



899 Jay Street, Elgin, Illinois 60120

**Special Meeting of Town Board**  
*February 3<sup>rd</sup>, 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. Veterans Honor Roll – SP5 Gerald R. Rotundo
  - B. Tri-Village Rcer's
  - C. Northwest Radio Control Club
  - D. Jewel – Osco Store #3268
  - E. Jewel – Osco Store #3348
- 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
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Regular Meeting Minutes of January 21, 2014
  - B. Fiscal Year 2014 - 2015 Hanover Township Tentative Budget Ordinance
  - C. Fiscal Year 2014 - 2015 Hanover Township Road District Tentative Budget Ordinance
  - D. Appointment of Assistant Township Administrator
  - E. Resolution Authorizing Cook County Forest Preserve Intergovernmental Agreement for the Installation of the Lion Bridge Heritage Marker
  - F. Consideration of Discontinuing IMRF Participation for Elected Officials in the Next Term of Office

**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.**

- 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.**

yes - attend.

yes  
TAP  
Dec - 2013



### VETERANS HONOR ROLL

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

**NAME:** GERALD R. ROTUNDO

**ADDRESS:** 712 Arrowhead DR.

**CITY/ZIP CODE:** ELGIN IL 60120

**PHONE #:** 847-695-8199

**DATE OF BIRTH:** 7-12-46

**BRANCH OF SERVICE:** ARMY

**HIGHEST RANK ATTAINED:** SPECIALIST 5 (E-5)

**YEARS OF SERVICE:** FROM Nov 1965 TO OCT 1988

**MEDALS AWARDED OR OTHER CITATIONS:**

NATIONAL DEFENCE MEDAL ; VIETNAM SERVICE MEDAL ;  
REPUBLIC OF VIETNAM Campaign Medal ; COMBAT INFANTRYMAN BADGE ;

**INJURIES:** Good CONDUCT MEDAL

**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,

**Supervisor**

**Hanover Township**  
 Board Audit Report  
 From 1/22/14 to 2/4/14

	Subtotal	Alexian Invoices	Total
Total Town Fund	20,689.78	140.60	20,830.38
Total Senior Center	16,497.54		16,497.54
Total Welfare Services	14,033.61		14,033.61
Total Road and Bridge	25,323.16		25,323.16
Total Mental Health Board	41,456.57	8,500.00	49,956.57
Total Retirement	0.00		
Total Vehicle	6,617.00		6,617.00
Total Capital	3,813.99		3,813.99
Total All Funds	<u>128,431.65</u>	<u>8,640.60</u>	<u>137,072.25</u>

The above "Subtotal" column has been approved for payment this 4th day of February 2014.

The above "Total" column has been approved for payment this 4th day of February 2014.

\_\_\_\_\_  
 Supervisor

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

\_\_\_\_\_  
 Supervisor

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

\_\_\_\_\_  
 Trustee

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01/31/14

Accrual Basis

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014410 - Equipment Purchases</b>					
Check	01/31/2014	103201	Wells Fargo Financial Leasing 002	Acct# 001-0113861-002 Copy Machine Lease	328.00
Total 1014410 - Equipment Purchases					328.00
<b>1014430 - Computer Equipment &amp; Software</b>					
Check	01/28/2014	103099	Current Technologies Corporation	Inv# 710844 Network Labor	1,068.75
Check	01/31/2014	103181	Current Technologies Corporation	Inv# 4565 Firewall Renewal	132.00
Total 1014430 - Computer Equipment & Software					1,200.75
Total 101CAP - Capital Expenditures					1,528.75
<b>101CHN - Community Health</b>					
<b>1014452 - Office Supplies</b>					
Check	01/31/2014	103198	Staples	Inv# 3220400778 Clip Paper	20.14
Total 1014452 - Office Supplies					20.14
<b>1014453 - Printing</b>					
Check	01/31/2014	103188	Interact Business Products, LLC	Inv# 90685 Copy Charges	22.32
Check	01/31/2014	103198	Staples	Inv# 3220400778 Ink	112.97
Total 1014453 - Printing					135.29
<b>1014455 - Dues, Subs &amp; Publications</b>					
Check	01/28/2014	103083	CLIA Laboratory Program	Annual Certificate Fee	150.00
Total 1014455 - Dues, Subs & Publications					150.00
<b>1014456 - Community Affairs</b>					
Check	01/28/2014	103076	Streamwood Park District	Health & Wellness Fair Participation Fee	20.00
Total 1014456 - Community Affairs					20.00
<b>1014459 - Professional Services</b>					
Check	01/28/2014	103093	Alexian Brothers Health System	Patient# G.9319 Lab Work	5.60
Total 1014459 - Professional Services					5.60
<b>1014467 - Crisis Care</b>					
Check	01/28/2014	103084	Genoa Healthcare/Elgin	Crisis Care Reimbursement	94.32
Total 1014467 - Crisis Care					94.32
<b>1014492 - Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	126.18
Total 1014492 - Dental, Vision & Life Insurance					126.18
Total 101CHN - Community Health					551.53
<b>101CVA - Community &amp; Veteran Affairs</b>					
<b>101CMA - Community Relations</b>					
<b>1014620 - Satellite Office Programs</b>					

2:05 PM

01/31/14

Accrual Basis

**Hanover Township**  
**Board Audit Report**  
 January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Check	01/28/2014	103091	Ace Coffee Bar	Inv# 332551 Coffee Supplies	38.95
Total 1014620 · Satellite Office Programs					38.95
<b>1014621 · Satellite Office Utilities</b>					
Check	01/31/2014	103173	Allied Waste Services	Acct# 3-0551-0097167 Monthly Charges	
Check	01/31/2014	103192	Nicor 78	Acct# 78-11-12-9467 0 Monthly Charges	422.66
Total 1014621 · Satellite Office Utilities					422.66
<b>1014623 · Satellite Office Phone &amp; Intrnt</b>					
Check	01/31/2014	103168	Kuttenberg, Thomas W	Monthly Cell Phone Reimbursement	50.00
Check	01/31/2014	103182	Comcast (503)	Acct# 8771 20 032 0798503 Cable	2.11
Total 1014623 · Satellite Office Phone & Intrnt					52.11
<b>1014624 · Travel</b>					
Check	01/31/2014	103168	Kuttenberg, Thomas W	Mileage Reimbursement December-January	85.76
Check	01/31/2014	103171	Monegato, Holly N	Mileage Reimbursement July-Nov 2013	124.40
Total 1014624 · Travel					210.16
<b>1014692 · Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	124.37
Total 1014692 · Dental, Vision & Life Insurance					124.37
Total 101CMA · Community Relations					848.25
Total 101CVA · Community & Veteran Affairs					848.25
<b>101ES · ES - Expenditures</b>					
<b>1014802 · Equipment</b>					
Check	01/28/2014	103107	Comcast (ES)	Acct# 8771 10 083 0226773 Monthly Internet Charges	99.35
Check	01/31/2014	103198	Staples	Inv# 3220400781 Printer	129.95
Check	01/31/2014	103199	The Home Depot	Snow Removal Equipment	342.42
Total 1014802 · Equipment					571.72
<b>1014803 · Uniforms</b>					
Check	01/28/2014	103100	Chief Supply Corp.	Inv# 378252 Uniform Shirts (3)	95.00
Check	01/28/2014	103100	Chief Supply Corp.	Credit Memo 023042	-16.49
Check	01/28/2014	103115	Fireground Supply, Inc.	Inv# 11904 Epaulette Bands	140.00
Check	01/28/2014	103119	Galls/Quartermaster	Inv# 001432688 ES Badges/Patches	311.74
Total 1014803 · Uniforms					530.25
<b>1014806 · Office Supplies</b>					
Check	01/28/2014	103102	Cartridge World	Inv# 4459 Black Ink Cartridges (4)/Color Ink (7)	206.89
Check	01/28/2014	103125	Kwik Print	Inv# 51503 Business Cards - Essick	38.60
Check	01/28/2014	103125	Kwik Print	Inv# 51525 Business Cards - Duty Officer	38.60
Total 1014806 · Office Supplies					284.09
<b>1014807 · Miscellaneous</b>					
Check	01/31/2014	103199	The Home Depot	Trash Bags/TL Connector	96.77

