel & Training					
Check	12/09/2014	107954	Imperato, Mary Jo	Mileage Reimbursement	39.43
Total 2024205 · Travel & Training					39.43
2024507 · Professional Services					
Check	12/09/2014	107982	Verify (XHANGA)	Inv# 923610 Background Checks (3)	48.00
Total 2024507 · Professional Services					48.00
2024510 · Miscellaneous					
Check	12/09/2014	107938	Sam's Club (WS 6382 9)	Account Charges	21.39
Check	12/09/2014	107962	Cintas #22	Inv# 22811444 Township Fleece	56.65
Total 2024510 · Miscellaneous					78.04
2024591 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	2,423.96
Total 2024591 · Health Insurance					2,423.96
2024592 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	136.77
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	11.85
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	18.64
Total 2024592 · Dental, Vision & Life Insurance					167.26
Total 2024ADM · Administration					3,321.20
2024EMP · Employment Services					
2024291 · Health Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	-589.28
Total 2024291 · Health Insurance					-589.28
2024292 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	81.27
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	-3.95

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Type	Date	Num	Name	Memo	Amount
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	4.66
Total 2024292 · Dental, Vision & Life Insurance					81.98
Total 2024EMP · Employment Services					-507.30
2024HOM · Home Relief					
2024102 · Rent					
Check	11/19/2014	3147	Swanson Real Estate	November 2014 Rent	411.67
Check	12/02/2014	3149	Bartlett Green V Condo Assoc.	December 2014 Rent	150.21
Check	12/02/2014	3150	CarolAnn Sansone	December 2014 Rent	450.00
Check	12/02/2014	3151	Gwen Shafala	December 2014 Rent	650.00
Check	12/02/2014	3155	Spring Lakes Estates	December 2014 Rent	400.00
Check	12/02/2014	3156	Swanson Real Estate	December 2014 Rent	650.00
Check	12/02/2014	3157	Son Hui Anderson	December 2014 Rent	500.00
Check	12/02/2014	3158	Jason Ludwig	December 2014 Rent	650.00
Check	12/02/2014	3162	Cook County Treasurer	PIN 06-23-203-043-0000	399.03
Check	12/02/2014	3166	E Eight Inc	December 2014 Rent	650.00
Check	12/02/2014	3167	Angie Hoeltzer	December Rent 2014	400.00
Check	12/02/2014	3169	Angie Hoeltzer	December Rent 2014	400.00
Check	12/02/2014	3174	Orchard Hill Apartments	December 2014 Rent	650.00
Check	12/02/2014	3175	Ralph Kanehl Sr.	December 2014 Rent	400.00
Check	12/02/2014	3176	William Kallas	December 2014 Rent	500.00
Check	12/02/2014	3177	Cynthia Wheelock	December 2014 Rent	500.00
Check	12/02/2014	3178	Spring Lakes Estates	December 2014 Rent	560.00
Check	12/02/2014	3185	John Banbury	December 2014 Rent	50.00
Total 2024102 · Rent					8,370.91
2024103 · Utilities					
Check	12/02/2014	3152	Com Ed	Utilities Assistance Acct# 8255121010	167.42
Check	12/02/2014	3153	NICOR	Utilities Assistance Acct 07-71-69-8447 6	135.58
Check	12/02/2014	3154	Advanced Disposal Services	Utilities Assistance Acct# T0018349	122.66
Check	12/02/2014	3159	Com Ed	Utilities Assistance Acct# 7667510015	35.41
Check	12/02/2014	3160	NICOR	Utilities Assistance Acct 77-74-55-2451 0	58.57
Check	12/02/2014	3161	Advanced Disposal Services	Utilities Assistance Acct# T009595	36.92
Check	12/02/2014	3163	Village of Streamwood	Utilities Assistance Acct# 267-0062-00-01	26.63
Check	12/02/2014	3164	NICOR	Utilities Assistance Acct 91-39-89-8791 6	0.00
Check	12/02/2014	3165	Com Ed	Utilities Assistance Acct# 7583309010	88.15
Check	12/02/2014	3170	Village of Bartlett	Utilities Assistance Acct	30.30
Check	12/02/2014	3171	Village of Bartlett	Utilities Assistance Acct 51869	33.66
Check	12/02/2014	3173	NICOR	Utilities Assistance Acct	7.00
Check	12/02/2014	3179	Com Ed	Utilities Assistance Acct# 7667641033	55.32
Check	12/02/2014	3180	Advanced Disposal Services	Utilities Assistance Acct# T0012121	60.05
Check	12/02/2014	3181	NICOR	Utilities Assistance Acct 28-47-25-8896 2	26.00
Check	12/02/2014	3182	Com Ed	Utilities Assistance Acct# 7338667018	113.55
Check	12/02/2014	3183	NICOR	Utilities Assistance Acct 40-52-82-1896 5	53.53
Check	12/02/2014	3184	City of Elgin	Utilities Assistance Acct# 347235-2920	139.79
Check	12/09/2014	3188	NICOR	Utilities Assistance Acct 91-39--89-8791 6	131.26
Total 2024103 · Utilities					1,321.80

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Type	Date	Num	Name	Memo	Amount
2024105 · Clothing					
Check	12/02/2014	3187	Walmart	Personal Essential Items (14)	1,915.00
Check	12/12/2014	3190	Walmart	Personal Essential Items	100.00
Total 2024105 · Clothing					2,015.00
2024106 · Travel Expenses					
Check	12/02/2014	3168	Allstate Fire & Casualty Insurance	Auto Insurance Policy# 912298128	89.25
Check	12/02/2014	3172	State Farm Insurance	Insurance Acct# 1271-1377-01	67.00
Check	12/02/2014	3186	BP Gas Station	Fuel Assistance Gas Cards (7)	550.00
Total 2024106 · Travel Expenses					706.25
2024119 · Emergency Assistance					
Check	11/19/2014	3146	Blackhawk Apartments	Eviction Notice	750.00
Check	12/02/2014	3148	Squire Village	Eviction Notice	293.57
Check	12/12/2014	3189	Martycz LLC	Eviction Notice	750.00
Total 2024119 · Emergency Assistance					1,793.57
Total 2024HOM · Home Relief					14,207.53
Total 2024 · Welfare Services - Expenditures					17,021.43
3034 · Road & Bridge - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	12/09/2014	107946	Tressler LLP	Inv#350159 Legal Fees	1,012.50
Total 3034701 · Legal					1,012.50
3034702 · Insurance					
Check	11/21/2014	107702	United Healthcare	Cust# 530960 Policy Coverage	1,312.24
Total 3034702 · Insurance					1,312.24
3034704 · Telephone					
Check	12/09/2014	107941	Sprint (HWY)	Acct# 162978503 Monthly Charges	266.67
Total 3034704 · Telephone					266.67
3034707 · Printing					
Check	12/09/2014	107968	Kwik Print	Inv# 53832 Letterhead/Envelopes	218.90
Total 3034707 · Printing					218.90
3034710 · Community Affairs					
Check	12/05/2014	107905	Hanover Park Chamber of Commerce	Inv# 223 Chamber Golf Outing - Ochoa	125.00
Total 3034710 · Community Affairs					125.00
3034711 · Utilities					
Check	11/24/2014	107722	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	186.67
Check	12/09/2014	107928	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	162.21
Check	12/12/2014	108114	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	235.41

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Type	Date	Num	Name	Memo	Amount
Total 3034711 · Utilities					584.29
3034712 · Miscellaneous					
Check	12/05/2014	107886	Business Card - Bank of America	Lunch Meeting Expense	65.60
Total 3034712 · Miscellaneous					65.60
3034792 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	112.23
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	11.85
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	13.98
Total 3034792 · Dental, Vision & Life Insurance					138.06
Total 3034ADM · Administration					3,723.26
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	11/21/2014	107703	Santangelo, Samuel A	Winter Coat	141.68
Check	11/24/2014	107755	The Home Depot	Eye Bolt/Pliers/Top Soil	91.46
Check	12/05/2014	107888	Bonnell Industries, Inc	Inv# 157735 Spreader Motor/Auger	1,946.00
Check	12/05/2014	107888	Bonnell Industries, Inc	Inv# 157734 Top Punch Square Hole for Carriage Bolt	1,388.10
Check	12/05/2014	107916	Menard's- Hanover Park	Inv# 74098 Cleaning Solvent	22.56
Check	12/05/2014	107916	Menard's- Hanover Park	Inv# 73535 Conduit/Gloves	41.60
Check	12/09/2014	107971	Menard's	Inv# 57642 Tension Pins	1.16
Check	12/09/2014	107972	Menard's- Hanover Park	Inv# 74747 Gloves/Tension Pin	28.13
Total 3034602 · Operating Supplies & Materials					3,660.69
3034603 · Gasoline					
Check	11/24/2014	107754	Village of Hanover Park (Fuel)	Inv# 2014-18 September Fuel	1,272.93
Total 3034603 · Gasoline					1,272.93
3034607 · Contract Work					
Check	12/09/2014	107980	Shroeder Asphalt Services, Inc	Road Surfacing Labor/Materials	7,334.36
Total 3034607 · Contract Work					7,334.36
3034610 · Street Lighting					
Check	11/24/2014	107721	Com Ed 152	Acct# 0045120152 Monthly Charges	244.82
Check	11/24/2014	107724	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	16.12
Check	12/09/2014	107963	Com Ed 051	Acct# 5619024051 Monthly Charges	32.40
Total 3034610 · Street Lighting					293.34
3034616 · Salt					
Check	12/05/2014	107917	Morton Salt	Inv# 5400603534 Road Salt	40,233.57
Check	12/05/2014	107917	Morton Salt	Inv# 5400569808 Road Salt	18,837.50
Total 3034616 · Salt					59,071.07
Total 3034ROD · Road Maintenance					71,632.39
303EQM · Equipment					

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Type	Date	Num	Name	Memo	Amount
3034609 · Maintenance Vehicles & Equip					
Check	12/05/2014	107901	Grainger	Inv# 9594607849 1.5 Inch Gog Nozzle	93.87
Check	12/05/2014	107911	Kammes Auto & Truck Repair, Inc.	Inv# 116387 Plow Hose Leak/Door Latch Replacement/Axle Seal	230.53
Check	12/09/2014	107931	Preventative Maintenance Systems, Inc	Inv# 12175 Oil Leak Repair	659.02
Check	12/09/2014	107947	Terrace Supply Company	Inv# 00945358 Cylinder Rental	10.85
Check	12/09/2014	107977	Preventative Maintenance Systems, Inc	Inv# 12200 Transmission Leak Repair/Governor Installation	1,015.36
Check	12/09/2014	107977	Preventative Maintenance Systems, Inc	Inv# 12204 Radiator Hose/Coolant Maintenance	691.80
Total 3034609 · Maintenance Vehicles & Equip					2,701.43
Total 303EQM · Equipment					2,701.43
Total 3034 · Road & Bridge - Expenditures					78,057.08
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054592 · Dental, Vision & Life Insurance					
Check	11/21/2014	107701	Euclid Managers	Cust# 5641581 Dental Premium	37.41
Check	12/05/2014	107898	Dearborn National	Monthly Life Insurance Premium	3.95
Check	12/12/2014	108118	Fidelity Secure Life	Plan ID 9911736 Monthly Vision Premium	4.66
Total 5054592 · Dental, Vision & Life Insurance					46.02
Total 5054ADM · Administration					46.02
5054COM · Community Resource Center					
5054210 · Utilities					
Check	12/12/2014	108082	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Water/Sewer	21.36
Check	12/12/2014	108090	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	297.70
Check	12/12/2014	108091	Nicor (MHB)	Acct# 84-67-77-1000 0 Monthly Charges	234.67
Total 5054210 · Utilities					553.73
5054213 · Janitorial					
Check	12/12/2014	108093	JaniKing	Inv# 12140502 Monthly Contract Billing -MHB	414.00
Total 5054213 · Janitorial					414.00
5054250 · Building Maintenance					
Check	12/12/2014	108089	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	42.88
Check	12/12/2014	108094	Orkin Pest Control (MHB)	Inv# 98126536 Pest Control	53.00
Total 5054250 · Building Maintenance					95.88
5054286 · Agency Support Services					
Check	12/12/2014	108083	PAETEC	Acct# 9097797 Monthly Charges	557.53
Check	12/12/2014	108083	PAETEC	Acct# 1173538 Monthly Charges	85.89
Check	12/12/2014	108084	Vana, Kristin N	Resource Center Supplies Reimbursement	47.66
Check	12/12/2014	108092	Hinckley Springs (MHB)	Acct# 16681552567400 Monthly Charges	71.22
Total 5054286 · Agency Support Services					762.30
Total 5054COM · Community Resource Center					1,825.91

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Type	Date	Num	Name	Memo	Amount
5054SVC - Service Contracts					
5054130 - Northwest Casa					
Check	12/12/2014	108088	Northwest CASA	Counseling Services	412.00
Total 5054130 - Northwest Casa					412.00
5054135 - Ecker Center / PEP					
Check	12/12/2014	108080	Ecker Center for Mental Health	Psychiatric Emergency Program - Balance Due	50.00
Total 5054135 - Ecker Center / PEP					50.00
5054162 - Tide Transportation					
Check	12/12/2014	108081	A#1 Cab Dispatch Inc	12/4/14 Transportation Invoices	620.00
Total 5054162 - Tide Transportation					620.00
5054188 - Bartlett Learning Center					
Check	12/12/2014	108085	Clarewoods Academy	Counseling	648.72
Total 5054188 - Bartlett Learning Center					648.72
5054192 - Leyden FS - Detox/Rehab					
Check	12/12/2014	108086	Leyden Family Service	Rehab/Detox	4,750.00
Total 5054192 - Leyden FS - Detox/Rehab					4,750.00
5054201 - Journeys Hope Center					
Check	12/12/2014	108087	Journey from PADS to HOPE	Hope Counseling Center	228.00
Total 5054201 - Journeys Hope Center					228.00
Total 5054SVC - Service Contracts					6,708.72
Total 5054 - Mental Health - Expenditures					8,580.65
7004 - Vehicle Replcmnt - Expenditures					
7004408 - Vehicle Purchase					
Check	12/05/2014	107858	Auto Truck Group	Inv# 1249043 Commerical Truck Cap Construction & Installation / Brake Light	2,157.00
Check	12/05/2014	107858	Auto Truck Group	Inv# 1249043 Exterior Emergency Lights/Sirens/Radio Console/Antenna	7,327.00
Total 7004408 - Vehicle Purchase					9,484.00
7004540 - Bus Purchase					
Check	12/09/2014	107976	Pace	Bus Lease (2) October/November	400.00
Total 7004540 - Bus Purchase					400.00
Total 7004 - Vehicle Replcmnt - Expenditures					9,884.00
8084 - Capital Projects - Expenditures					
8084425 - Building & Perm Improvements					
Check	11/24/2014	107714	The Alphabet Shop, Inc	Inv# 44257 Tiknis Monument Sign	7,250.00
Check	11/24/2014	107733	Hoving Pit Stop, Inc	Inv# 97028 Dumpster Rental	400.00
Check	12/05/2014	107880	A1 Trophies & Awards, Inc	Inv# 16393 Walters Lenoci Reserve Sign	695.00
Check	12/05/2014	107904	House of Doors	Inv# 200124 Bottom Door Replacement Section	1,425.00
Check	12/05/2014	107904	House of Doors	Inv# 200659 Intermediate Door Replacement Section	1,195.00

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**Hanover Township
Board Audit Report
November 19 through December 16, 2014**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	12/05/2014	107906	Hitchcock Design Group	Inv# 17016 Lenoci Reserve Project Site Designs & Review	3,874.26
Check	12/05/2014	107906	Hitchcock Design Group	Inv# 17015 IWC Master Plan Phase	903.98
Check	12/09/2014	107939	Spire Corporation	Inv# 755-E Senior Kitchen Electrical Mapping for Oven	865.00
Check	12/09/2014	107939	Spire Corporation	Inv# 785-E Senior Light Fixture Installation	3,572.00
Check	12/12/2014	108117	Favela Roofing	Roof Leak Repair - Station 1	550.00
Total 8084425 · Building & Perm Improvements					<u>20,730.24</u>
Total 8084 · Capital Projects - Expenditures					<u>20,730.24</u>
TOTAL					<u><u>310,000.80</u></u>

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, and Caramelli, and Supervisor McGuire.

Other Elected Official present were Highway Commissioner Ochoa and Assessor Smogolski.

Others present included Administrator James Barr, Community & Veterans Affairs Director Thomas Kuttensburg, Emergency Services Director Craig Essick, Facilities & Maintenance Director Steve Spejcher, Senior Services Director Barb Kurth-Schuldt, Welfare Services Director Mary Jo Imperato, Community Health Director Kristen Smith, Youth & Family Services Director John Parquette, Mental Health Board Manager Kristen Vana, Assistant Administrator Suzanne Powers, Attorney Mike Airdo, Management Analyst Amy Kaufholz, Ms Shirley Shrader, representatives from Cabela's General Manager Mr. Art Hall and Mrs. Diane Schnieder, and Mr. Tom Schnieder, and Civics class students from Streamwood High School.

II. Supervisor McGuire invited everyone to stand and join in the Pledge of Allegiance.

III. Town Hall

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 noted that Mr. Henry was not in attendance.

B. Cabela's General Manager Mr. Art Hall and Mrs. Diane Schnieder were invited forward to give a presentation to the Board. Cabela's, said Mrs. Schnieder, is the leading retailer of outdoor recreation products and now has 60 stores nationwide. She presented a check for \$5,000 from Cabela's Outdoor Fund for work on the Izaak Walton Center. The Board applauded and thanked Cabela's then was invited forward for photographs.

V. Reports

A. Supervisor: Mr. McGuire offered no report.

B. Clerk: Ms Dolan Baumer reported that the November Gubernatorial Election went without a hitch and thanked the Senior Services staff and seniors, and Mr. Dave Marcinek from Facilities and Maintenance for a fine job.

C. Highway Commissioner: Commissioner Ochoa offered no report.

D. Assessor: Assessor Smogolski reported that the Board of Review Outreach would be held on December 1 here at the Senior Center.

E. Treasurer: A motion was made by Trustee Burke and seconded by Trustee Caramelli to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report was adopted.

F. Trustee Liaison Committee Reports: Trustee Burke reported that the Senior Citizen Services Committee meeting was held with no urgent items on the agenda. Mr.

Caramelli reported that the Mental Health Board recently received five grant applications for additional funding. A schedule for finance committee meetings of the MHB is being finalized. Trustee Benoit reported that Finance Committee meetings are going to start up for the coming budgeting process. Regarding the Housing Task Force, she has met with Mr. McGuire to discuss candidates for the task force and will meet with Mr. Mark Frye of Alexian Brothers to see if he has input and/or would consider being on the task force.

G. Departments submitted reports for the Board's review and information.

VI. Bill Paying

Administrator Barr offered bills for approval for October 22, 2014 through November 18, 2014 for Alexian Brothers, as follows:

a. Town	\$1,678.00
b. Senior Center	<u>2,244.00</u>
Total All Funds:	<u>\$3,922.00</u>

A motion was made by Trustee Burke to approve the bills as presented for October 22, 2014 through November 18, 2014 for Alexian Brothers; Trustee Caramelli seconded the motion. Roll call: Ayes: Trustees Burke, and Caramelli, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

Administrator Barr offered bills for approval for October 22, 2014 through November 18, 2014, as follows:

a. Town	\$231,293.56
b. Senior Center	30,385.82
c. Welfare Services	21,606.37
d. Road and Bridge	421,054.02
e. Mental Health Board	31,383.59
f. Retirement	0.00
g. Vehicle	0.00
h. Capital	<u>117,398.93</u>
Total All Funds	<u>\$853,122.29</u>

A motion was made by Trustee Burke to approve the bills as presented for October 22, 2014 through November 18, 2014 as presented; Trustee Caramelli seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Nays: none. Motion carried.

VII. Unfinished Business: No unfinished business was discussed.

VIII. New Business

A. Regular Meeting Minutes of October 21, 2014: Clerk Dolan Baumer presented the regular meeting minutes of October 21, 2014 for review and approval. A motion was made by Trustee Benoit to approve the special meeting minutes of October 21, 2014, with a second by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.

B. Workshop Minutes of October 21, 2014: Clerk Dolan Baumer presented the

workshop minutes of October 21, 2014 for review and approval. A motion was made by Trustee Burke to approve the workshop minutes of October 21, 2014, with a second by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.

- C. Executive Session Minutes of October 21, 2014: Clerk Dolan Baumer presented the closed session minutes of October 21, 2014 for review and approval. A motion was made by Trustee Caramelli to approve the closed session minutes of October 21, 2014, with a second by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.
- D. Workshop Minutes of November 1, 2014: Clerk Dolan Baumer presented the workshop minutes of November 1, 2014 (breakfast with the Board) for review and approval. A motion was made by Trustee Burke to approve the workshop minutes of November 1, 2014, with a second by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.
- E. Set Estimate of Levy for Hanover Township for the Fiscal Year beginning April 1, 2014 and ending March 31, 2015: Trustee Benoit moved that the Board approve resolution #111814-HT that determines the estimate of taxes to be levied for Hanover Township for the fiscal year beginning April 1, 2014 and ending March 31, 2015 as follows:

Corporate/Town Fund	\$3,489,364
IMRF Fund	173,330
Social Security Fund	140,064
Mental Health Fund	1,029,475
General Assistance Fund	267,670
Senior Citizens Fund	1,067,993
Debt and Public Building Commission	0
Estimated total taxes to be levied for said fiscal year	<u>\$6,167,896</u>

Trustee Burke seconded the motion to determine the estimate of taxes to be levied as presented. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.

- F. Set Estimate of Levy for Hanover Township Road District for the Fiscal Year beginning April 1, 2014 and ending March 31, 2015: Trustee Burke moved that the Board approve resolution #111814-HTRD that determines the estimate of taxes to be levied for Hanover Township Road District for the fiscal year beginning April 1, 2014 and ending March 31, 2015 as follows:

Corporate and Special Purposes	\$1,685,790
Debt and Public Building Commission	0
Estimated total taxes to be levied for said fiscal year	<u>\$1,645,760</u>

Trustee Caramelli seconded the motion to approve the resolution and determine the estimate of taxes to be levied as presented. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.

- G. Consideration of 2015 Township Board Meeting Dates: Clerk Dolan Baumer presented the proposed schedule of Township Board Meeting Dates for review and

approval. Trustee Burke approved the schedule as presented for the 2015 Board Meetings and Trustee Caramelli seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.

H. Consideration of 2015 Township Board Workshop Dates: Clerk Dolan Baumer presented the proposed schedule of Township Board Workshop Dates (Breakfast with the Board) for review and approval. Trustee Benoit approved the schedule as presented for the 2015 Board Workshop and Trustee Caramelli seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.

I. Consideration of 2015 Township Holiday Closing Schedule: Clerk Dolan Baumer presented the proposed schedule of Township Holiday Closing Schedule for review and approval. Trustee Caramelli approved the schedule as presented for the 2015 Holiday Closing Schedule and Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.

IX. Executive Session: Trustee Burke made a motion to go into Executive Session pursuant to §2c11 (Probable or imminent legal action affecting the Township....) pursuant to the Illinois Open Meetings Act. Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried and Mr. McGuire invited the students forward so that the Board might sign their paperwork. The Board left the room at 7:20 p.m.

The Board returned from closed session at 7:35 p.m.; present were Trustees Benoit, Burke, Caramelli, and Supervisor McGuire. Mr. McGuire called the meeting back to order.

X. Workshop – **2015 Strategic Plan AND Department of Community and Veterans Affairs**. A motion was made by Trustee Burke to adjourn into a workshop for the purpose of discussing the proposed 2015 Strategic Plan, and the department of Community and Veterans Affairs and its progress on goals year to date. The motion was seconded by Trustee Caramelli and followed by a roll call vote. Ayes: Supervisor McGuire and Trustees Benoit, Burke, and Caramelli. The Board adjourned into the workshop at 7:36 o'clock p.m.

Board members returned from the workshop at 8:14 p.m. and Mr. McGuire called the regular meeting back to order. Roll call: present were Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire.