2:05 PM

01/31/14

Accrual Basis

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Total 1014807 · Miscellaneous					96.77
<b>1014809 · Pre-Volunteer Screening</b>					
Check	01/28/2014	103146	Verify (XHANEM)	Inv# 839260 Background Check	32.00
Total 1014809 · Pre-Volunteer Screening					32.00
<b>1014813 · Vehicle Fuel &amp; Maintenance</b>					
Check	01/31/2014	103187	Illinois Tollway	Inv# G13556400 Tolls	1.53
Total 1014813 · Vehicle Fuel & Maintenance					1.53
<b>1014892 · Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	154.98
Total 1014892 · Dental, Vision & Life Insurance					154.98
Total 101ES · ES - Expenditures					1,671.34
<b>101ISE · Insurance &amp; Employee Benefits</b>					
<b>1014503 · General Insurance</b>					
Check	01/31/2014	103178	Candos Insurance Agency	Liquor Liability Policy Renewal	1,413.00
Total 1014503 · General Insurance					1,413.00
<b>1014507 · Flex Plan &amp; 457 Plan</b>					
Check	01/28/2014	103144	TASC	Inv# 247794 Admin Fees	82.80
Total 1014507 · Flex Plan & 457 Plan					82.80
Total 101ISE · Insurance & Employee Benefits					1,495.80
<b>101MAIN · Facilities Maintenance</b>					
<b>1014204 · Janitorial Supplies - Elgin</b>					
Check	01/28/2014	103122	JaniKing	Inv# 1141460 January Billing	275.00
Total 1014204 · Janitorial Supplies - Elgin					275.00
<b>1014206 · Janitorial Supplies - Senior</b>					
Check	01/28/2014	103096	Bade Paper Products, Inc	Inv# 192268 Toilet Tissue/Cleaner/Roll Towel	79.00
Check	01/28/2014	103096	Bade Paper Products, Inc	Inv# 192266 Hand Soap/Toilet Tissue/Bleach/Can Liners	386.53
Check	01/31/2014	103177	Bade Paper Products, Inc	Inv# 192266 Soap/Hand Towels	62.00
Total 1014206 · Janitorial Supplies - Senior					527.53
<b>1014209 · Building Contracts</b>					
Check	01/28/2014	103113	Fox Valley Fire & Safety	Inv# 806603 Quarterly Security Billing Town	78.00
Check	01/28/2014	103113	Fox Valley Fire & Safety	Inv# 806734 Quarterly Security Billing Astor	78.00
Total 1014209 · Building Contracts					156.00
<b>1014210 · Building Maintenance - Town</b>					
Check	01/28/2014	103111	Elgin Key & Lock Co., Inc.	Inv# 85292 Duplicate Keys	15.60
Check	01/28/2014	103141	The Home Depot F&M	Putty Knife	9.34
Total 1014210 · Building Maintenance - Town					24.94

2:05 PM

01/31/14

Accrual Basis

**Hanover Township**  
**Board Audit Report**  
 January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
<b>1014211 · Building Maintenance - Senior</b>					
Check	01/28/2014	103141	The Home Depot F&M	Batteries/Doorstop/Paint/S Hooks/Edger	206.32
Total 1014211 · Building Maintenance - Senior					206.32
<b>1014213 · Equipment Maintenance - Town</b>					
Check	01/28/2014	103074	Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage Machine Lease	32.03
Total 1014213 · Equipment Maintenance - Town					32.03
<b>1014214 · Equipment Maintenance - Senior</b>					
Check	01/28/2014	103112	Fireplace & Chimney Authority, Inc	Inv# 10867 Senior Fireplace Repair	149.00
Check	01/28/2014	103120	Hobart Service	Inv# 31343815 Dishwasher Repair	571.61
Check	01/28/2014	103120	Hobart Service	Tax Exempt	-14.50
Check	01/28/2014	103128	Midwest Electrical Service Center	Inv# 94477 Oven Repair	88.00
Check	01/28/2014	103148	White Knight	Inv# 31021321 Water Heater Replacement	1,120.00
Check	01/31/2014	103197	Steiner Electric Company	Inv# S004579378.001 Generator Monitoring Fee	297.00
Total 1014214 · Equipment Maintenance - Senior					2,211.11
<b>1014215 · Equipment Maintenance - Astor</b>					
Check	01/28/2014	103103	Climatetemp Service Group, LLC	Inv# S01066 Furnace Repair	799.08
Total 1014215 · Equipment Maintenance - Astor					799.08
<b>1014216 · Equipment Rental</b>					
Check	01/28/2014	103104	Carol Stream Lawn and Power	Inv# 331799 Chainsaw Blade	98.55
Total 1014216 · Equipment Rental					98.55
<b>1014222 · Trash Removal - Town</b>					
Check	01/31/2014	103173	Allied Waste Services	Acct# 3-0551-6013270 Monthly Charges	184.61
Total 1014222 · Trash Removal - Town					184.61
<b>1014223 · Trash Removal - Senior</b>					
Check	01/31/2014	103173	Allied Waste Services	Acct# 3-0551-6000579 Monthly Charges	176.37
Total 1014223 · Trash Removal - Senior					176.37
<b>1014224 · Trash Removal - Astor</b>					
Check	01/31/2014	103173	Allied Waste Services	Acct# 3-0551-6013274 Monthly Charges	151.17
Total 1014224 · Trash Removal - Astor					151.17
<b>1014225 · Grounds Maintenance</b>					
Check	01/28/2014	103135	Sam's Club (Town 0487 6)	200 Count Lights / Floor Cleaner	209.76
Total 1014225 · Grounds Maintenance					209.76
<b>1014228 · Building Maintenance - Elgin</b>					
Check	01/28/2014	103092	Alarm Specialties and Protection	Inv# 23654 IWL Security and Fire System Monitoring	48.00
Check	01/28/2014	103141	The Home Depot F&M	Hardwood Floor Cleaner/Sand Additive	118.87
Total 1014228 · Building Maintenance - Elgin					166.87
<b>1014292 · Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	290.00

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Total 1014292 · Dental, Vision & Life Insurance					290.00
Total 101MAIN · Facilities Maintenance					5,509.34
<b>101PAN · Pantry</b>					
<b>1014161 · Utilities</b>					
Check	01/28/2014	103105	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges	439.90
Total 1014161 · Utilities					439.90
<b>1014192 · Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	207.09
Total 1014192 · Dental, Vision & Life Insurance					207.09
Total 101PAN · Pantry					646.99
<b>101THE · Town Hall Expense</b>					
<b>1014402 · Telephone - Town</b>					
Check	01/28/2014	103088	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	137.52
Check	01/28/2014	103089	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	159.28
Check	01/31/2014	103172	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	58.40
Total 1014402 · Telephone - Town					355.20
<b>1014403 · Utilities - Town</b>					
Check	01/28/2014	103131	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	1,072.96
Total 1014403 · Utilities - Town					1,072.96
<b>1014405 · Internet Access - Town</b>					
Check	01/28/2014	103106	Comcast (Town)	Acct# 8771 10 083 0128607 Monthly Charges	144.35
Total 1014405 · Internet Access - Town					144.35
<b>1014416 · Equipment Rental - Town</b>					
Check	01/28/2014	103091	Ace Coffee Bar	Inv# 330960 Quarterly Cooler Rental	89.85
Total 1014416 · Equipment Rental - Town					89.85
Total 101THE · Town Hall Expense					1,662.36
<b>101TOE · Town Office Expense</b>					
<b>1014404 · Office Supplies</b>					
Check	01/28/2014	103102	Cartridge World	Inv# 4473 Toner	109.98
Check	01/31/2014	103198	Staples	Inv# 3220400780 Post Its/Ink/Folders	87.89
Check	01/31/2014	103198	Staples	Inv# 3220400781 Copy Paper	219.95
Total 1014404 · Office Supplies					417.82
<b>1014406 · Printing</b>					
Check	01/28/2014	103140	Safeguard Business Systems	Inv# 29489301 Checks (2,000)	301.06
Total 1014406 · Printing					301.06
<b>1014408 · Salaries</b>					

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Check	01/28/2014	103121	Job Giraffe	Inv# 00204019 Part Time Office Temp Help	142.80
Check	01/31/2014	103189	Job Giraffe	Inv# 00204149 Part Time Office Temp Help	153.00
Total 1014408 · Salaries					295.80
<b>1014429 · Miscellaneous</b>					
Check	01/28/2014	103135	Sam's Club (Town 0487 6)	Account Charges	6.76
Total 1014429 · Miscellaneous					6.76
<b>1014592 · Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	336.43
Total 1014592 · Dental, Vision & Life Insurance					336.43
Total 101TOE · Town Office Expense					1,357.87
<b>104ASR · Assessor's Division</b>					
<b>1044405 · Office Supplies</b>					
Check	01/31/2014	103183	Fed Ex	Inv#2-535-03994 Shipping Charges	68.77
Total 1044405 · Office Supplies					68.77
<b>1044413 · Travel Expense</b>					
Check	01/28/2014	103079	Smogolski, Thomas S	Mileage Reimbursement	33.90
Total 1044413 · Travel Expense					33.90
<b>1044415 · Dues, Subs &amp; Publications</b>					
Check	01/28/2014	103079	Smogolski, Thomas S	Appraisal Institute Dues	1,050.00
Check	01/28/2014	103136	The Sidwell Company	Inv# 95030 Annual Atlas Service	179.80
Check	01/31/2014	103186	Illinois Assessor Association	2012 Assessor Dues - T. Smogolski	50.00
Total 1044415 · Dues, Subs & Publications					1,279.80
<b>1044492 · Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	211.11
Total 1044492 · Dental, Vision & Life Insurance					211.11
Total 104ASR · Assessor's Division					1,593.58
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094612 · Consulting Fees</b>					
Check	01/28/2014	103126	Michael Kelly LCSW	Consulting Fees	300.00
Total 1094612 · Consulting Fees					300.00
<b>1094619 · Office Supplies</b>					
Check	01/31/2014	103194	Quill Corporation	Inv# 8977108 Copy Paper	83.52
Total 1094619 · Office Supplies					83.52
<b>1094621 · Recruitment and Pre Employment</b>					
Check	01/28/2014	103090	Alexian Bros Corporate Health Services	Inv# 511240 Pre Employment Physical	48.00
Check	01/28/2014	103090	Alexian Bros Corporate Health Services	Inv# 510454 Pre Employment Physical	87.00

2:05 PM

01/31/14

Accrual Basis

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Total 1094621 · Recruitment and Pre Employment					135.00
<b>1094622 · Miscellaneous</b>					
Check	01/28/2014	103085	Cohen, Michael J	Pond De-Icer	38.87
Total 1094622 · Miscellaneous					38.87
<b>1094623 · Travel</b>					
Check	01/28/2014	103075	Parquette, John J	Mileage Reimbursement	56.50
Check	01/28/2014	103082	Concepcion, Sara	Mileage Reimbursement	25.43
Total 1094623 · Travel					81.93
<b>1094624 · Intern Stipends</b>					
Check	01/28/2014	103080	Amy Fitzgerald	Intern Stipend December-January	800.00
Check	01/28/2014	103081	Marianne Benedek	Intern Stipend December-January	800.00
Total 1094624 · Intern Stipends					1,600.00
<b>1094692 · Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	572.97
Total 1094692 · Dental, Vision & Life Insurance					572.97
Total 109ADM · Administration & Clinical					2,812.29
<b>109OUT · Outreach &amp; Prevention</b>					
<b>1094627 · Open Gym Program.</b>					
Check	01/31/2014	103169	Bartlett Sports	Inv# 3360 Open Gym Shirts (5)	55.00
Total 1094627 · Open Gym Program.					55.00
<b>1094644 · Travel</b>					
Check	01/28/2014	103086	Teachout, Amanda A	Mileage Reimbursement November/December	220.92
Check	01/28/2014	103087	Chacon, Alejandra E	Mileage Reimbursement	87.01
Total 1094644 · Travel					307.93
<b>1094648 · Community Affairs</b>					
Check	01/28/2014	103135	Sam's Club (Town 0487 6)	Focus Group Supplies	11.36
Total 1094648 · Community Affairs					11.36
<b>1094650 · Program Supplies</b>					
Check	01/28/2014	103085	Cohen, Michael J	Open Gym Halloween Supplies	7.56
Total 1094650 · Program Supplies					7.56
<b>1094792 · Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	321.41
Total 1094792 · Dental, Vision & Life Insurance					321.41
Total 109OUT · Outreach & Prevention					703.26
Total 109YFS · Youth & Family Services					3,515.55

**Hanover Township**  
**Board Audit Report**  
 January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Total 1014 · Town Fund - Expenditures					20,381.36
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104522 · Contingency</b>					
Check	01/28/2014	103116	Gordon Food Service	Inv# 154863735 Nutrition Program Supplies	1,002.84
Check	01/28/2014	103116	Gordon Food Service	Inv# 154959067 Nutrition Program Supplies	870.84
Check	01/28/2014	103117	Get Fresh Produce, Inc	Inv# 01519610 Nutrition Program Supplies	135.55
Check	01/28/2014	103127	Mickey's Linen	Inv# 016064 Linens	10.40
Check	01/28/2014	103133	Performance Food Service	Inv# 787238 Nutrition Program Supplies	14.36
Check	01/28/2014	103133	Performance Food Service	Inv# 791868 Nutrition Program Supplies	198.71
Check	01/28/2014	103133	Performance Food Service	Inv# 783450 Nutrition Program Supplies	315.48
Check	01/28/2014	103137	Sam's Club (Snr 0052 8)	Nutrition Program Supplies	197.18
Check	01/31/2014	103184	Gordon Food Service	Inv# 155057095 Nutrition Program Supplies	984.29
Check	01/31/2014	103184	Gordon Food Service	Inv# 934024892 Nutrition Program Supplies	141.30
Check	01/31/2014	103185	Get Fresh Produce, Inc	Inv# 01522144 Nutrition Program Supplies	548.03
Check	01/31/2014	103191	Mickey's Linen	Inv# 39277 Linens	75.29
Check	01/31/2014	103191	Mickey's Linen	Inv# 39848 Linens	75.29
Check	01/31/2014	103191	Mickey's Linen	Inv# S16737 Linens	14.45
Check	01/31/2014	103195	PSS World Medical, Inc.	Inv# 88879421 Kitchen First Aid Kit	16.95
Check	01/31/2014	103198	Staples	Inv# 3220400782 Flex Straws	4.99
Check	01/31/2014	103198	Staples	Inv# 3220400779 Cork Board	59.99
Total 1104522 · Contingency					4,665.94
<b>1104523 · Recruitment</b>					
Check	01/28/2014	103145	Verify (XHTSSE)	Inv# 839277 Background Check	22.00
Total 1104523 · Recruitment					22.00
<b>1104524 · Utilities</b>					
Check	01/31/2014	103193	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges	1,058.01
Total 1104524 · Utilities					1,058.01
<b>1104527 · Equipment</b>					
Check	01/28/2014	103134	Pitney Bowes	Acct# 6871669 Postage Machine Rental	132.82
Check	01/28/2014	103149	Wells Fargo Financial Leasing 001	Acct# 603-0090075-001 Copier Machine Rental	351.00
Total 1104527 · Equipment					483.82
<b>1104528 · Office Supplies</b>					
Check	01/28/2014	103123	Interact Business Products, LLC	Inv# 87134 Toner (4)	543.20
Check	01/28/2014	103135	Sam's Club (Town 0487 6)	Coffee Supplies/Cups/Creamer	359.17
Check	01/31/2014	103198	Staples	Inv# 3220400779 Toner/Copy Paper	152.35
Check	01/31/2014	103198	Staples	Inv# 3219809548 Office Supplies	61.07
Check	01/31/2014	103198	Staples	Inv# 3220400782 Pencil Cup	5.29
Total 1104528 · Office Supplies					1,121.08
<b>1104533 · Printing</b>					
Check	01/31/2014	103188	Interact Business Products, LLC	Inv# 90685 Copy Charges	147.92
Check	01/31/2014	103190	Kwik Print	Inv# 51636 Business Cards (3 Sets)	149.00

2:05 PM

01/31/14

Accrual Basis

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Total 1104533 · Printing					296.92
<b>1104538 · Community Affairs</b>					
Check	01/28/2014	103094	Ageoptions	Volunteer Recognition Luncheon	30.00
Total 1104538 · Community Affairs					30.00
<b>1104542 · Senior Satellite Service</b>					
Check	01/28/2014	103091	Ace Coffee Bar	Inv# 332551 Coffee Supplies	38.95
Total 1104542 · Senior Satellite Service					38.95
<b>1104592 · Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	614.77
Total 1104592 · Dental, Vision & Life Insurance					614.77
Total 1104ADM · Administration					8,331.49
<b>1104SOC · Social Services</b>					
<b>1104515 · Programming</b>					
Check	01/28/2014	103077	Bartlett Historical Society	Senior Presentation Fee	0.00
Check	01/28/2014	103138	Starlight Tours	Ho Chunk Casino Trip (48)	1,728.00
Check	01/28/2014	103138	Starlight Tours	Jumers Casino Trip (48)	1,728.00
Check	01/31/2014	103162	Crytal Clear Music Productions	Valentines Day Party Entertainment	300.00
Check	01/31/2014	103163	Urban Gateways	Sales Order# 2014-11866 Chinese New Year Entertainment	490.00
Check	01/31/2014	103167	Bartlett Park District	Valentines Day Party Deposit - Villa Olivia	1,759.16
Check	01/31/2014	103179	Chess Without Borders	Chess Textbook	25.00
Check	01/31/2014	103196	Sam's Club (Snr 0052 8)	Food/Snacks/Supplies	495.59
Total 1104515 · Programming					6,525.75
<b>1104516 · Social Services</b>					
Check	01/31/2014	103198	Staples	Inv# 3220400782 Folders	72.98
Total 1104516 · Social Services					72.98
<b>1104520 · Volunteer Services</b>					
Check	01/31/2014	103165	William Riccio	Home Delivered Meals Mileage Reimbursement	30.51
Check	01/31/2014	103166	Beth Cooper	Home Delivered Meals Mileage Reimbursement	27.12
Check	01/31/2014	103198	Staples	Inv# 3219809548 Volunteer Supplies	114.95
Total 1104520 · Volunteer Services					172.58
<b>1104532 · Visual Arts</b>					
Check	01/28/2014	103130	Midwest Ceramic Art Supply	Ceramic Supplies	113.27
Check	01/28/2014	103142	Hobby Lobby	Program Supplies	21.95
Check	01/31/2014	103176	Blick Art Materials	Inv# 2616150 Art Materials	185.36
Check	01/31/2014	103176	Blick Art Materials	Tax Exempt	-14.53
Check	01/31/2014	103176	Blick Art Materials	Credit Inv 2318468	-19.92
Total 1104532 · Visual Arts					286.13
Total 1104SOC · Social Services					7,057.44