XI. Other Business: Supervisor McGuire asked that the record reflect adding U.S. Army Corporal Robert R. Henry of Elgin into the Veterans Honor Roll at Hanover Township. His name will be added to the plaques in Veterans Hall and he will be invited to the semi-annual Veterans Dinners during the year.

Trustee Benoit made a motion that the Board cancel the December 2 regular Board meeting and hold only one meeting in December (December 16); the motion was seconded by Trustee Burke. With no discussion, a roll call vote was taken. Ayes: Supervisor McGuire and Trustees Benoit, Burke, and Caramelli. Motion carried; the Supervisor asked the Clerk to make the proper notices.

Clerk Dolan Baumer noted that the Township was the recipient of two awards during the Township Officials of Illinois annual conference. Mr. Kutteneberg elaborated, saying that we won in the Communications category for Best Photo (Sprint to Spring starting line) and

from ITASC for most innovative programming (Stars & Stripes Café).

Clerk Dolan Baumer noted that she was elected for another year of service on the TOI Board. The Board congratulated her.

- XII. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:20 o'clock p.m. was made by Trustee Benoit and it was seconded by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.

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	Y&F Services	Village of Streamwood
	Bartlett Library	Highway Commissioner		Streamwood Park District

Workshop: 2015 Strategic Plan AND Department of Community and Veterans Affairs

Supervisor McGuire called the workshop to order at 7:37 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire.

Also present were Administrator James Barr, Community & Veterans Affairs Director Thomas Kutenburg, Emergency Services Director Craig Essick, Facilities & Maintenance Director Steve Spejcher, Senior Services Director Barb Kurth-Schuldt, Welfare Services Director Mary Jo Imperato, Community Health Director Kristen Smith, Youth & Family Services Director John Parquette, Mental Health Board Manager Kristen Vana, Assistant Administrator Suzanne Powers, Attorney Mike Airdo, and Management Analyst Amy Kaufholz.

2015 Strategic Plan

Administrator Barr gave an overview of the Strategic Planning process that we are using this year and explained that the work of the four workgroups resulted in plans that when put together would form a comprehensive plan for 2015 and beyond. Each Trustee, as head of each workgroup, was given an opportunity to outline the main objective of the group and discuss the various key action steps required to fulfill the objective.

Trustee Burke discussed the Communications Work Group, explaining that new tools may be needed to effectively communicate, and research of those tools was a key action step for 2015.

Branding is key to establishing our identity in our community and larger area, reported Trustee Caramelli, head of the Branding Work Group.

The beginning (where we are now) and the end (where we plan to be in 2015) was studied in the Evolution Work Group, led by Trustee Benoit and the plan includes demographic analysis to staff skills analysis, and ends with identifying funding sources.

Trustee Krick will prepare a memo to the Board outlining the objectives and goals of the Scope Work Group.

It is the goal to get a cohesive Plan approved during the final Board meeting in December. Mr. McGuire thanked the groups for their diligence and dedication to the process.

Department of Community and Veterans Affairs

Director Kutenberg firstly gave thanks to Holly Monegato and Sarah Raby who, in his office, helped to create this review and develop a plan for FY15. He then gave a presentation on the activities of the Community and Veterans Affairs Department, starting with the Izaak Walton League usage, which went from 1,997 visits in FY13 and today is at 1,532 at seven months into FY15.

He reviewed the various forms of communication that the Department uses to promote Township affairs, including press releases, the smartphone application, website (which is at 58,154 hits year to date), the mobile device website, e-mail communication and social media, all of which are showing marked increases in usage.

Veterans Advocate Sarah Raby has served over 80 new clients since August 2014. One of the projects she is working on is a bus trip to visit all of the Veterans Memorials in the Township.

Mr. Kuttentberg then reviewed the plans and strategic goals for FY15 for the Izaak Walton Center, communications, and Veterans Affairs. He also outlined the completed FY14 goals.

Finally, Director Kuttentberg presented a comprehensive communications plan for the Board's review. It would be on a future Board agenda for discussion and approval.

A motion was made by Trustee Benoit to adjourn back into regular session and seconded by Trustee Burke. Roll call: Ayes: Trustee Benoit, Burke, and Caramelli and Supervisor McGuire. The workshop adjourned back in to regular session at 8:14 p.m.

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	Y&F Services	Village of Streamwood
Bartlett Library	Highway Commissioner		Streamwood Park District

**Hanover Township
Tax Levy Ordinance**

Ordinance _____

An Ordinance levying taxes for all corporate purposes for **HANOVER TOWNSHIP , COOK COUNTY, ILLINOIS**, for the fiscal year beginning **April 1, 2014** and ending **March 31, 2015**.

BE IT ORDAINED by the **Board of Trustees of Hanover Township**, Cook County, Illinois, as follows:

SECTION 1: That the sum of **SIX MILLION TWO HUNDRED AND SIXTY SEVEN THOUSAND EIGHT HUNDRED NINETY-SIX DOLLARS (\$6,267,896)** is hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized for the current year, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with the law, for such purposes as:

<p>ADMINISTRATION</p> <hr/> <p>FACILITIES & MAINTENANCE</p> <hr/> <p>COMMUNITY & VETERANS AFFAIRS</p> <hr/> <p>YOUTH AND FAMILY SERVICES</p> <hr/> <p>GENERAL ASSISTANCE</p> <hr/> <p>IMRF</p> <hr/> <p>COMMUNITY MENTAL HEALTH</p> <hr/>	<p>ASSESSOR</p> <hr/> <p>COMMUNITY HEALTH NURSE</p> <hr/> <p>EMERGENCY SERVICES & DISASTER</p> <hr/> <p>FOOD PANTRY</p> <hr/> <p>SENIOR CITIZENS SERVICES</p> <hr/> <p>SOCIAL SECURITY</p> <hr/>
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SECTION 2: That the amounts to be levied of each object and purpose shall be as follows:

GENERAL TOWN/CORPORATE FUND:

1.1 ADMINISTRATION

Personnel	632,220	
Contractual Services	<u>221,100</u>	
Commodities	<u>109,900</u>	
Capital Outlay	<u>152,559</u>	
TOTAL ADMINISTRATION		<u>1,115,779</u>

1.2 ASSESSOR

Personnel	142,106	
Contractual Services	<u>15,945</u>	
Commodities	<u>5,635</u>	
Capital Outlay	<u>0</u>	
TOTAL ASSESSOR		<u>163,686</u>

1.3 FACILITIES & MAINTENANCE

Personnel	315,371	
Contractual Services	<u>156,175</u>	
Commodities	<u>7,375</u>	
Capital Outlay	<u>0</u>	
TOTAL FACILITIES & MAINTENANCE		<u>478,921</u>

1.4 COMMUNITY HEALTH NURSE

Personnel	<u>197,247</u>	
Contractual Services	<u>17,701</u>	
Commodities	<u>5,000</u>	
Capital Outlay	<u>0</u>	
TOTAL COMMUNITY HEALTH NURSE		<u>219,948</u>

1.5 EMERGENCY SERVICES & DISASTER AGENCY

Personnel	<u>47,112</u>	
Contractual Services	<u>63,750</u>	
Commodities	<u>7,850</u>	
Capital Outlay	<u>0</u>	
TOTAL EMERGENCY SERVICES & DISASTER AGENCY		<u>118,712</u>

1.6 COMMUNITY & VETERANS AFFAIRS

Personnel	<u>146,610</u>	
Contractual Services	<u>92,800</u>	
Commodities	<u>9,200</u>	
TOTAL COMMUNITY & VETERANS AFFAIRS		<u>248,610</u>

1.7 FOOD PANTRY

Personnel	<u>84,725</u>	
Contractual Services	<u>7,000</u>	
TOTAL FOOD PANTRY		<u>91,725</u>

1.8 YOUTH AND FAMILY SERVICES

Personnel	<u>883,782</u>	
Contractual Services	<u>155,101</u>	
Commodities	<u>9,100</u>	
Capital Outlay	<u>4,000</u>	
TOTAL YOUTH AND FAMILY SERVICES		<u>1,051,983</u>
(REF: 60 ILCS 1/235 & 1/215-5)		

TOTAL GENERAL TOWN/CORPORATE FUND

(REF: GENERAL CORPORATE TAX 60 ILCS 1/235-5)		<u>3,489,364</u>
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2. SENIOR CITIZENS SERVICES FUND**2.1 ADMINISTRATION**

Personnel	<u>493,500</u>	
Contractual Services	<u>16,250</u>	
Commodities	<u>71,500</u>	

TOTAL ADMINISTRATION581,250**2.2 SOCIAL SERVICES**

Contractual Services	<u>70,000</u>	
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TOTAL SOCIAL SERVICES70,000**2.3 NUTRITION**

Personnel	<u>43,000</u>	
Contractual Services	<u>30,000</u>	
Commodities	<u>4,000</u>	

TOTAL TRANSPORTATION77,000**2.4 TRANSPORTATION**

Personnel	<u>231,225</u>	
Commodities	<u>45,000</u>	
Bus Maintenance	<u>25,000</u>	

TOTAL TRANSPORTATION301,225**TOTAL SENIOR CITIZENS SERVICES**1,029,475

(REF: SENIOR CITIZENS SERVICES TAX 60 ILCS 1/35-55)

3. GENERAL ASSISTANCE**3.1 HOME RELIEF**

Contractual Services	<u>114,620</u>	
Other Expenditures	<u>0</u>	
TOTAL HOME RELIEF		<u>114,620</u>

3.2 Employment Services

Personnel	<u>78,000</u>	
Commodities	<u>1,750</u>	
TOTAL HOME RELIEF		<u>79,750</u>

3.3 ADMINISTRATION

Personnel	<u>169,500</u>	
Commodities	<u>3,800</u>	
TOTAL ADMINISTRATION		<u>173,300</u>

TOTAL GENERAL ASSISTANCE

(REF: GENERAL ASSISTANCE TAX (60 ILCS 1/235-20))

367,670**4. SOCIAL SECURITY**

Personnel	<u>140,064</u>	
TOTAL SOCIAL SECURITY		<u>140,064</u>

(REF: SOCIAL SECURITY TAX (40 ILCS 5/21-110 &110.1))

5. IMRF

Personnel	<u>173,330</u>	
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TOTAL IMRF

(REF: IMRF TAX (40 ILCS 5/7-171))

TOTAL RETIREMENT173,330**6. COMMUNITY MENTAL HEALTH FUND**

Personnel	<u>56,500</u>	
Contractual Services	<u>1,005,500</u>	
Commodities	<u>5,993</u>	
Capital Outlay	<u>0</u>	
TOTAL COMMUNITY MENTAL HEALTH FUND		<u>1,067,993</u>

(REF: COMMUNITY MENTAL HEALTH TAX 405 ILCS 20/4)

TAX LEVY SUMMARY

General Corporate Tax	<u>3,489,364</u>	
Senior Citizens Services Tax	<u>1,029,475</u>	
General Assistance (Public Assistance) Tax	<u>367,670</u>	
Social Security Tax	<u>140,064</u>	
Retirement (IMRF) Tax	<u>173,330</u>	
Community Mental Health Tax	<u>1,067,993</u>	

TOTAL TAXES LEVIED6,267,896

SECTION 3: That the Town Clerk shall make and file with the Clerk of said County of Cook, before the time required by law, a duly certified copy of this Ordinance, and it is hereby directed that the aforesaid sum of **\$6,267,896.00** be raised by taxation in the manner provided by law.

SECTION 4: That if any section, subdivision or sentence of this Ordinance shall for any reason be held invalid or found to be unconstitutional, such finding shall not affect the remaining portion of this Ordinance.

SECTION 5: That this Ordinance shall be in full force and effect upon its adoption as provided by law.

SECTION 6: That all prior ordinances and resolutions in conflict or inconsistent herewith are expressly repealed only to the extent of such conflict or inconsistency.

ADOPTED on this XXth day of December, 2014, by the Board of Trustees of Hanover Township.

ROLL CALL:

AYES

NAYS

ABSENT

TOWN CLERK

SUPERVISOR

Hanover Township
 Single Township Road District Tax Levy
 Ordinance #121614-HTRDLevy

An Ordinance levying taxes for all corporate purposes for the Hanover Township Road District, Cook County, Illinois, for the fiscal year beginning April 1, 2014 and ending March 31, 2015.