2:05 PM

01/31/14

Accrual Basis

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
<b>1104TRN - Transportation</b>					
<b>1104512 - Volunteer Express</b>					
Check	01/28/2014	103078	Nancy Pudlo	Volunteer Express Mileage Reimbursement	29.12
Total 1104512 - Volunteer Express					29.12
<b>1104518 - Vehicle Maintenance</b>					
Check	01/28/2014	103114	Friendly Ford, Inc	Inv# 179431 Hub Switch/Wire Assembly	33.94
Check	01/28/2014	103114	Friendly Ford, Inc	Inv# 179428 Brake Line	54.98
Check	01/28/2014	103124	Keller Heartt Co., Inc.	Inv# 198000 Windshield Washer Solvent for Fleet	87.45
Check	01/28/2014	103139	Safety Lane Inspections	Inv# 11070 Safty Inspection	33.48
Total 1104518 - Vehicle Maintenance					209.85
<b>1104550 - Telephone</b>					
Check	01/31/2014	103200	Verizon Wireless	Acct# 742025529 Monthly Charges	566.38
Total 1104550 - Telephone					566.38
<b>1104554 - Office Supplies</b>					
Check	01/31/2014	103198	Staples	Inv# 3220400782 Printer	149.95
Check	01/31/2014	103198	Staples	Inv# 3219805948 Office Supplies	66.22
Total 1104554 - Office Supplies					216.17
<b>1104692 - Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	446.26
Total 1104692 - Dental, Vision & Life Insurance					446.26
Total 1104TRN - Transportation					1,467.78
Total 1104 - Senior Center - Expenditures					16,856.71
<b>2024 - Welfare Services - Expenditures</b>					
<b>2024ADM - Administration</b>					
<b>2024202 - Office Supplies</b>					
Check	01/31/2014	103198	Staples	Inv# 3219809549 Ink/Toner	180.67
Total 2024202 - Office Supplies					180.67
<b>2024204 - Equipment</b>					
Check	01/31/2014	103174	Ace Coffee Bar	Inv# 330956 Quarterly Cooler Rental	89.85
Check	01/31/2014	103180	Comcast (WS)	Acct# 8771 10 085 0097898 Monthly Charges	115.85
Total 2024204 - Equipment					205.70
<b>2024592 - Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	141.51
Total 2024592 - Dental, Vision & Life Insurance					141.51
Total 2024ADM - Administration					527.88
<b>2024EMP - Employment Services</b>					
<b>2024218 - Travel &amp; Training</b>					

2:05 PM

01/31/14

Accrual Basis

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Check	01/31/2014	103170	Rogala, William M	Mileage Reimbursement	17.75
Total 2024218 · Travel & Training					17.75
<b>2024220 · Printing</b>					
Check	01/31/2014	103190	Kwik Print	Inv# 51574 Job Fair Posters	28.20
Total 2024220 · Printing					28.20
<b>2024292 · Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	90.57
Total 2024292 · Dental, Vision & Life Insurance					90.57
Total 2024EMP · Employment Services					136.52
<b>2024HOM · Home Relief</b>					
<b>2024102 · Rent</b>					
Check	01/31/2014	2677	Spring Lakes Estates	February 2014 Rent	400.00
Check	01/31/2014	2678	Swanson Real Estate	February 2014 Rent	620.00
Check	01/31/2014	2679	Son Hui Anderson	February 2014 Rent	650.00
Check	01/31/2014	2680	Jason Ludwig	February 2014 Rent	650.00
Check	01/31/2014	2681	E Eight Inc	February 2014 Rent	650.00
Check	01/31/2014	2682	Ruby Sullivan	February 2014 Rent	500.00
Check	01/31/2014	2683	Ralph Kanehl Sr.	February 2014 Rent	400.00
Check	01/31/2014	2684	E Eight Inc	February 2014 Rent	650.00
Check	01/31/2014	2685	Isabella Toto	February 2014 Rent	265.52
Check	01/31/2014	2686	Dale Panganiban	February 2014 Rent	550.00
Check	01/31/2014	2687	Paul Krella	February 2014 Rent	650.00
Check	01/31/2014	2688	Adam Zeliz	February 2014 Rent	500.00
Check	01/31/2014	2689	Theodore Urzendowski	February 2014 Rent	500.00
Check	01/31/2014	2693	Cook County Treasurer	Property Tax	115.78
Check	01/31/2014	2699	William Kallas	February 2014 Rent	500.00
Check	01/31/2014	2700	Cook County Treasurer	PIN 06-14-421-014-0000	650.00
Check	01/31/2014	2702	Bartlett Green V Condo Assoc.	February 2014 Rent	150.55
Check	01/31/2014	2704	Cook County Treasurer	PIN 06-35-305-051-1045	243.45
Check	01/31/2014	2706	CarolAnn Sansone	February 2014 Rent	450.00
Check	01/31/2014	2707	Stephanie Fedorovich	February 2014 Rent	335.59
Total 2024102 · Rent					9,430.89
<b>2024103 · Utilities</b>					
Check	01/31/2014	2690	Village of Streamwood	Utilities Assistance Acct#254-0073-00-01	92.00
Check	01/31/2014	2691	Com Ed	Utilities Assistance Acct# 7667641033	76.00
Check	01/31/2014	2692	NICOR	Utilities Assistance Acct 2847258896	42.00
Check	01/31/2014	2694	City of Elgin	Water Acct 395565-28355	23.22
Check	01/31/2014	2695	Village of Streamwood	Utilities Assistance Acct#199-0062-00-01	120.00
Check	01/31/2014	2696	Advanced Disposal Services	Utilities Assistance Acct# T0018006	59.71
Check	01/31/2014	2697	Com Ed	Utilities Assistance Acct# 7832153006	35.00
Check	01/31/2014	2698	NICOR	Utilities Assistance Acct 82-52-87-1000	34.00
Check	01/31/2014	2701	Com Ed	Utilities Assistance Acct# 7490495001	84.00
Check	01/31/2014	2703	NICOR	Utilities Assistance Acct 46-30-77-1000	7.00
Check	01/31/2014	2705	Village of Bartlett	Utilities Assistance 52229	40.30

2:05 PM

01/31/14

Accrual Basis

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Total 2024103 · Utilities					613.23
<b>2024105 · Clothing</b>					
Check	01/31/2014	2709	Walmart	Personal Essentials Cards (14)	1,795.00
Total 2024105 · Clothing					1,795.00
<b>2024106 · Travel Expenses</b>					
Check	01/31/2014	2708	BP Gas Station	Fuel Assistance Gas Cards (5)	450.00
Total 2024106 · Travel Expenses					450.00
<b>2024119 · Emergency Assistance</b>					
Check	01/24/2014	2675	Squire Village	Eviction Notice	858.00
Check	01/24/2014	2676	Village of Streamwood	EA Utilities Assistance Acct#145-0379-00-04	311.94
Total 2024119 · Emergency Assistance					1,169.94
Total 2024HOM · Home Relief					13,459.06
Total 2024 · Welfare Services - Expenditures					14,123.46
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034707 · Printing</b>					
Check	01/31/2014	103198	Staples	Inv# 3218983206 Office Supplies	5.74
Total 3034707 · Printing					5.74
<b>3034711 · Utilities</b>					
Check	01/28/2014	103132	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	646.35
Total 3034711 · Utilities					646.35
<b>3034792 · Dental, Vision &amp; Life Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	147.21
Total 3034792 · Dental, Vision & Life Insurance					147.21
Total 3034ADM · Administration					799.30
<b>3034ROD · Road Maintenance</b>					
<b>3034602 · Operating Supplies &amp; Materials</b>					
Check	01/28/2014	103098	Bristol Hose & Fitting Warehouse	Inv# 00341328 Crimp	67.70
Check	01/28/2014	103143	Terrace Supply Company	Inv# 00934186 Cylinder Rental	10.23
Check	01/31/2014	103199	The Home Depot	Knife/Snowbrush/Misc	68.53
Total 3034602 · Operating Supplies & Materials					146.46
<b>3034603 · Gasoline</b>					
Check	01/28/2014	103147	Village of Bartlett - Fuel	Inv# 2943 December Fuel	2,812.81
Total 3034603 · Gasoline					2,812.81
<b>3034610 · Street Lighting</b>					
Check	01/28/2014	103108	Com Ed 152	Acct# 0045120152 Monthly Charges	279.08

2:05 PM

01/31/14

Accrual Basis

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Check	01/28/2014	103109	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	17.55
Total 3034610 · Street Lighting					296.63
<b>3034616 · Salt</b>					
Check	01/28/2014	103129	Morton Salt	Inv# 5400350716 Road Salt	13,729.04
Check	01/28/2014	103129	Morton Salt	Inv# 5400348434 Road Salt	5,711.45
Total 3034616 · Salt					19,440.49
Total 3034ROD · Road Maintenance					22,696.39
<b>303EQM · Equipment</b>					
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Check	01/28/2014	103097	Bonnell Industries, Inc	Inv# 0150967 Curb Shoe	208.00
Check	01/28/2014	103097	Bonnell Industries, Inc	Inv# 0150943 Plow Blades (4)	1,373.60
Check	01/28/2014	103097	Bonnell Industries, Inc	Inv# 0150942 Mounting Bolts	117.72
Check	01/28/2014	103097	Bonnell Industries, Inc	Credit Reference PP0322-PP	-56.85
Check	01/28/2014	103098	Bristol Hose & Fitting Warehouse	Inv# 00341695 Pipe Connector	55.04
Check	01/28/2014	103098	Bristol Hose & Fitting Warehouse	Inv# 00341606 Tube Fitting/Gauge	129.96
Total 3034609 · Maintenance Vehicles & Equip					1,827.47
Total 303EQM · Equipment					1,827.47
Total 3034 · Road & Bridge - Expenditures					25,323.16
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054010 · Employee Insurance</b>					
Check	01/28/2014	103110	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	42.06
Total 5054010 · Employee Insurance					42.06
Total 5054ADM · Administration					42.06
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Check	01/31/2014	103150	Nicor (MHB)	Acct# 84-67-77-1000 0 Monthly Charges	486.87
Check	01/31/2014	103151	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	319.93
Total 5054210 · Utilities					806.80
<b>5054286 · Agency Support Services</b>					
Check	01/31/2014	103152	Hinckley Springs (MHB)	Acct# 16681552567400 Monthly Charges	28.96
Total 5054286 · Agency Support Services					28.96
Total 5054COM · Community Resource Center					835.76
<b>5054SVC · Service Contracts</b>					
<b>5054112 · Clearbrook Children's Program</b>					
Check	01/31/2014	103160	Clearbrook	Childrens Program	1,375.00