BE IT ORDAINED by the Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION 1: That the Highway Commissioner of the Hanover Township Road District does hereby determine and declare that the sum of ONE MILLION, SIX HUNDRED AND FORTY FIVE THOUSAND, SEVEN HUNDRED AND SIXTY DOLLARS (\$1,645,760) is hereby levied upon all property subject to taxation within the Road District as that property is assessed and equalized for the current year, in order to meet and defray all the necessary expenses and liabilities of the Road District as required by statute or voted by the people in accordance with the law, for such purposes as:

GENERAL ROAD FUND for the fiscal year beginning April 1, 2014 and ending March 31, 2015.

SECTION 2: That the amounts to be levied for each object and purpose shall be as follows:

1.1 Administration		
Personnel	53,010	
Commodities	145,500	
Other Expenditures	200	
Capital Outlay	<u>0</u>	
Total Administration		198,710
1.2 Maintenance		
Personnel	190,000	
Contractual Services	520,000	
Commodities	165,500	
Capital Outlay	<u>467,233</u>	
Total Maintenance		1,342,733
1.3 Buildings		
Building/Building Improvements	<u>104,317</u>	
Total Buildings		<u>104,317</u>
Total General Road Fund		<u>1,645,706</u>
(REF: General Road & Bridge Tax (605 ILCS 5/6-501 & 6-504))		
TAX LEVY SUMMARY		
Road and Bridge Tax	<u>1,645,706</u>	
TOTAL TAXES LEVIED		<u>1,645,760</u>

THE AMOUNTS TO BE LEVIED were determined and certified by the Highway Commissioner of the Hanover Township Road District.

P. Craig Ochoa, Highway Commissioner

SECTION 3: The Hanover Township Board of Trustees certifies to the Cook County Board and Clerk that the amounts levied herein are the amounts necessary to be levied for Hanover Township Road District purposes. It is hereby directed that the aforesaid sum of \$1,645,706 be raised by taxation in the manner provided by law.

SECTION 4: That the ex-officio Road District Clerk shall make and file with the County Clerk of said County of Cook, on or before the time required by law, a duly certified copy of this Ordinance.

SECTION 5: That if any subdivision or sentence of this Ordinance shall for any reason be held invalid or be unconstitutional, such finding shall not affect the validity of the remaining portion of this Ordinance.

SECTION 6: That this Ordinance shall be in full force and effect upon its adaption, as provided by law.

SECTION 7: That all prior ordinances and resolutions in conflict or inconsistent herewith are expressly repealed only to the extent of such conflict or inconsistency.

ADOPTED AND CERTIFIED this 16th day of December 2014, by the Board of Trustees of Hanover Township.

Roll Call:

Ayes:

Nays:

Absent:

Brian P. McGuire, Ex-Officio Treasurer of the Hanover Township Road District

Attest:

Katy Dolan Baumer, Ex-Officio Clerk of the Hanover Township Road District

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 No. 121614-HTRDLevy approved on December 16, 2014, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

SEAL

**2015 TRIP TRANSIT GRANT and
SERVICE AGREEMENT**

THIS AGREEMENT, made and entered into by and between the **SUBURBAN BUS DIVISION OF THE REGIONAL TRANSPORTATION AUTHORITY**, operating under the name and hereinafter referred to as "Pace" and Elk Grove, Hanover, Palatine, Schaumburg and Wheeling Townships (hereinafter referred to as Townships).

WITNESSETH:

WHEREAS, Pace was created as the Suburban Bus Division of the Regional Transportation Authority to be responsible for providing public transportation by bus, (70 ILCS 3615/3A.01); and

WHEREAS, Pace may enter into grant agreements with governmental and private sector entities to obtain public bus service and to provide for payment of operating and other expenses upon such terms and conditions as Pace shall provide in any such agreements; and

WHEREAS, Pace agrees to provide the transportation services as hereinafter described in Exhibit A attached hereto upon the terms and conditions set forth therein;

WHEREAS Pace shall fund its provision of transportation services as described in Exhibit A up to \$250,000 (hereinafter referred to as "Pace Grant").

NOW, THEREFORE, in consideration of the promises and agreements herein set forth, Pace and the Townships **AGREE** as follows:

1. The parties agree that the recitals hereinabove set forth are incorporated as terms and conditions of this Agreement as though fully set forth herein and binding on the parties.
2. Pace shall provide the services as fully described in Exhibit A attached hereto and the parties agree to comply with the service standards, procedures and parameters provided in Exhibit A attached hereto and made a part hereof.
3. Pace shall provide the funding up to \$250,000 (Pace Grant) for Pace to provide the transportation services as described in Exhibit A.
4. Calculation of monthly Invoice – Pace shall provide a monthly report to the Townships to give an accounting of expended funds. The monthly report shall be based on service costs calculated using actual costs to provide the services less revenue received. The Townships will be responsible for any deficit after the Pace Grant of \$250,000 is expended.
5. Term - This Agreement is effective January 1, 2015, through December 31, 2015 or either party exercises their right to terminate this Agreement under Paragraph 7.

6. Service Provision - Pace shall not be responsible for any failure to provide the Service due to circumstances beyond the control of Pace. However, Pace shall make every reasonable effort to restore Service as soon as practical under the circumstances. Pace shall have the right to make minor revisions to the Service during the term of this Agreement upon written notification to and concurrence by the Townships.

7. Termination of Service - Either party may terminate this Agreement with sixty (60) days advance written notification to the other party.

8. Independent Relationship - Pace is an independent contractor and not an employee, agent, joint venturer, or partner of the Townships, and nothing in this Agreement shall be construed as creating any other relationship between the Townships and Pace, or between any employee or agent of Pace and the Townships. Pace employees shall at all times remain employees of Pace, which shall be solely responsible for all aspects of their employment, including, without limitation, compensation, benefits, payment or withholding of taxes, Social Security, Medicare, unemployment or other insurance, and workers' compensation.

9. Severability - The provisions of this Agreement shall be severable. The unenforceability or invalidity of any one or more provisions, clauses or sentences hereof shall not render any other provision, clause or sentence herein contained unenforceable or invalid. The portion of the Agreement which is not invalid or unenforceable shall be considered enforceable and binding on the parties and the invalid or unenforceable provision(s), clause(s) or sentence(s) shall be deemed excised, modified or restricted to the extent necessary to render the same valid and enforceable, and this Agreement shall be construed as if such invalid or unenforceable provision(s), clause(s) or sentence(s) were omitted. The provisions of this paragraph shall survive the termination of this Agreement for any reason.

10. Binding Agreement - This Agreement supersedes any and all prior agreements between the parties, whether written or oral, and shall be binding upon the parties.

11. Authority - Pace and the Townships represent and warrant that their representatives whose signatures appear below have the power and authority to enter into this Agreement and to obligate Pace and the Townships to the terms of this Agreement.

12. Complete Agreement - This Agreement constitutes the entire Agreement between the parties hereto. Any proposed change in this Agreement shall be submitted to Pace for its prior approval. No modification, addition, or deletion to this Agreement shall be effective unless and until such changes are reduced to writing and executed by the authorized officers of each party. Any changes in service description, payment rates or pass allocations shall be reflected in a revised Exhibit attached hereto reduced to writing and signed by both parties.

13. Notices - All notices due to the other party shall be delivered to the address indicated below:

Pace
550 W. Algonquin Road
Arlington Heights, IL 60005
Attn: Executive Director

Townships:
Wheeling Township
1616 N. Arlington Heights Rd.
Wheeling, IL 60004

Hanover Township
250 S. Rte 59
Bartlett, IL 60103

Schaumburg Township
1 Illinois Blvd.
Hoffman Estates, IL 60129

Elk Grove Township
2400 S. Arlington Heights Rd.
Arlington Heights, IL 60005

Palatine Township
7215 S. Quentin Road, Ste. 101
Palatine, IL 60067

15) Governing Law - This Agreement shall be construed in accordance with the laws of the State of Illinois.

16) This Agreement may be executed by the parties in several counterparts, each of which so executed shall be deemed an original, and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be made effective as of the date set forth above and executed by their duly authorized officials.

Pace

Wheeling Township

By: _____

By: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

Schaumburg Township

Hanover Township

By _____

By: _____

Title: _____

Title _____

Dated: _____

Dated: _____

Elk Grove Township

Palatine Township

By: _____

By: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

Exhibit A

TRIP Service Description

TYPE OF SERVICE	Curb to Curb Dial-A-Ride Bus Service
SERVICE OPERATED BY	Pace will contract with a transportation provider (the “Contractor”) to provide the service, which is the subject of this Agreement.
RESERVATION DAYS & HOURS	Monday through Friday – 9:00 AM to 2:00 PM
RESERVATION METHOD	Reservations shall be accepted at the Pace call center by way of email (north.firsttransit@firstgroup.com) a maximum of seven (7) days in advance and a minimum of two (2) days in advance of the day of service. Note: Friday reservations are for Tuesday service.
REGISTRATION METHOD	All riders register through the Township. Registration information is sent by the Township to the designated Pace email address (cookcounty@pacebus.com). Eligible riders are registered with the transportation provider within five (5) business days.
SERVICE AREA	TRIP provides transportation to eligible riders to medical facilities within Palatine, Wheeling, Hanover, Schaumburg and Elk Grove Townships. In addition, transportation is provided to the following designated locations outside of the five (5) Townships: <ol style="list-style-type: none">1. University of Illinois Medical Center;2. Jesse Brown VA Medical Center;3. Edward Hines VA Hospital;4. Lovell Federal Healthcare Center;5. John Stroger Cook County Hospital;6. Rush Medical Center;7. Northwestern Hospital;8. ARA South Barrington Dialysis Center; and9. Good Shepherd Hospital in Barrington.
SERVICE DAY & HOURS	Monday through Friday – 5:00 AM to 9:00 PM Saturday – 5:00 AM to 4:00 PM Note: Whenever possible, pick-up times are negotiated in order to optimize the service efficiency.
HOLIDAYS	Service will <u>not</u> operate on following holidays: <ul style="list-style-type: none">• New Year’s Day• Memorial Day• Independence Day• Labor Day• Thanksgiving Day• Christmas Day
ONE-WAY FARE	Trips within the Township \$5.00 Trips across Townships \$10.00 Note: The maximum fare per trip per rider is \$10.00
SUBSCRIPTIONS	Subscriptions are allowed per the approval of the Township. Subscriptions are submitted by way of email (cookcounty@pacebus.com) a minimum of five (5) days in advance of service.
COMPANIONS	One (1) free companion is allowed per eligible passenger.
RIDER ELIGIBILITY	Rider eligibility is determined by the sponsor. Registered riders are seniors who are 60 years and older or persons with disabilities who are 18 years or older.



Unified Dispatch LLC ("UDI")
 16 N. Marengo Avenue, Suite 707
 Pasadena, CA 91101
 Tel: (626) 219-0800 x101
 Fax: (877) 316-4230
 darius@unified-dispatch.com

Contract created October 22, 2014

Customer Information

Customer Name: Hanover Township
Address: _____
City, State & Zip: _____
Phone: _____
Contact Name: Barbara Schuldt **Tel:** _____ **Fax:** _____
Agreement Effective Date: When UDI hosted IVR platform begins to handle production callouts

Provisos

The following terms are hereby agreed to, and shall supersede any contradictory terms contained herein:

Pricing valid through October 31, 2014. See Products and Services section below for details. *Project Startup payments shall be made in USD according to the following schedule:*

Project Startup Payment Milestones

Milestone 1: \$ 6,250 (50%) due with signed contract.

Milestone 1 payment must be received by UDI before UDI will commence project work.

Milestone 2, part A: \$ 6,250 (50%) due before Customer is live on hosted system

Milestone 2, part B: \$ 1,650 (1st quarter Service Costs) due before Customer is live on hosted system

Milestone 2 total payment of \$7,900 must be received by UDI before UDI will formally go live with Customer.

Billing And Payments

- All payments may be made via properly authorized credit card, ACH, or check.
Please select desired option: ___ Credit Card ___ ACH ___ Check
(Auto-charge / ACH approval forms to be provided separately)
- Customer commits to a minimum of 12 months of service.
- Service is invoiced quarterly, in advance.
- Call times are rounded up to the nearest minute.
- All callout attempts are charged against minutes.
- Unused minutes do not roll-over between months.
- Service may be halted for invoices not paid within 45 days of invoice date.