2:05 PM

01/31/14

Accrual Basis

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Total 5054112 · Clearbrook Children's Program					1,375.00
<b>5054113 · Clearbrook Residential</b>					
Check	01/31/2014	103160	Clearbrook	Residential Services	1,000.00
Total 5054113 · Clearbrook Residential					1,000.00
<b>5054114 · Clearbrook Development Training</b>					
Check	01/31/2014	103160	Clearbrook	Developmental Training	625.00
Total 5054114 · Clearbrook Development Training					625.00
<b>5054132 · Ecker Therapy Services</b>					
Check	01/31/2014	103155	Ecker Center for Mental Health	Therapy Services	17,850.00
Total 5054132 · Ecker Therapy Services					17,850.00
<b>5054135 · Ecker Center / PEP</b>					
Check	01/31/2014	103155	Ecker Center for Mental Health	Psychiatric Emergency Program	1,125.00
Total 5054135 · Ecker Center / PEP					1,125.00
<b>5054146 · Bridge YFS Crisis Intervention</b>					
Check	01/31/2014	103157	The Bridge Youth & Family Services	Crisis Services	2,250.00
Total 5054146 · Bridge YFS Crisis Intervention					2,250.00
<b>5054156 · Epilepsy Foundation</b>					
Check	01/31/2014	103159	Epilepsy Foundation	Outreach	250.00
Total 5054156 · Epilepsy Foundation					250.00
<b>5054162 · Tide Transportation</b>					
Check	01/31/2014	103161	A#1 Cab Dispatch Inc	1/23/14 Transportation Invoices	748.75
Total 5054162 · Tide Transportation					748.75
<b>5054167 · Alexian Brothers - Senior MH</b>					
Check	01/31/2014	103156	Alexian Mental Health Center	Senior Mental Health Services Oct-Dec	8,500.00
Total 5054167 · Alexian Brothers - Senior MH					8,500.00
<b>5054169 · Elgin Family Center - Case Mgmt</b>					
Check	01/31/2014	103154	Greater Elgin Family Care Center	Case Management Service	2,125.00
Total 5054169 · Elgin Family Center - Case Mgmt					2,125.00
<b>5054170 · Elgin Family Ctr - Post Partum</b>					
Check	01/31/2014	103154	Greater Elgin Family Care Center	Post Partum Depression	1,250.00
Total 5054170 · Elgin Family Ctr - Post Partum					1,250.00
<b>5054182 · Clearbrook Employment</b>					
Check	01/31/2014	103160	Clearbrook	Employment Program	500.00
Total 5054182 · Clearbrook Employment					500.00
<b>5054183 · CCC SA Counseling</b>					
Check	01/31/2014	103158	Community Crisis Center	Sexual Assault Counseling	2,250.00

2:05 PM

01/31/14

Accrual Basis

## Hanover Township Board Audit Report January 22 through February 4, 2014

Type	Date	Num	Name	Memo	Amount
Total 5054183 · CCC SA Counseling					2,250.00
<b>5054192 · Leyden Township - Detox</b>					
Check	01/31/2014	103153	Leyden Family Service	Rehab	7,000.00
Total 5054192 · Leyden Township - Detox					7,000.00
<b>5054194 · CCC- Strategies for Safety</b>					
Check	01/31/2014	103158	Community Crisis Center	Strategies for Safety	1,750.00
Total 5054194 · CCC- Strategies for Safety					1,750.00
<b>5054199 · Elgin Family Ctr - Adult Psych</b>					
Check	01/31/2014	103154	Greater Elgin Family Care Center	Adult Psychiatric Services November	240.00
Check	01/31/2014	103154	Greater Elgin Family Care Center	Adult Psychiatric Services December	240.00
Total 5054199 · Elgin Family Ctr - Adult Psych					480.00
Total 5054SVC · Service Contracts					49,078.75
Total 5054 · Mental Health - Expenditures					49,956.57
<b>7004 · Vehicle Replcmnt - Expenditures</b>					
<b>7004408 · Vehicle Purchase</b>					
Check	01/31/2014	103175	Auto Truck Group	Inv# 1194819 New Vehicle Radio/Lights/Siren Equipment	6,417.00
Total 7004408 · Vehicle Purchase					6,417.00
<b>7004540 · Bus Purchase</b>					
Check	01/31/2014	103164	Pace	Bus Lease (2)	200.00
Total 7004540 · Bus Purchase					200.00
Total 7004 · Vehicle Replcmnt - Expenditures					6,617.00
<b>8084 · Capital Projects - Expenditures</b>					
<b>8084425 · Building &amp; Perm Improvements</b>					
Check	01/28/2014	103095	Burdick Hardwood Flooring	IWC Pine Floor Restoration	525.00
Check	01/28/2014	103118	GDK Builder Services, Inc	Inv# 20435 IWC Tempered Glass	540.00
Check	01/28/2014	103135	Sam's Club (Town 0487 6)	IWC Security Cameras	1,228.64
Check	01/28/2014	103141	The Home Depot F&M	IWC Television Wall Mount	57.76
Check	01/31/2014	103199	The Home Depot	IWL Project Paint Supplies/Flooring/Drywall	1,542.73
Check	01/31/2014	103199	The Home Depot	Tax Exempt Credit	-80.14
Total 8084425 · Building & Perm Improvements					3,813.99
Total 8084 · Capital Projects - Expenditures					3,813.99
<b>TOTAL</b>					<b>137,072.25</b>

- I. Call to Order/Roll Call  
Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire.  
Elected and appointed officials present: Assessor Thomas Smogolski.  
Others present included Administrator James Barr, Director of Welfare Services Mary Jo Imperato, Director of Community Relations Tom Kuttensburg, Attorney Mike Airdo, Management Intern CJ Mikucki, ES Director Craig Essick, YFS Director John Parquette, Senior Services Director Barb Kurth-Schuldt, Community Health Director Kristen Smith, Mental Health Board Manager Suzanne Powers, Facilities & Maintenance Director Steve Spejcher, Cub Scouts Pack 198, Boy Scouts Pack 99 and Girl Scouts and their families and Troop Leaders, and residents Mr. and Mrs. Steven Michael.
- II. Presentation of the Colors by the Cub Scouts, Girl Scouts and Boy Scouts.
- III. Supervisor McGuire asked everyone to stand and join him in the Pledge of Allegiance.
- IV. 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.
- V. Presentations
  - A. Mr. McGuire asked that the Board join him in recognizing Cdr Steven R Michaels at his induction this evening into the Hanover Township Veterans Honor Roll recognizing his service in the U. S. Army.
  - B. Mr. McGuire invited the Scouts forward to thank them for posting the colors at this evening's meeting and for helping with Food Pantry activities at Hanover Township.
  - C. The Board recognized Jason's Food, Inc. for their generous support of the Hanover Township Food Pantry.
  - D. Casey Automotive was recognized as an outstanding supporter of the Hanover Township Welfare Services this past holiday season.
  - E. Whole Foods-Schaumburg was once again thanked for their gracious support of the Food Pantry.
- VI. Reports
  - A. Supervisor: The Supervisor offered no report this evening.
  - B. Clerk: Ms Dolan Baumer reported that she registered 105 students at Streamwood High School and five at Victory Center last week. The 17-year-old voter rule is being received very favorably.
  - C. Highway Commissioner: Mr. Ochoa was not present this evening.
  - D. Assessor: Mr. Smogolski offered no report this evening.
  - E. Treasurer: A motion was made by Trustee Benoit 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, Krick, and Caramelli, and Supervisor

McGuire. Nays: None. Motion carried and the Treasurer's report was adopted.

- F. Department Reports: Department reports were submitted for the Board's review. Highlights of the reports included from the Director of Senior Services, Barb Kurth Schuldt, that the Nutrition Congregate Site has served between 25-30 people each day since start-up. Many thanks and congratulations to Chef Lisa on her wonderful service for this evening's Commission Reception.

VII. Bill Paying

Administrator Barr offered the bills for approval for January 8, 2014 through January 21, 2014 in two sets. For bills payable to Alexian Brothers as follows:

a. Town Fund	\$726.00
b. Mental Health Board	<u>18,265.00</u>
Total All Funds:	<u>\$18,991.00</u>

A motion was made by Trustee Burke to approve the bills as presented for Alexian Brothers from January 8, 2014 through January 21, 2014; Trustee Caramelli seconded the motion. Roll call: Ayes: Trustees Burke, Caramelli, and Krick, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

Administrator Barr presented the bills from January 8, 2014 through January 21, 2014, as follows for review and approval by the Board.

a. Town Fund	\$37,553.27
b. Senior Center Fund	5,400.09
c. Welfare Services Fund	5,149.46
d. Road and Bridge Fund	11,007.14
e. Mental Health Fund	70,367.44
f. Retirement Fund	0.00
g. Vehicle Fund	0.00
h. Capital Fund	<u>8,804.81</u>
Total All Funds:	<u>\$138,282.21</u>

A motion was made by Trustee Burke to approve the bills as presented for January 8, 2014 through January 21, 2014; Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Nays: none. Motion carried.