Terms and Conditions

- All callout services are made on a best efforts basis.
- Reminder callouts are made during a 3-hour period.
- Time-sensitive callouts, such as arrival notifications and floodgate messages, are given higher priority.
- The Greeting and Closing prompt for each call-flow is recorded by UDI's professional voice talent, and will include the Client's name. The Closing prompt includes the Client's name. The Client's customer service contact information can also be included in the closing prompt.
- Transfer to Agent is not included in the quoted service. Please call UDI for options.
- No other changes to call-flows or reports are included in quoted price.
- Modifications to call-flows and reports are charged on time and materials basis. Professional Services are charged at \$195.00 per hour. Please call UDI for details.

Except as may be modified above, Customer agrees to the terms and conditions listed on pages 4-7 of this contract.

Customer Applications

Product Type	Make	Model	Software Release
PBX Telephone System	N/A	N/A	N/A
PBX Contact:	N/A	N/A	N/A
Scheduling / Fleet Dispatch System	Ecolane		
Other Systems & Software			

Upon request, Customer agrees to complete the UDI Site Survey to specify configurations of hardware, software, and other related systems. Customer is responsible for provisioning appropriate data bandwidth for Customer Applications and UDI-provided Systems for Support & Maintenance Services.

Products and Services

UniBook provides a hosted platform for enabling outbound customer communication.

The UniBook Hosted Solution includes necessary UDI hardware, software, and standard customer setup as indicated below. Milestone payments are due per the Provisos above, and additional fees may apply if special customization work is required.

Description	Qty	Unit Price	Total
UDI Hosted IVR Setup	1	\$12,500	\$12,500
Customer Account Setup			
Ecolane Integration			
Standard Callflow Reports			
Nightly Reminder Callout, with Cancel Option (English)			
Arrival Notification Callflow (English)			
Monthly Service Cost @ 5,000 minutes = \$550.00/month			
Overage Charge = \$0.04 / minute			
Total			\$12,500

Customer is responsible for any out-of-pocket expenses, including travel, shipping, and related fees. Customer may contract with appropriate third parties for integration to UDI systems with UDI approval, and Customer acknowledges its responsibility for any integration or licensing fees that are charged by third parties, including integration/interfacing to telephone, data network, and/or dispatch systems and all associated equipment, if applicable.

UDI Software License, Support, and Maintenance

The table below briefly lists UDI Support & Maintenance for the Services provided. Customer remains responsible for its own software, hardware (including IVR hardware replacement not covered by manufacturer's warranty), and related equipment.

	Standard Support
Technical Support* (800) 921-5244 626-219-0800 option 1 ivr-support@unified-dispatch.com	System Down: 24/7/365 General: Standard Business Hours

Standard support services are covered under the monthly Service Costs indicated in the Products and Services section above. Any professional services fees that are not covered by Support & Maintenance shall be billed at the following rates: Engineer, \$195/hr, Consultant, \$195/hr. Customer shall be responsible for all travel-related expenses and any other out-of-pocket costs associated with such professional services.

* Response times and service level targets are described in Exhibit B of the Terms and Conditions.

Designated Contacts

Customer Designated Contact: (Business)

Name:
Position:
Phone:
Email:

UDI Designated Contact: (Business)

Name: Darius Woody
Position: Director of Sales
Phone: (626) 219-0800 x101
E-mail: darius@unified-dispatch.com

Customer Designated Contact: (Technical)

Name:
Position:
Phone:
E-mail:

UDI Designated Contact: (Technical)

Name: Carlos Chavez
Position: Sr. Developer/Technical Support
Phone: 626-219-0800 x106
Email: carlos@unified-dispatch.com

Signature

By my signature below (a facsimile accepted as if it were an original), I hereby affirm that I am authorized to sign on behalf of such respective party identified herein. I further affirm that I have read, understand, and do agree to be legally bound by this Order Form and by all the attached Terms and Conditions.

Unified Dispatch, LLC.

By: _____

Print Name: _____

Title: _____

Date: _____

Customer

By: _____

Print Name: _____

Title: _____

Date: _____

Exhibit A

Terms & Conditions

1. Definitions

1.1 “Confidential Information” means any and all information disclosed by either party to the other party by way of this Agreement, disclosed either directly or indirectly, in writing, electronically, orally or by inspection of tangible objects (including without limitation, documents, software, facilities, equipment and operating plans). Confidential Information includes, but is not limited to, this Agreement (including Exhibits and the Order Form) as specified in Section 6, all UDI Intellectual Property as defined in Section 5.1 and all UDI Software and Documentation as defined in Section 5.2, and may also include information disclosed to a disclosing party by third parties. Confidential Information shall not, however, include any information (i) that was publicly known or generally in the public domain prior to disclosure; (ii) of the type generally obtainable from third parties; (iii) that becomes publicly known or made generally available after disclosure by the disclosing party to the receiving party through no action or inaction of the receiving party; (iv) that is already rightfully in the possession of the receiving party at the time of disclosure by the disclosing party as shown by the receiving party’s files and records immediately prior to the time of disclosure; (v) is obtained by the receiving party from a third party without a breach of such third party’s obligations of confidentiality; or (vi) is required by law to be disclosed by the receiving party, provided that the receiving party gives the disclosing party prompt written notice of such requirement prior to such disclosure and assistance in obtaining an order protecting the information from public disclosure.

1.2 “Customer” is the party to this Agreement as listed on the first page of the Order Form.

1.3 “Customer Applications” shall mean software applications, code, web pages, information, data and associated hardware owned or controlled by Customer other than services or products provided solely by UDI.

1.4 “Content” shall mean data, information, files, software, scripts, images, graphics, audio, video, text, and any other object or information, whether in written or audio form (e.g., voice messages), transmitted to or from UDI Systems by Customer, its partners, affiliates, licensees or its End-Users through use of UDI Technology.

1.5 “Customer Site” shall mean any distinct geographic site at which Customer or its subsidiary operates a call or dispatch center during the Term.

1.6 “Effective Date” shall mean the date as referred to on the Order Form.

1.7 “End-User” shall refer to Customer’s customer that uses UDI Systems for transportation service.

1.8 “Fees” shall mean the prices charged for use of the UDI Technology as specified in the Order Form of this Agreement.

1.9 “Harmful Code” shall mean any Content that contains any virus, worm, trojan horse or other contaminating or destructive feature that directly or indirectly alters or damages any part of UDI’s Systems.

1.10 “Live Date” shall mean the first day UDI’s UniBook Service commences operation with Customer’s actual end-users.

1.11 “Port” shall mean, for the duration of the Term, the maximum number of physical or electronic connections, telephone channels, resources, or Voice over IP (VoIP) channels simultaneously enabled to establish one connection at one time. In some instances, the existing telecommunications architecture required may require Customer to purchase an equal number of Ports as inbound telephone lines.

1.12 “Support & Maintenance UDI Technology” shall mean the services provided by UDI to Customer as specified in Exhibit B of this Agreement.

1.13 “Term” shall mean the period of time from the Effective Date until any expiration or termination of this Agreement in accordance with Section 7.

1.14 “UDI” refers to Unified Dispatch, LLC, a California Limited Liability Corporation.

1.15 “UDI Systems” shall mean UDI’s servers, infrastructure, and related applications that are made generally available by UDI to Customer for the provision of the UDI Technology.

1.16 “UDI Technology” shall mean UDI Technology provided by UDI to Customer as specified in the Order Form of this Agreement, if applicable.

1.17 “Update” shall mean a software version of UDI Technology, as applicable, made generally available to customers and containing minor functional enhancements and/or error corrections. The content and timing of all Updates shall be solely decided upon by UDI, represented by a release number change immediately to the right of the decimal point in the version number.

1.18 “Upgrade” means a software version of UDI Technology, as applicable, made generally available to customers and containing substantial functional enhancements. The content and timing of all Updates shall be solely decided upon by UDI, represented by a release number change immediately to the left of the decimal point in the version number.

2. Agreement

2.1 UDI Technology. UDI hereby grants to Customer the non-exclusive right to use the UDI Technology at Customer Sites as set forth in this Agreement and in accordance with its published specifications during the Term. Such right does not include the right to transfer, lease, loan, resell, license, sublicense, distribute or otherwise grant any rights in the UDI Technology in any form to any other party, including without limitation commercial time-sharing, rental, or service bureau use.

2.2 Updates and Upgrades. To ensure software uniformity and maintain quality control, UDI retains the right, at its sole option, to Upgrade or Update UDI Technology pursuant to new releases, and Customer agrees to accommodate UDI in doing so. Additionally, UDI reserves the right to provide Support & Maintenance only on releases of the UDI Technology no more than eighteen (18) months’ old.

2.3 Delivery of UDI Technology. UDI will provide and Customer will receive UDI Technology (and standard Support & Maintenance for the UDI Technology) as specified in the Order Form at all Customer Sites during the Term, subject to the terms and conditions set forth herein.

2.4 Equipment. UDI will provide such equipment as is commercially necessary to make UDI Systems perform. UDI may provide equipment that has previously been used for another purpose by UDI or another party, provided that it is in good working condition or otherwise covered by manufacturer or other suitable warranty. Regardless, UDI is not responsible for business interruption or other damage caused by malfunction of such systems, electronic theft or damage to UDI Systems or to information transmitted to or through UDI Systems.

2.5 Integration of UDI Technology with Customer Applications. UDI shall make commercially reasonable efforts to provide interfaces to Customer Applications and associated equipment, including without limitation dispatch systems, telephone systems, call recording systems, and so forth. As provided in Section 9 of this Agreement, UDI makes no warranties or representations regarding such integration. Moreover, Customer shall be responsible for any fees to third parties for integration to Customer Applications, including without limitation the ability for Customer to record and monitor phone calls to the UDI Technology, ACD-type reporting and functionality of the UDI Technology, and any other specialized functionality. Moreover, UDI assumes no liability as a result of such integration efforts.

3.0 Customer Responsibilities

3.1 General. Subject to the terms of this Agreement, UDI grants Customer a non-exclusive right to use UDI Technology and UDI Systems for the duration of the Term. Customer agrees to satisfy UDI's Minimal Requirements for the duration of the Term, as specified in the Order Form and/or Exhibit B. Customer agrees that, as an inducement to enter into this Agreement, UDI has relied upon Customer and/or Customer's vendors who have affirmed the ability of applicable third party products to integrate with the UDI Technology and UDI Systems. Customer shall be solely responsible for additional costs should they be necessary to ensure applicable third party products work with UDI Technology or UDI systems. Any compatibility issues between applicable third party products and UDI Technology and/or UDI Systems shall not stop or otherwise delay any obligations of Customer, including but not limited to payment of Fees, with respect to this agreement. Customer shall be solely responsible for, and UDI shall not be liable for Customer's failure in (a) properly configuring, developing, programming, hosting and operating its and any third-party hardware, software, web sites, Content and all Customer Applications, and its respective third-party telephone and Internet connections, so as to allow access to UDI and/or the use of UDI Systems and UDI Technology in accordance with the documentation provided by UDI and all applicable protocols and requirements of UDI Systems; (b) testing all Customer Applications and Customer's web sites prior to use in connection with UDI Systems and UDI Technology; (c) ensuring compatibility of Customer Applications (including PBX and dispatch systems) with UDI Systems and UDI Technology and related protocols; and (d) providing any connections necessary to communicate with UDI Systems.

3.2 Changes to Customer Applications. Customer represents that the Order Form contains a description of the Customer Applications that Customer intends to use in connection with the UDI Technology during the Term. Customer acknowledges and agrees that any changes to the functionality of such Customer Applications or changes in the manner or frequency with which such Customer Applications interact with UDI Systems, and/or the addition of new Customer Applications, may require the payment of additional fees to UDI.

4.0 Payment Terms

4.1 Fees. Customer shall pay Fees to UDI in such amounts and at such times as specified in the Order Form.

4.2 Invoice and Payment.

1. **General - Invoicing.** Fees are due per the terms of this contract whether or not invoiced by UDI. UDI may invoice for Milestone/purchase payments upon occurrence of the Milestones indicated on the Order Form. UDI may invoice Customer for License, Support, & Maintenance at the beginning of each quarter for the following calendar quarter (and at the beginning of the Term for the remainder of the current calendar quarter), and for Fees at the end of each calendar month for UDI Technology provided to Customer during such calendar month.