VIII. Unfinished Business: No unfinished business was discussed.

IX. New Business

- A. Regular Meeting Minutes of January 7, 2014: Clerk Dolan Baumer presented the regular meeting minutes of January 7, 2014 for review and approval. A motion was made by Trustee Burke to approve the minutes of the regular meeting of December 17, 2013, with a second by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried and the minutes were approved.
- B. Ordinance Regarding the Placement of Signs Prohibiting the Carrying of Concealed Firearms in Hanover Township: A motion was made by Trustee Caramelli to approve the ordinance #012114-Firearms regarding the placement of signs prohibiting the carrying of concealed firearms in Hanover Township; Trustee Burke seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried.

- C. Ordinance Establishing Rules and Regulations Regarding the Use of Lacy Park: A motion was made by Trustee Burke to approve the ordinance #012114-Lacy Park establishing rules and regulations regarding the use of Lacy Park. Trustee Benoit seconded the motion. Discussion ensued regarding the use of the word “park” to describe the area. The Supervisor directed staff and counsel to work together to draft a resolution to change the name to “Lacy Reserve.” Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried.
- D. Resolution Authorizing Hanover Township to Apply for FFY 2013 and 2014 Section 5310 Grants from the Regional Transit Authority: A motion was made by Trustee Burke to approve the resolution #012114-RTA authorizing Hanover Township to apply for FFY 2013 and 2014 Section 5310 Grants from the Regional Transit Authority (RTA). Trustee Caramelli seconded the motion. This resolution, report Mr. Barr, allows the Township to reapply for the Volunteer Express Program grant. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried.
- X. Executive Session: No motion was made to go into closed session.
- XI. Other Business: Mr. McGuire asked the Trustees’ indulgence in consideration of moving the February and March first Board meetings to Monday, February 3 and Monday, March 3, respectively due to conflicts with his work schedule. The Trustees agreed to move the date and the Supervisor directed the Clerk and Administrator to make it so.
- XII. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 7:21 p.m. Motion to adjourn 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      Village of Streamwood  
Bartlett Library Highway Commissioner      Y&F Services      Streamwood Park  
District



## Memorandum

Date: January 31, 2014

To: Hanover Township Board

From: James C. Barr, Township Administrator

Re: Finance Committee FY15 Budget Recommendations

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Attached for the Township Board's consideration is the Finance Committee recommend budget ordinances for Fiscal Year 2015. Utilizing the established FY15 goals, each department submitted to the Administrator a budget following instructions provided by the Finance Committee and Administrator stipulating a target based budgeting process of (-2%) for non-personnel expenditures and a 2% salary pool for FY15. Departments were then asked to submit any additional requests noting few would be funded due to a lack of revenue growth. For the second year, a significant change throughout the budget is that the costs of employee benefits, including health insurance and retirement, have been distributed to individual departments from the general Town Fund to accurately reflect these as direct service costs. Below are highlights of the budget as recommend to the Township Board. It is anticipated that the tentative budget will be considered at the February 3, 2014 Board meeting and the final budget would be acted upon at a Board meeting in late March. Please feel free to contact myself or Finance Committee Chairman, Trustee Benoit, should you have any questions, comments, or inquires regarding the proposed FY15 budget.

### Budget Highlights

Department of Senior Services – The Road District has generously offered to fund senior transportation again, in the combined amount of \$395,000 as authorized by state statute. \$70,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$325,000 is allotted to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.). The Mental Health Board has increased their funding for the AID disabled transportation program to

reflect actual costs of the program to \$26,000. A significant grant was received for our new senior lunch program through Age Options from the federal government as well as an estimated \$25,000 in meal donations. Senior program and material fees and donations are expected to increase due to the high volume of participants and a restructured recommended donation schedule. On the expenditure side, utilities costs are continuing to decline based on energy efficiencies, and we have concluded our work with the consultants of the last few years. Additionally the tile endowment fund has been eliminated as the last of these funds have been used and in an effort to reduce costs the community affairs line item was significantly cut back. Satellite programming expenditures have been transferred to the programs and services area of the Senior Services budget. Regular and weekend programming have increased to reflect a high volume of usage with offsetting revenue. The Club 59 newsletter line item was reduced due to anticipated cost reductions associated with selling advertisements in the newsletter. In the Transportation portion of the budget the dispatch software was lowered to only cover the cost of the annual maintenance and updates agreement, fuel was reduced to reflect the experience of lowered gas prices the last year with the boom in domestic energy supplies, and telephones/bus tablets line item was increased to cover the costs of having tablets with the dispatch software on each bus. Lastly, a new senior nutrition section was created to account for the launching of our Stars N' Stripes Café lunch program. A majority of these costs, as approved, are offset by the previously mentioned grants and donations.

Department of Youth and Family Services – YFS is anticipating an increase in therapy fees and will also be investigating the possibility of taking insurance with the implementation of the Affordable Care Act and its mental health parity requirements. YFS has made several small targeted reductions, but is experiencing a larger increase in health insurance as some employees have moved from the opt out reimbursement to traditional PPO insurance coverage. The Open Gym line item is increasing by 8% to account for a fourth part time staff member at the second daily Open Gym site to allow adequate staffing for continued high demand by Township youth.

Department of Welfare Services – Welfare Services is requesting increases in salaries related to the employment services offered as we enter the first full year of this initiative being fully staffed. This is a pilot two year program to assist Township residents seeking gainful employment as unemployment rates have remained high, while national and state averages have been going down. The department has made several targeted reductions to offset a portion of these costs. The employment services program is being funded by reserves from the settlement of last year. We expect these to be depleted by the end of FY15. Efforts to identify potential grant funding are underway to maintain the program after FY15.

Department of Facilities & Maintenance – The Facilities and Maintenance budget is being increased to reflect the addition of the Izaak Walton Center and Reserve donated this past year and well as the transfer of Lacy Reserve. Together these properties, along with the newer Runzel

Reserve, built out lower level of the Senior Center, and addition at the Astor Avenue Community Center have required additional staff time as well as grounds, building, and equipment maintenance costs. The salary and benefits of the Facilities Technician the Board approved several months ago is included to help maintain and improve these facilities and properties.

Mental Health Board – The Mental Health Board is acting on the new 10 year lease agreement with the Township by budgeting the \$10,000 in rent for the Community Resource Center. Additionally, the MHB is increasing funding to the AID transportation program while reducing TIDE transportation funding to reflect ongoing usage. The Mental Health Board was able to increase direct agency funding by \$19,000 while retaining similar levels to the prior year of mid-year grant funding for emergencies, new program development, staff training, and capital projects for funded agencies.

Highway Department - The Highway Commissioner has planned continued financial support to the senior transportation program in the amount of \$395,000, and approximately \$1,000,000 for land acquisition and improvements for a new Highway Department facility that may also house the senior bus fleet if it is determined necessary and beneficial. Funds continue to be allocated for significant road resurfacing projects as well.

Office of the Assessor – The Assessor has complied with the (-2%) non-personnel expenditure reductions that was requested and was able to hold the salary line item flat while still providing the 2% salary increase due to the retirement of the previous Chief Deputy Assessor. Additionally, there have been reductions in costs associated with employee benefits which reduced the overall budget approximately 4%.

Office of Community Health – The Office of Community Health request followed the established budget guidelines. As in other budgets, employee benefit costs have been added to this budget. Benefits adjustments, especially in IMRF, account for the bulk of the 2.5% overall increase as well as the salary line item increase contributing to the department increase.

Department of Emergency Services – The Emergency Services Department budget is projected to be reduced by over 10%. The majority of the reduction is due to the new incoming Director opting out of the Township health insurance as opposed to his predecessor having full family coverage. The salary line item is also reduced to reflect the new starting salary of the Director. Other non-personnel costs were also reduced an average of (-2%).

Office of Community and Veterans Affairs – The Office of Community and Veterans Affairs starts its third year of operations with a significant decrease with the elimination of the lease for the former Elgin Office on Summit Street with the transfer to the Izaak Walton Center. The salary line item increased to account for the mid-year promotion of the department manager to

director. A variety of smaller targeted reductions and a few increases also averaged out to an overall non-personnel decrease in the budget.

Town Fund – The overall Town Fund/administration budget will increase by approximately 10% due to the transfer of residents services from the Clerk’s previous budget to administration affecting salaries, benefits, passport expenditures, office supplies, etc., an increase in legal services to reflect actual usage over the last several years, an estimated increase in liability insurance coverage due to claims over the last year, and an increase in the Town Fund contingency line item for unforeseen expenditures. The Clerk’s Office budget has been eliminated per the Township Board direction which offsets most of this increase.

Vehicle Fund – The Finance Committee is recommending maintaining contributions to this fund as we anticipate one possible senior vehicle bus purchase or lease in FY15, one possible replacement maintenance vehicle, and one or more potential replacement Emergency Services vehicles. The budget has increased to allow for flexibility with the balance of funds to be used from accumulated reserves.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2015 including improvements to the Izaak Walton property primarily funded by a CDBG grant for an elevator, lower level remodeling and environmental remediation, new flooring and painting at the Senior Center, playground refurbishment at Lacy Reserve, and improvements at the Town Hall. Funding will come from grants and transfers from the Town Fund and Senior Fund, and Capital Fund reserves.