2. **General-Payment.** Payment of all invoices is due upon receipt, and UDI reserves the right to invoice Customer within sixty (60) days of the actual installation, regardless of circumstances. UDI retains sole discretion to extend any due date or discount Fees by way of a written notice from UDI to Customer signed by an authorized representative of UDI. UDI may suspend Customer's access to UDI Technology if payment is not received within seven (7) calendar days of the due date and may terminate this Agreement pursuant to Section 7.2 and pursue any remedies permitted by this Agreement and/or allowed by applicable law. UDI reserves sole discretion to apply payments against any given outstanding invoice, and/or against any portion of any invoice.

4.3 Late Payments. All amounts not paid on or before the applicable date due shall accrue late charges at a rate of 1.5% per month, or the maximum rate allowed under law, whichever is lower, from the date such payment was due until the date paid. In addition, Customer will be charged the lesser of \$25 or the highest amount allowed by applicable law for each unpaid check returned by Customer's bank. In the event UDI reasonably commences an action due to non-payment, UDI is entitled to recover all reasonable costs and all reasonable attorneys' fees.

4.4 Taxes. Customer shall be responsible for all sales taxes, use taxes, value added taxes, withholding taxes and any other similar taxes, fees, and

charges of any kind imposed by any federal, state or local governmental entity on the transactions contemplated by this Agreement, excluding only U.S. taxes based solely upon UDI's income.

5.0 Intellectual Property

5.1 Ownership. All patent, trademark, and copyright rights, including all intellectual property rights in the UDI Technology and any associated hardware and software of UDI, and any updates, upgrades or modifications thereof, or in any ideas, know-how, and programs developed by UDI or its licensors during the course of performance of this Agreement (collectively, "UDI Intellectual Property") shall remain the sole and exclusive property of UDI or its licensors, if applicable, and for greater certainty, shall be treated as Confidential Information of UDI under this Agreement.

5.2 Restrictions. Except to the extent permitted by this Agreement or any other agreement between the parties, Customer shall not directly or indirectly: (i) disassemble, reverse engineer, decompile, or otherwise attempt to derive source code from the software or documentation, modify, adapt, create derivative works based upon, or translate any software or documentation owned and/or provided by UDI to Customer hereunder ("UDI Software and Documentation"); (ii) copy, install or use UDI Software or Documentation on any of its computer systems, servers, or networks without or in excess of UDI's prior written consent; or (iii) transfer, lease, loan, resell, license, sublicense, distribute or otherwise grant any rights in the UDI Software or Documentation in any form to any other party, including without limitation commercial time-sharing, rental, or service bureau use.

6.0 Confidential Information

6.1 Non-use and Non-disclosure. Each party agrees not to use any Confidential Information of the other party except as otherwise expressly permitted in this Agreement or as expressly authorized. Each party agrees not to disclose any Confidential Information of the other party.

6.2 Maintenance of Confidentiality. Each party agrees that it shall take reasonable measures to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information of the other party. Without limiting the foregoing, each party shall take at least those measures that it takes to protect its own most highly confidential information but in no circumstances less than reasonable care.

6.3 Remedies. Each party acknowledges that a breach of this Section 6 would cause irreparable harm to the non-breaching party, the extent of which would be extremely difficult to ascertain. Accordingly, the parties agree that, in addition to any other remedies to which the non-breaching party may be legally entitled, the non-breaching party shall have the right to obtain immediate injunctive relief from a court of competent jurisdiction in the event of a breach of Section 6 by the other party or any of its officers, employees, consultants or other agents.

7.0 Term and Termination

7.1 Term. This Agreement shall become effective on the Effective Date and shall continue for a period of five (5) years from the Effective Date (the "Initial Term"), unless terminated earlier in accordance with Section

7.2 Upon expiration of the Initial Term, this Agreement shall renew automatically on a yearly basis (each, a "Renewal Term"), unless sixty (60) calendar days' notice of non-renewal is given, in writing, prior to the expiration of the Initial Term or unless thirty (30) days' notice of non-renewal is given, in writing, prior to the expiration of the then-current Renewal Term.

7.3 Termination. This Agreement may be terminated as follows:

1. If either party materially breaches any term or condition of this Agreement and fails to cure such breach within sixty (60) calendar days after receiving notice of the breach, the non-breaching party may terminate this Agreement on written notice at any time following the end of such thirty (60) day period.

2. UDI may terminate this Agreement if Customer fails to pay the amount due hereunder within upon the earlier of thirty (30) calendar days of the invoice date, or ten (10) calendar days after notice that such payment is delinquent. Upon either event, UDI may immediately terminate all services it is obligated to perform by this Agreement. Any such termination by UDI shall not in any way limit

UDI's rights or remedies at law or in equity with respect to any such non-payment.

3. The Agreement automatically and immediately terminates upon written notice from UDI if Customer becomes insolvent or makes an assignment for the benefit of creditors.

7.4 Survival. The following sections shall survive the termination or expiration of this Agreement for any reason: 1, 4, 5, 6, 7.3, 8, 9 and 11.

8.0 Indemnification

8.1 By Customer. Customer shall indemnify, defend and hold harmless UDI and its shareholders, directors, officers, employees, contractors, attorneys, licensors and other service providers ("UDI Parties") from and against all claims, demands, suits or proceedings made or brought against UDI Parties ("Claims"), and shall pay or reimburse UDI Parties for any and all damages, attorneys' fees as accrued, costs and expenses payable by UDI Parties to the party bringing such action to the extent that they are awarded in a final judgment, arbitration, or agreed to in settlement ("Damages"), as a result of (a) Claims alleging Customer's web site, Content or Customer Applications, or integration thereto or support thereof by UDI, infringe a copyright, trademark or service mark, patent, trade secret or other intellectual property or proprietary right of a third party, or causes damage to the business of any third party, (b) any use of UDI Technology by Customer or its end users violating this Agreement, or (c) Claims rooted in unilateral actions or omissions of Customer, its employees, contractors, or passengers.

8.2 By UDI. UDI shall indemnify, defend and hold harmless Customer and its shareholders, directors, officers, employees, contractors, attorneys, licensors and other service providers (for this paragraph only, "Customer-Related Parties") from and against all claims, demands, suits or proceedings made or brought against Customer (individually, a "Customer Claim") and shall pay or reimburse UDI Parties for any and all damages payable by Customer-Related Parties to the party bringing such action to the extent that they are awarded in a final judgment, binding arbitration, or agreed to in any settlement (as a result of mediation or otherwise), that results from a claim against Customer or a Customer Claim that alleges the UDI Technology directly infringe a copyright, trademark, patent, or other intellectual property or proprietary right of some third party, except for claims for which Customer is already obligated to indemnify under the preceding Section 8.1.

9.0 Disclaimer

9.1 Disclaimer. ALL UDI SERVICES ARE PROVIDED TO CUSTOMER ON AN "AS IS" BASIS. UDI MAKES NO OTHER WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE RELATING TO THE SERVICES OR ANY OTHER MATERIALS OR SERVICES FURNISHED OR PROVIDED TO CUSTOMER UNDER THIS AGREEMENT. UDI SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND WORLDWIDE NONINFRINGEMENT.

10.0 Limitation of Liability

10.1 Limitation of Liability. *IN NO EVENT SHALL UDI'S LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE SUM OF FEES PAID BY CUSTOMER FOR THE SERVICES GIVING RISE TO THE LIABILITY DURING THE ONE YEAR PERIOD IMMEDIATELY PRECEDING THE DATE THE CAUSE OF ACTION AROSE (OR IN THE EVENT THAT MORE THAN ONE CAUSE OF ACTION ARISES, THE DATE THE INITIAL CAUSE OF ACTION AROSE). IN NO EVENT SHALL UDI, UDI'S EMPLOYEES, MEMBERS OR MANAGERS HAVE ANY LIABILITY TO CUSTOMER FOR ANY LOST PROFITS, LOSS OF DATA, BUSINESS INTERRUPTION, OR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR SIMILAR DAMAGES HOWEVER CAUSED AND UNDER ANY THEORY OF LIABILITY (INCLUDING NEGLIGENCE) AND WHETHER OR NOT CUSTOMER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY PROVIDED HEREIN.*

11.0 General Provisions

11.1 Transfer Restrictions. Customer may not assign, sublease, license, sublicense, pledge, resell or transfer any of its rights or delegate any of its obligations under this Agreement, whether by operation of law, pursuant to a

change of Customer's ownership, or otherwise, without UDI's prior written consent.

11.2 Waiver and Amendment. No modification, amendment or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party to be charged. No failure or delay by either party in exercising any right, power, or remedy under this Agreement, except as specifically provided herein, shall operate as a waiver of any such right, power or remedy.

11.3 Choice of Law and Forum. This Agreement and any dispute arising from the performance or breach hereof shall be governed by and construed and enforced in accordance with, the laws of the United States and the State of California, USA. Customer submits to the exclusive jurisdiction of any state court or federal court located in the City of Los Angeles, California, over any suit, action or proceeding arising out of or concerning this agreement.

11.4 Delivery and Acceptance. Delivery of any goods listed herein, if applicable, will be made F.O.B. from UDI's point of shipment. Risk of loss or damage to the delivered items passes to Customer upon transfer to the carrier.

11.5 Notices. Unless otherwise specified, all notifications, approvals or consents required or permitted under this Agreement must be satisfied by a traditional signed writing on paper to an address below or in a manner and to an address provided on the Order Form: telephone, facsimile, or electronic mail; provided, however, that the terms "writing" or "written" in this Agreement shall require a the traditional paper writing mailed or couriered to the party to whom the notice is directed. The address of the parties are set forth below, but may be altered later to such other address as the appropriate party designates in writing:

If to UDI: Unified Dispatch, LLC.
16 N. Marengo Ave, Suite 707
Pasadena, CA 91101
Attn: General Counsel

If to Customer: To contact name & address in Order Form

All communications shall be considered delivered and effective on the earlier of actual receipt or when (a) personally delivered; (b) the business day following transmission if sent by electronic mail or facsimile and not sooner confirmed by recipient; or (c) one (1) day after posting when sent by registered private overnight carrier; or (d) five (5) days after posting when sent by certified United States mail.

11.6 Relationship of Parties. The parties are independent contractors. Neither party shall be deemed to be an employee, contractor, agent, partner, joint venture, or legal representative of the other for any purpose and neither shall have any right, power or authority to create any obligation or responsibility on behalf of the other.

11.7 Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, such provision shall be changed and interpreted so as to best accomplish the objectives of the original provision to the fullest extent allowed by law and the remaining provisions of this Agreement shall remain in full force and effect.

11.8 Force Majeure. Except for Customer's obligations to pay money, neither party shall be deemed to be in breach of this Agreement for any failure or delay in performance caused by reasons beyond its reasonable control, including but not limited to direct impact from acts of God, acts of war, earthquakes, electronic or non-electronic terrorism, Internet outages, civil unrest, widespread power failures, strikes or shortages of materials.

11.9 Headings and References. The headings and captions used in this Agreement are used for convenience only and are not to be considered in construing or interpreting this Agreement.

11.10 Complete Understanding. This Agreement, including all Exhibits and Order Forms, constitutes the final, complete and exclusive agreement between the parties with respect to the subject matter hereof, and supersedes any prior or contemporaneous oral or written agreement, proposal, presentation, warranty or representation.

Exhibit B

Description of License, Support, & Maintenance of UDI Technology

Standard Support

UDI shall be responsible for routine support and maintenance on its products and applications in order to maintain the expected operation of such products. UDI shall not be responsible for failures due to third parties. Customer shall be responsible for replacement of on-site system hardware beyond initial manufacturer warranty/warranties (if Products and Services purchased by Customer include such hardware).

Response Times & Service Level Goals

UDI will use commercially reasonable efforts to provide Customer with technical advice and assistance in connection with its use of UDI Systems ("Products"), according to severity level.