## Hanover Township Tentative Budget and Appropriation Ordinance Ordinance #

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR  
THE TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS,  
FOR THE FISCAL YEAR BEGINNING **APRIL 1, 2014** AND ENDING **MARCH 31, 2015**.  
BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND  
EXPENDITURES, IS HEREBY ADOPTED FOR THE FOLLOWING FUNDS: TOWN FUND, SENIOR  
CENTER FUND, GENERAL ASSISTANCE FUND, COMMUNITY MENTAL HEALTH FUND,  
RETIREMENT FUND AND VEHICLE REPLACEMENT FUND FOR THE FISCAL YEAR MENTIONED  
ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

### 1. GENERAL TOWN FUND

<b>Beginning Balance April 1, 2014</b>		<b>2,715,551</b>
Estimated Revenues		
3000	Property Tax	3,413,988
3100	Replacement Tax	30,000
3250	Interest Income	7,500
3300	Other Income	5,200
3350	Rent	10,000
3420	MHB/Office Charges	4,500
3430	YFS - Therapy Fees	20,000
3435	YFS - Other Income	500
3440	YFS - Tutoring Fees	7,000
3445	YFS - MHB Grants	84,000
3450	Community Health	4,000
3951	Passport Fees	45,000
3955	Grant	1
Total Estimated Revenues		<u>3,631,689</u>
Total Estimated Funds Available		<u>6,347,240</u>
Budgeted Expenditures		
	Administration	1,287,951
	Food Pantry	91,689
	Community & Veterans Affairs	248,543
	Emergency Services	118,686
	Assessor's Office	163,614
	Facilities & Maintenance	478,757
	Community Health	219,844
	Youth and Family Services	1,051,490
Total Expenditures/Appropriations		<u>3,660,574</u>
<b>Estimated Cash on Hand March 31, 2015</b>		<b><u>2,686,667</u></b>

Expenditures/Appropriations			
4301	Compensation of Officials		98,802
	Town Hall Administration Expense		
	4401	Postage	2,750
	4404	Office Supplies	6,000
	4406	Printing	5,000
	4408	Salaries	330,000
	4412	Travel	5,000
	4414	Memberships, Subs, Pubs	12,000
	4420	Pre-Employment Charges	750
	4424	Education & Training	18,000
	4429	Miscellaneous	10,000
	4520	Consulting Fees	6,000
	4530	Financial Administration	61,550
	4534	Passport Services	6,000
	4535	Legal Notices	1,000
	4531	Community Affairs	10,000
	4532	Committee on Youth	3,300
	4533	Environmental Sustainability	1,250
	4560	Contingency	50,000
	4591	Health Insurance	37,731
	4592	Dental, Vision & Life Insurance	2,993
	4593	Unemployment	5,378
	4594	IMRF Expense	22,945
	4595	FICA Expense	13,502
	Total Town Hall Administration Expense		611,149
	Town Hall Expense		
	4402	Telephone Town - Town	28,000
	4403	Utilities - Town	18,000
	4404	Internet Access - Town	1,800
	4405	Equipment Rental - Town	2,600
	Total Town Hall Expense		50,400
	Legal/Auditing		
	4501	Auditing	12,000
	4502	Legal Services	120,000
	Total Legal/Auditing		132,000
	Insurance & Employee Benefits		
	4411	Employee Assistance Program	1,600
	4503	General Insurance	100,000
	4507	Flex & 457 Plan	4,000
	4512	Employee Recognition	5,000
	4513	Employee Wellness	10,000
	Total Ins & Employee Benefits		120,600

Capital Expenditures & Transfers			
4410	Equipment Purchase	20,000	
4430	Computer Equipment, Software & Support	70,000	
4540	Facility Lease	20,000	
4541	Transfer to Vehicle Fund	15,000	
4547	Transfer to Capital Projects Fund	150,000	
Total Capital Expenditures & Transfers			<u>275,000</u>
Total Administration			1,287,951
Pantry			
4460	Salaries	57,012	
4461	Utilities	7,000	
4391	Health Insurance	20,869	
4392	Dental, Vision & Life Insurance	1,343	
4393	Unemployment	1,076	
4394	IMRF Expense	2,595	
4395	FICA Expense	1,795	
Total Pantry			<u>91,689</u>
Community & Veterans Affairs			
Community Relations			
4608	Salaries	98,000	
4611	Education & Training	1,200	
4614	Printing	800	
4615	Postage	400	
4617	Equipment	2,500	
4619	Office Supplies	1,000	
4620	Satellite Office Programs	1,000	
4621	Satellite Office Utilities	3,500	
4623	Satellite Office Phone & Internet	3,500	
4624	Travel	1,200	
4625	Communications	64,000	
4626	Community Service Awards	2,000	
4628	Historical Marker Program	2,400	
4629	Dues & Subscriptions	300	
4630	Veteran Honor Roll	5,000	
4631	Community Festivals	13,000	
4691	Health Insurance	16,822	
4692	Dental, Vision & Life Insurance	1,259	
4693	Unemployment	1,076	
4694	IMRF Expense	5,133	
4695	FICA Expense	3,086	
Total Community Relations			<u>227,175</u>
Veterans Affairs			
4700	Salary	20,000	
4703	Travel	100	
4704	Supplies	100	
4793	Unemployment	538	
4795	FICA Expense	630	
Total Veterans Affairs			<u>21,368</u>
Total Community & Veterans Affairs			<u>248,543</u>

Emergency Services			
4801	Salaries	40,500	
4802	Equipment	22,000	
4803	Uniforms	6,000	
4804	Printing	1,000	
4805	Postage	100	
4806	Office Supplies	750	
4807	Miscellaneous	1,000	
4808	Education & Training	10,000	
4809	Pre-Volunteer Screening	500	
4810	Travel	2,500	
4811	Volunteer Insurance	800	
4812	Volunteer Appreciation	2,750	
4813	Vehicle Fuel & Maintenance	6,000	
4814	Communications	9,200	
4815	Emergency Ops Center	9,000	
4891	Health Insurance	2,400	
4892	Dental, Vision & Life Insurance	206	
4893	Unemployment	538	
4894	IMRF Expense	2,167	
4895	FICA Expense	1,275	
Total Emergency Services			118,686
Assessor's Office			
4405	Office Supplies	4,410	
4407	Printing	1,225	
4409	Salaries	115,000	
4411	Equipment	3,430	
4413	Travel	3,234	
4415	Dues, Subs & Publications	2,695	
4419	Training	3,430	
4426	Miscellaneous	1,176	
4433	Professional Services	980	
4525	Communications	1,000	
4491	Health Insurance	13,145	
4492	Dental, Vision & Life Insurance	1,978	
4493	Unemployment	2,136	
4494	IMRF Expense	6,154	
4495	FICA Expense	3,621	
Total Assessor's Office			163,614

Facilities & Maintenance

4200	Salaries	260,000
4202	Office Supplies	375
4204	Janitorial Supplies - Izaak	825
4205	Janitorial Supplies - Town	4,000
4206	Janitorial Supplies - Senior	5,250
4207	Janitorial Supplies - Astor	1,000
4208	Housekeeping Contract	40,000
4209	Building Contracts	13,250
4210	Building Maintenance - Town	8,500
4211	Building Maintenance - Senior	10,000
4212	Building Maintenance - Astor	2,000
4213	Equipment Maintenance - Town	10,000
4214	Equipment Maintenance - Senior	13,500
4215	Equipment Maintenance - Astor	1,350
4216	Equipment Rental	2,100
4217	Education & Training	900
4218	Vehicle Maintenance - Town	4,500
4219	Vehicle Fuel - Town	7,500
4220	Seasonal Projects Assistance	8,000
4221	Cell Phone / Communications	1,800
4222	Trash Removal - Town	2,500
4223	Trash Removal - Senior	1,800
4224	Trash Removal - Astor	1,500
4225	Grounds/Reserve Maintenance	11,000
4226	Uniforms	900
4227	Miscellaneous	800
4230	Building Maintenance - Izaak	4,000
4231	Equipment Maintenance - Izaak	5,000
4232	Trash Removal - Izaak	1,200
4291	Health Insurance	27,785
4292	Dental, Vision & Life Insurance	2,634
4293	Unemployment	2,689
4294	IMRF Expense	13,912
4295	FICA Expense	8,187

Total Facilities & Maintenance

478,757

Community Health

4450	Salaries	165,240
4451	Postage	400
4452	Office Supplies	2,000
4453	Printing	1,200
4454	Travel & Training	1,200
4455	Dues, Subs & Publications	200
4456	Community Affairs	2,500
4458	Equipment	1,200
4459	Professional Services	750
4461	Miscellaneous	1,000
4462	License/Professional Insurance	400
4465	Medical Supplies	7,000
4466	Communications	1,750
4467	Crisis Care	3,000
4468	MHB Prescription Reimbursements	100
4491	Health Insurance	14,397
4492	Dental, Vision & Life Insurance	1,848
4493	Unemployment	1,614
4494	IMRF Expense	8,842
4495	FICA Expense	5,203

Total Community Health

219,844

Youth and Family Services

Administration & Clinical

4608	Salaries	525,136
4611	Education & Training	7,250
4612	Consulting Fees	3,600
4613	Answering Service	1,200
4614	Printing	1,500
4615	Postage	600
4616	Books and Journals	500
4617	Equipment Maintenance	2,000
4618	Psychiatric backup	9,000
4619	Office Supplies	3,000
4620	Community Affairs	2,500
4621	Recruitment & Pre-Employment	2,000
4622	Miscellaneous	400
4623	Travel	3,000
4624	Intern Stipends	3,500
4625	Insurance	3,000
4626	Equipment and Furniture	4,000
4628	Tutoring	24,000
4629	Dues & Subscriptions	500
4691	Health Insurance	62,765
4692	Dental, Vision & Life Insurance	6,187
4693	Unemployment	6,992
4694	IMRF Expense	28,100
4695	FICA Expense	16,535