Severity One: The Products have ceased to work, which prevents performance of critical day-to-day business activities. UDI expects to allocate a member of staff to investigate the problem upon notification and use all commercially reasonable efforts to provide either a practical solution or a work-around within 4 working hours from initial contact. If this is not achieved, a full-time resource may be allocated to the problem until either a practical solution or a work-around is provided. If a solution or work-around cannot be provided within one working day, then onsite support may be provided if it is determined by UDI to be beneficial to resolving the problem. Status reports will be made regularly for as long as the problem remains unresolved.

Severity Two: An important function of the Products has ceased to work. UDI expects to allocate a member of staff to investigate the problem upon notification and use all commercially reasonable efforts to provide either a practical solution or a work-around within 3 working days. If this is not achieved, UDI expects to allocate a full-time resource to the problem until either a practical solution or a work-around is provided. Status reports will be made on a regular basis for as long as the problem remains unresolved.

Severity Three: *The Products are causing a problem that is only having a minor impact on normal operating activities of the Products (such as a function of the Products has ceased to work as efficiently as previously). Upon request, UDI expects to allocate a member of staff to investigate the problem upon notification and will use commercially reasonable efforts to provide either a practical solution or a work-around within 5 working days. Status reports will be made on a regular basis for as long as the problem remains unresolved.*

Obligations of Customer

UDI's License, Support, & Maintenance requires Customer to:

- *maintain "current" payment status on all amounts due and payable under this agreement*
- *keep full security copies of the Products, Customer Applications, and of Customer's databases and computer records in accordance with best computing practice;*
- *not allow any third party to provide support and maintenance of UDI Systems without prior permission from UDI;*
- *notify UDI in the event any third party provides support and maintenance to Customer Applications;*
- *provide to UDI notice and a summary or a copy of any communications to or from third parties regarding any of the Customer Applications that may affect the operations of UDI Technology or UDI Technology;*
- *cooperate fully with UDI's personnel in the diagnosis of any error or defect in the Products; and*
- *make available to UDI, free of charge, all information, facilities and services reasonably required by UDI to enable UDI to perform the Support & Maintenance services described in this Agreement.*

Additional UDI Technology

At the request of Customer, UDI shall provide technical, operational or other assistance or consulting to Customer not covered herein. Unless otherwise specified on the Order Form, any additional professional services not covered under standard maintenance & support shall be billed at the following rates: Senior Engineer, \$195/hr, Senior Developer, \$195/hr, Junior Engineer, \$175/hr. Customer shall be responsible for all travel-related expenses and any other out-of-pocket costs associated with such professional services.

ADDENDUM NO. ONE, dated _____, 2014 to the Unified Dispatch Agreement dated October 22, 2014, for services for Hanover Township (the "Agreement") between Unified Dispatch LLC ("UDI") and Hanover Township (the "Township") (collectively, the "Parties").

The Agreement is hereby modified as follows:

1. Section 8.0 Indemnification is deleted in its entirety and the following is substituted therefore:

8.1 By Customer. Customer shall indemnify, defend and hold harmless UDI and its shareholders, directors, officers, employees, contractors, attorneys, licensors and other service providers ("UDI Parties") from and against all claims, demands, suits or proceedings made or brought against UDI Parties ("Claims"), and shall pay or reimburse UDI Parties for any and all damages, attorneys' fees as accrued, costs and expenses payable by UDI Parties to the party bringing such action to the extent that they are awarded in a final judgment, arbitration, or agreed to in settlement (as a result of mediation or otherwise) ("Damages"), as a result of (a) Claims alleging Customer's web site, Content or Customer Applications, or integration thereto or support thereof by UDI, infringe a copyright, trademark or service mark, patent, trade secret or other intellectual property or proprietary right of a third party, or causes damage to the business of any third party, (b) any use of UDI Technology by Customer or its end users violating this Agreement, or (c) Claims rooted in unilateral actions or omissions of Customer, its employees, contractors, or passengers.

8.2 By UDI. UDI shall indemnify, defend and hold harmless Customer and its shareholders, directors, officers, employees, contractors, attorneys, licensors and other service providers (for this paragraph only, "Customer-Related Parties") from and against all claims, demands, suits or proceedings made or brought against (individually, a "Customer Claim") and shall pay or reimburse Customer-Related Parties for any and all damages, attorneys' fees as accrued, costs and expenses payable by Customer-Related Parties to the party bringing such action to the extent that they are awarded in a final judgment, arbitration, or agreed to in settlement (as a result of mediation or otherwise) ("Damages"), as a result of (a) a claim against Customer or a Customer Claim that alleges that UDI Technology directly infringes a copyright, trademark or service mark, patent, trade secret or other intellectual property or proprietary right of a third party, or causes damage to the business of any third party, (b) any use of UDI Technology by UDI Parties violating this Agreement, or (c) Claims rooted in unilateral actions or omissions of UDI, its employees, contractors, or passengers.

2. Section 11.3 Choice of Law and Forum is deleted in its entirety and the following is substituted therefore:

11.3 Choice of Law and Forum. This Agreement and any dispute arising from the performance or breach hereof shall be governed by and construed and enforced in accordance with, the laws of the United States and the State of Illinois, USA. Customer submits to the exclusive jurisdiction of any state court or federal court located in Cook County, Illinois, over any suit, action or proceeding arising out of or concerning this Agreement.

3. In the event of any conflict between the terms and conditions of the Addendum and the terms and conditions of the Agreement, the terms and conditions of the Addendum shall control.

Hanover Township

Unified Dispatch, LLC

By: _____
Brian P. McGuire, Supervisor

By: _____
Darius Woody, Director of Sales

Date: _____

Date: _____

Attest:

Attest:

Katy Dolan Baumer, Clerk

Its: _____



**Communications Plan
DRAFT - September 2014**



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I. Introduction

Hanover Township has an overriding interest and expectation in determining and controlling the Township's message as distributed in the various communication outlets at its disposal. These include the Township's website (www.hanover-township.org), the Township newsletters (Hanover Happenings, Club 59, e-newsletter), social media tools (Facebook, Twitter, YouTube and Township smart phone app), and the distribution of press releases. The Township strives to ensure that certain standards are met when disseminating information through these communication mediums.

Internally, the Township utilizes *Hanover Horizons*, the once a month employee e-newsletter and the *HT Weekly*, a weekly e-news bulletin, to communicate internal and external news that is relevant to Township personnel.

II. Purpose

To ensure that the Township optimizes its use of each communication medium available to communicate effectively with both internal and external audiences.

III. Communications Team

The Township Administrator, Director of Community Relations and Communications Assistant serve as the Township's Communications Team. In addition, all Township officials, appointed board and committee members, Township Management Team, Township employees, Township auxiliary staff, and volunteers serve as communications ambassadors for the Township.

IV. Communications Ambassadors

A communications ambassador is defined as anyone who represents the Township in the capacity of an elected official, appointed board and committee member, staff, auxiliary staff or volunteer and interacts with residents and the general public in the explanation or promotion of Township programs, events, and services.

V. Plan Principles and Goals

Principles

- The plan supports and reinforces the Township's practice of providing thorough, excellent communications to all audiences and residents.
- The intent of the plan is to be proactive rather than reactive.

- The plan continues the Township’s practice of communicating timely, accurate and useful information which is essential to ongoing communications excellence.
- It is important to distinguish between public information and marketing:
 - Public Information – necessary information about programs and services.
 - Marketing – good news, positive emphasis on community programs and services in an effort to enhance the Township’s image, reputation, and desirability as an excellent location in which to live, work or establish a business.

Goals

With this plan, the Township strives to accomplish the following as allowed by human and fiscal resources:

- Strengthen outgoing communication to Township residents, businesses, and community organizations;
- Further utilize Township employees and board/committee members as ambassadors for Township information;
- Increase opportunities for incoming communication from Township residents and businesses;
- Maintain and increase Township’s visibility as a quality community in which to live, work and locate a business;
- Continue to cultivate strong relationships with the media.

VI. Spokespersons

The Director of Community Relations serves as the primary spokesperson and Public Information Officer for Hanover Township and conveys the official Township position on routine media inquiries, issues of Township wide significance, and situations that are sensitive or controversial in nature.

When a director or designee participates in a media interview or inquiry, they shall inform the Director of Community Relations via e-mail, prior to the interview or reply, for purposes of tracking topics and information in order to maintain consistency in responses. Inquiries of a controversial nature that has a Township wide impact should be directed to the Director of Community Relations for comment.

Depending on the situation, the Township Administrator may designate an additional Township leader to serve as the spokesperson. In such a situation, initial media calls will originate in Community Relations. A single initial media contact ensures uniformity and consistency in coordinating a focused and targeted Township message. Several uncoordinated responses increase the risk of contradictory information being

disseminated, which will leave the public confused and potentially mistrusting of the Township.

VII. Media Interviews

Elected Officials and Township staff are asked to notify the Director of Community Relations when they conduct an interview with the media, preferably before the interaction. Depending on the topic, information given to the media should be conveyed by the Township representative who is most qualified to speak on the topic. If the information should more appropriately come from a more qualified source, employees should refer the media representative to the Director of Community Relations. Department Heads may designate spokespersons within their departments to communicate with the media, so long as the individual had been trained by the Director of Community Relations and approved by the Township Administrator.

Elected Officials and Township staff are encouraged to determine the nature of the interview and find out what questions might be asked in advance of the interview in order to properly prepare. It is helpful to review potential questions, develop key messages or talking point, and practice responses. If uncertain, Elected Officials or employees should call the Director of Community Relations for advice and direction.

During the actual interview, Township representatives should follow these guidelines:

- Information given to the media should be accurate and never speculative in nature.
- Content should provide timely information of general interest to the public and reflect the Township's programs, services, initiative or areas of responsibility.
- All requests for public records should be made through the Township Clerk's Office which processes FOIA requests.
- Each question should be answered directly. If the employee does not know the answer, the employee should respond with "*I will need to gather the correct information and get back to you,*" and then follow through by finding out the answer promptly after the interview is over. Never speculate on what the answer might be – always be factual.
- Elected Officials and Township staff shall not divulge confidential information on an "off the record" basis.
- Elected Officials and Township staff should speak from the perspective of what best represents the views of Hanover Township.
- An interview is not a conversation with a reporter, but with the reporter's reader, listeners or viewers.

- If the media representative asks for information which the Elected Official or Township representative is uncomfortable with or unable to release, the employee should direct the reporter to his or her supervisor and/or the Director of Community Relations.
- If the media representative becomes abusive or discourteous, the spokesperson may use discretion in terminating the interview. An appropriate response in such a situation might be “*I’m sorry; I don’t feel I can discuss that at this time.*” A response of “*no comment*” is inappropriate. The Director of Community Relations or Township Administrator should be contacted immediately following an interview of this nature.

Guidelines for communication with the media when the issue is non-controversial and limited to the staff members’ area of expertise:

When fielding a media inquiry, it is not necessary to respond immediately. It is acceptable to gather notes and thoughts and call the reporter back. Be cognizant that the reporter is on a deadline. If necessary, you may obtain in writing via e-mail: the name of the reporter calling, the media organization, the deadline, and the anticipated time of the release of information in print or broadcast and their questions. Additional questions to ask are the content of the story and the other sources the reporter will be utilizing.

Guidelines for dealing with television and radio interviews:

When you receive a request for an on-air interview, please contact Community Relations and provide the reporter’s name and affiliate. The Director of Community Relations or their designee will handle scheduling the interview and will be available for consultation before the interview.

The best approach with the media is to be prompt, helpful, and honest. All contacts from the media should be returned as soon as possible, in deference to reporters’ deadlines. A call should be returned within a half-day or sooner. If that is not possible, an alternate employee (if appropriate) or the Director of Community Relations should be asked to handle the call.

Issues that should not be discussed with reporters are:

- 1) Legal issues, including liability issues, property acquisition and pending litigation
- 2) Personnel issues, including those surrounding existing and former employees
- 3) Questions involving Township integrity, such as ethics, or
- 4) A community-wide situation or emergency

Refer all such inquires to the Director of Community Relations or Township Administrator.

VIII. Community Wide Issues/Emergencies

A community-wide issue/emergency can have a lasting impact on the Township's reputation and public support. How well the Township conveys its message to the public is largely dependent on what the media reports. This is especially true in a community-wide situation or emergency, as the media will be our primary means of communicating with our stakeholders. These situations are generally accompanied by a high level of emotion which can further shape public perception of Hanover Township.

In the event the Township becomes embroiled in a high-profile or sensitive media situation, the Township's first priority is to quickly assess the situation and resolve it through a coordinated, uniform, factual, and timely response to the media. If handled improperly, such an event can lead to long-term damage to the Township's reputation and loss of public confidence.

The goal in such a situation is to allow clear and accurate communication to the media, the public, residents, community partners, and other stakeholders which will instill confidence in and continuity of Township governance. A well-managed crisis can not only preserve the Township's reputation and credibility but can also enhance it.

The first 24 hours are critical to gaining control and managing a situation. Within the first 24 hours, the following steps should have already occurred:

1. Emergency meeting with Township Administrator, Township Supervisor, Director of Community Relations, and other departments involved. This entails a briefing on the situation and gathering and coordination of facts to create a clear, accurate, timely and uniform statement or position on the situation. The meeting will identify key messages and anticipate questions that may be asked by the media.
2. Appoint a single spokesman for the situation. The Township Administrator, the Supervisor or the Director of Community Relations will serve as the spokesman or they may designate another person as the single media contact during the situation.
3. In the event of a long term situation that requires multiple media briefings and responses over an extended period of time, a team of designated public information officers will be assembled and kept up to date on all developments.

General Guidelines In a Community-wide Situation/Emergency

- Immediately respond to press inquiries with whatever information is available. Even in negative situations, it is pertinent to get the Township's message to the media. Let the public know the Township is dealing with the situation. After an initial press briefing, a press conference should be established.
- Gather information as quickly as possible – basic who, what, when, and where. The how and why may be revealed later. Discuss with the Township Attorney and the relevant Township department(s) and officials what information can be released and what information should be withheld.
- Instill confidence and credibility with the public by involving top Township leadership in press briefings. The Supervisor, Township Administrator or other appropriate spokesman will calm and assure the public that the situation is being handled and is under control.
- Inform internal audiences at the same time media is informed. If the sole source of staff information is the press, employee morale can be damaged. Keeping a clear message with internal audiences assures a uniform message is being disseminated and reduces the risk of internal speculation and press leaks. This can be accomplished via e-mail, Hanover Horizons, and special departmental meetings.
- Maintain a calm and gracious presence. Show confidence and be helpful to the media. Offer reassurance to the public; be clear on actions being taken and resources being provided. Openness and responsiveness increases credibility and respect with the media.
- Handle practical details to make an on-site media briefing as smooth as possible; i.e.: parking, chairs, electrical needs, etc.
- Keep a log of reporters that have called and their questions, deadlines, and the Township's response.
- Include Community Relations in strategy and decision making – each decision has a public ramification.
- Update information frequently and regularly. Post press releases, position, and statements on the website and social media.
- Monitor media reports and correct errors and misconceptions immediately.
- After the crisis has been resolved, evaluate the effectiveness of the crisis communication plan and update accordingly.

IX. Media Releases

At least two weeks lead time should be allowed whenever possible for information sent out in advance of an event, public meeting or project. A request for a media release should be sent to the Director of Community Relations. The Director of Community Relations and designated staff will draft and distribute the media release and post to the Township website.

X. Township Website

Recognizing that internet traffic is ever increasing and that more and more, the web is often the first place residents and businesses go for information, the Township's website (www.hanover-township.org) is and will remain the primary communications tool for Hanover Township. No department, division or official entity governed by the Township can establish a site on the Internet that is independent from the Township's primary site (www.hanover-township.org) without expressed written permission of the Township Administrator.

Standards

To provide a high level of quality, consistency, usability, and value to our web communications, the following standards must be followed:

1. Posting Policy

- Content should provide timely information of general interest to the public and reflect the Township's programs, services, initiatives or areas of responsibility. Content will be approved by the Department Head or their designee, prior to posting.
- Content should be a resource to the public on information about the community and provide useful information to residents, community organizations, visitors, and residents.
- Department heads will be responsible for ensuring the accuracy and timeliness of all information posted.
- Inappropriate content includes:
 - That which directly or indirectly endorses any person or organization not directly associated with Hanover Township.
 - Commentary or personal opinions.
 - Photographs, music, video or graphics not having the written permission of the copyright holder or proof of being royalty-free.
 - Content in support of or opposition to political campaigns or ballot measures.

- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Information that may tend to compromise the safety or security of the public or public systems.
- Content that violates a legal ownership interest of any other party.

2. Consistency

To allow viewers to navigate easily through the Township website, web authors must follow the established page layouts, navigation link placement, use of graphics, font styles, etc.

3. Employees granted permission to use this outlet are responsible for complying with applicable federal, state, county and Township municipalities' laws, ordinances, regulations, and policies. This includes adherence to established laws and policies regarding copyright or plagiarism, records retention, the Illinois Freedom of Information Act, the Illinois Open Meetings Act, the First Amendment of the United States Constitution, and privacy and information security policies and protocols established by the Township.

XI. Social Media

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Hanover Township utilizes social media tools to reach a broader audience.

Hanover Township has an overriding interest and expectation in deciding what is “spoken” on behalf of the Township on social media sites.

No department, division or official entity governed by the Township can establish a social media account online that is independent from the Township's primary social media accounts without expressed written permission of the Township Administrator.

Standards

To provide a high level of quality, consistency, usability, and value to our social media communications, the following standards must be followed:

1. The Township's website (www.hanover-township.org) will remain the Township's primary and predominant internet presence.

- The best, most appropriate uses of social media tools fall generally into two categories:
 - As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 - As marketing/promotional channels, which increase the Township's ability to broadcast its messages to the widest possible audience.
- Content posted to social media sites should contain links directing users back to the Township's official website for in-depth information, forms, documents or online services necessary to conduct business with Hanover Township.
- On any Township social media site, a disclaimer will be placed that indicated that the Township's official website is the Township's primary and predominant internet presence.

2. The Communications Team will post and monitor social media use. Content will be reviewed for appropriateness, quality, consistency with overall Township message and branding, priority, goals, etc.

3. Employees granted permission to use this outlet are responsible for complying with applicable federal, state, county and Township municipalities' laws, ordinances, regulations, and policies. This includes adherence to established laws and policies regarding copyright or plagiarism, records retention, the Illinois Freedom of Information Act, the Illinois Open Meetings Act, the First Amendment of the United States Constitution, and privacy and information security policies and protocols established by the Township.

4. Employees representing the Township via social media outlets must conduct themselves at all times as representatives of Hanover Township.

5. Content posted to social media sites by Township staff shall not include any of the following:

- Content in support of or opposition to political campaigns or ballot measures.
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Conduct or encouragement of illegal activity.
- Information that may tend to compromise the safety or security of the public or public systems.
- Content that violated a legal ownership interest of any other party.

6. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication of useful, factual information regarding public events, and information on department services and programs.

XII. Smart Phone App

The Hanover Township smart phone app is available for download from the Android and Apple app stores. This communication tool allows residents to easily contact Elected Officials and staff while providing up-to-date information on Township events, programs, and services. The app also allows residents to access the Township's social media accounts.

The Director of Community Relations or designee creates and edits content for the smart phone app. Proposed content for the smart phone app is to be emailed to the Director of Community Relations for approval and submission.

XIII. Resident Newsletters (*Hanover Happenings*, *Club 59* and *e-newsletter*):

Purpose and Definition

The name of the Township newsletter is *Hanover Happenings*. The name of the Department of Senior Services newsletter is *Club 59*. The e-newsletter uses the name of the month as the subject line of the email i.e.: Hanover Township September News. The publications shall keep the public informed of recent actions of the Township Board and information from the Township departments and services.

Means and Frequency of Publication

Hanover Happenings is mailed to residents quarterly (four issues per fiscal year).

Club 59 is mailed to subscribed seniors residents bi-monthly (six issues per year).

The e-newsletter is emailed to subscribed email addresses on the first of every month.

Submission Deadlines

Each publication cycle for *Hanover Happenings* covers the month of the issue in which it's distributed and the next two months. Newsletter content must be submitted to the Director of Community Relations or their designee no later than five weeks prior to the publication date.

Editor-in-Chief

The editor-in-chief of the *Hanover Happenings* and the e-newsletter is the Director of Community Relations. All information submitted will be subject to the approval and editing of the Director of Community Relations or their designee.

The editor-in-chief of *Club 59* is the Director of Senior Services.

XIV. Internal Communications

Purpose and Definition

The name of the Township's monthly internal e-newsletter is *Hanover Horizons*. The name of the Township's weekly internal e-bulletin is *HT Weekly*. These communication tools shall keep Township personnel informed of community news, internal announcements of events and programs, as well as communications from the Department of Administrative Services and employee work groups.

Means and Frequency of Publication

Hanover Horizons is e-mailed to all Township personnel with a Hanover Township email address on the first business day of the month.

HT Weekly is e-mailed to all Township personnel with a Hanover Township email address on the first business day of the week.

Submission Deadlines

Content for *Hanover Horizons* must be submitted to the Communications Assistant at least one week prior to publication.

Content for *HT Weekly* must be submitted to the Communications Assistant by the Thursday before publication.

Editor-in-Chief

The editor-in-chief of the *Hanover Horizons* and the *HT Weekly* is the Director of Community Relations. All information submitted will be subject to the approval and editing of the Director of Community Relations or their designee.

XV. Flyers/Brochures

Township staff is required to submit drafts of flyers and brochures to the Director of Community Relations or their designee to check accuracy, quality, and Township style.

It is important to ensure the Township brand is consistent in materials distributed to the public.

XVI. Use of Township Logo

The Township logo should not be altered in any way. Wide variances in color lightness or darkness change the Township's brand image, lessening the effect of the Township's entire visual identity program. If the jpeg file of the logo requires resizing, editing should be completed by drawing out or drawing in the corners diagonally, not vertically or horizontally.

The Township logo is available through the shared drive under the *H.T. Logo* folder.

XVII. Use of Township Letterhead

The use of Township letterhead is limited to official Township business only. Township letterhead cannot be used for non-Township business and is not to be provided to non-Township entities. In addition, should any Township Board or Committee require official notice to be sent to residents or any other entity, the staff liaison to that Board or Committee will handle the official communication.

XVIII. Media Contacts

The Director of Community Relations shall maintain a media distribution list which is updated as necessary. The list should include print and on-line journalists. Individual contact names and phone numbers, in addition to addresses and e-mail addresses, should be included on the media contact list when available.

XIX. Citizen Engagement and Outreach

Hanover Township allows for many opportunities to engage residents and community organizations.

Board Meetings and Workshops: Residents have the opportunity to attend Township Board and committee meetings and are allowed to address the board during the public comments section. In addition, residents have the opportunity to attend the Breakfast with the Board workshops on the first Saturday of most months to speak directly with Township elected officials.

Community Festivals: Township departments are encouraged to participate in community events and festivals. If departments are invited by a community organization and able to accept, they are required to notify the Director of Community Relations to coordinate participation. If the department is not able to accept and the invitation is for a prominent event, they are to notify the Director of Community Relations to evaluate other representation.

Resident Inquiry: Township staff that receives inquiries (phone or email) unrelated to their department's function but in regards to Township officials and Township Board policies shall forward the message or direct the inquirer to the Township Administrator. Media inquiries are to be directed to the Director of Community Relations.

Speaking Requests: Hanover Township takes pride in our active efforts in responding to and seeking out opportunities to speak to community organizations and at community events. Township staff that receive requests and inquiries from individuals and community organizations for speaking opportunities are to forward them to the Director of Community Relations to gather information and identify the most appropriate Township representative. The Director of Community Relations will work staff in replying to the organization.

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Hanover Township Communications Team

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2015 Holiday Closing Dates

(Board Approved November 18, 2014)(Revised; Board Approved _____)

Thursday, January 1, 2015 (New Year's Day)

Monday, January 19 (Martin Luther King Birthday Observed)

Monday, February 16 (Presidents Day)

Monday, May 25 (Memorial Day)

Friday, July 3 (Independence Day Observed for Saturday, July 4)

Monday, September 7 (Labor Day)

Wednesday, November 11 (Veterans Day)

Thursday, November 26 (Thanksgiving)

Friday, November 27 (Day after Thanksgiving)

Thursday, December 24 (Christmas Eve)

Friday, December 25 (Christmas)