Total Administration & Clinical

717,265

Outreach & Prevention

4640	Salaries	178,500
4627	Open Gym Program	81,600
4643	Education & Training	1,600
4644	Travel	2,500
4645	Printing	800
4646	Postage	200
4647	Office Supplies	1,000
4648	Community Affairs	1,000
4649	Professional Services	1,200
4650	Program Supplies	2,000
4651	Cell Phones	2,000
4655	Transportation	2,750
4791	Health Insurance	27,189
4792	Dental, Vision & Life Insurance	3,862
4793	Unemployment	5,916
4794	IMRF Expense	13,918
4795	FICA Expense	8,190

Total Outreach & Prevention

334,225

Total Youth & Family Services

1,051,490

Total Town Fund Expenses/Appropriations

3,660,574

**2. SENIOR CENTER/SENIORCITIZEN SERVICES FUND**

<b>Beginning Balance April 1, 2014</b>		<b>1,223,949</b>
Estimated Revenues		
3000	Property Tax	1,007,880
3250	Interest Income	1,500
3300	Other Income	3,500
3325	Aid Transportation Fees	26,000
3330	RTA Grant	8,270
3350	CEDA - LIHEAP	6,000
3425	Title III Grants - Sub Area Agency	30,200
3426	Title IIIC Nutrition Grant	31,500
3450	Transfer From Road & Bridge Fund*	325,000
3500	Senior Programs	75,000
3501	Nutrition	25,000
3507	Material Fees	15,000
3509	Lending Closet	5,000

\* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

<b>Total Estimated Revenue</b>	<u>1,559,850</u>
<b>Total Estimated Funds Available</b>	2,783,799
<b>Total Expenditures/Appropriations</b>	<u>1,640,756</u>
<b>Estimated Cash on Hand March 31, 2015</b>	<b>1,143,043</b>

Expenditures		
Administration		
4517	Salaries	474,300
4518	Intern Stipends	5,000
4522	Contingency	50,000
4523	Recruitment	1,500
4524	Utilities	65,000
4525	Telephone & High Speed Internet	6,500
4527	Equipment	9,250
4528	Office Supplies	7,000
4529	Postage	4,000
4530	Printing	3,600
4534	Dues, Sub & Publications	2,800
4535	Travel	1,500
4536	Education & Training	4,000
4537	Consultants	500
4538	Community Affairs	2,000
4539	Miscellaneous	1,000
4541	Transfer to Capital Fund	100,000
4591	Health Insurance	86,242
4592	Dental, Vision & Life Insurance	4,409
4593	Unemployment	6,992
4594	IMRF Expense	25,380
4595	FICA Expense	14,934
<b>Total Administration</b>		<u>875,906</u>

Programs & Services			
4514	Weekend Programming	2,500	
4512	Satellite Programming	4,000	
4515	Programming	95,000	
4516	Social Services	3,000	
4519	Senior Assistance	3,000	
4520	Volunteer Services	14,000	
4526	Club 59	18,000	
4531	Computer Instruction	1,000	
4532	Visual Arts	15,000	
Total Programs & Services			155,500
Nutrition			
4550	Salaries	43,000	
4551	Food	30,000	
4552	Equipment	3,500	
4553	Supplies	4,000	
4554	Training	1,000	
4555	Recruitment	500	
4791	Health Insurance	7,095	
4792	Dental, Vision & Life Insurance	213	
4793	Unemployment	538	
4794	IMRF Expense	2,301	
4795	FICA Expense	1,354	
Total Nutrition			93,501
Transportation			
4513	Alternative Transportation	5,000	
4517	Volunteer Express	8,270	
4518	Vehicle Maintenance	25,000	
4546	Salaries	324,513	
4547	Dispatch Software	8,000	
4549	Recruitment	1,500	
4550	Telephone/Bus Tablets	6,800	
4551	Training	3,000	
4552	Fuel	45,000	
4553	Uniforms	1,500	
4691	Health Insurance	50,593	
4692	Dental, Vision & Life Insurance	4,250	
4693	Unemployment	4,841	
4694	IMRF Expense	17,365	
4695	FICA Expense	10,218	
Total Transportation			515,849
Total Senior Center Fund / Senior Citizen Services Fund Appropriations			1,640,756

### 3. WELFARE SERVICES

<b>Beginning Balance April 1, 2014</b>		<b>384,870</b>
Estimated Revenues		
3000	Property Tax	351,123
3100	Replacement Tax	4,000
3250	Interest Income	1,000
3300	Other Income	10,000
3350	CEDA - LIHEAP	10,000
3445	Grants	1
Total Estimated Revenues		<u>376,124</u>
Total Estimated Funds Available		760,994
Total Expenditures/Appropriations		<u>598,168</u>
<b>Estimated Cash on Hand March 31, 2015</b>		<b>162,826</b>
Expenditures		
Home Relief		
4102	Rent	126,000
4103	Utilities	26,000
4105	Clothing	26,000
4106	Travel Expenses	10,000
4110	Burial	1,500
4115	Medical	25,000
4116	Catastrophic Insurance Premium	3,500
4117	Miscellaneous	100
4119	Emergency Assistance	50,000
Total Welfare Services Home Relief		268,100
Employment Services		
4215	Salaries	78,000
4216	Office Supplies	500
4217	Equipment	1,000
4218	Travel and Training	750
4219	Postage	500
4220	Printing	750
4221	Professional Services	1,000
4291	Health Insurance	16,743
4292	Dental, Vision & Life Insurance	1,087
4293	Unemployment	1,076
4294	IMRF Expense	4,174
4295	FICA Expense	2,456
Total Welfare Services Employment Services		108,036
Administration		
4201	Salaries	169,500
4202	Office Supplies	2,000
4204	Equipment	4,500
4205	Travel & Training	2,000
4206	Postage	300
4210	Printing	1,500
4212	Dues & Publications	500
4213	Community Affairs	1,000
4507	Professional Services	2,500
4509	Volunteer Appreciation	1,500
4510	Miscellaneous	500
4591	Health Insurance	18,008
4592	Dental, Vision & Life Insurance	1,666
4593	Unemployment	2,151
4594	IMRF Expense	9,070
4595	FICA Expense	5,337
Total Welfare Services Administration		222,032
Total WS Budgeted Expenditures/Appropriations		598,168

**4. MENTAL HEALTH FUND**

<b>Beginning Balance April 1, 2014</b>		<b>730,965</b>
Estimated Revenues		
3000    Property Tax	1,032,714	
3100    Replacement Tax	12,000	
3250    Interest Income	1,500	
3300    Other Income	1,000	
3350    Rental Income	10,000	
3850    Tide Transportation Fee	5,000	
3855    Telephone Reimbursement	5,000	
3950    AID Transportation Fees	2,000	
Total Estimated Revenues		<u>1,069,214</u>
Total Estimated Funds Available		1,800,179
Budgeted Expenditures		
Service Contracts	1,000,000	
Administration	98,489	
Community Resource Center	44,500	
Total Expenditures/Appropriations		
Community Mental Health (708) Fund		<u>1,142,989</u>
<b>Estimated Cash on Hand March 31, 2015</b>		<b>657,190</b>

Expenditures

Service Contracts

4100	CAC CASI	17,000
4102	CAC Family Support	2,000
4103	CAC Safe from the Start	18,000
4104	CCC Domestic Violence Shelter	30,000
4105	CCC Domestic Violence Counsel	25,700
4107	Open Door Clinic	5,000
4108	AID Supportive Employment	40,000
4109	AID Case Management	5,000
4112	Clearbrook Children's Program	7,000
4113	Clearbrook Day Services	3,500
4123	Easter Seals	50,700
4128	Renz Outpatient	58,800
4129	Day One Network	7,500
4130	Northwest CASA	8,000
4131	AID Transportation	26,000
4132	Ecker Therapy Services	73,000
4135	Ecker Center/PEP	5,000
4136	HTYFS Psychiatric Back-up	9,000
4137	HTYFS Alt. to Suspension	25,000
4138	Contract Support Services	107,500
4139	HTYFS Interventionist	50,000
4140	Maryville Academy Casa Salama	25,000
4141	Shelter Inc Healthy Families	12,000
4142	Centro de Informacion	32,000
4146	Bridge YFS - Crisis Intervention	9,500
4148	FSA - Youth	21,000
4149	FSA - Adult	12,400
4156	Epilepsy Foundation	1,000
4160	Summitt Center	12,000
4162	TIDE Transportation	15,000
4165	Alexian Brothers - Outpatient Psych	21,000
4166	PADS of Elgin	20,000
4167	Alexian Brothers - Senior MH	34,000
4169	GEFCC - Case Mgmt	8,500
4170	GEFCC - Post Partum Intervention	5,000
4172	Countryside In-Home Respite	3,000
4175	WINGS Transitional Shelter	10,000
4177	Staff Development Fund	10,000
4178	MI-Drug / Medical Tests Fund	1,500
4179	Challenge Grant Fund	40,000
4180	Capital Grant Fund	40,000
4183	CCC SA Counseling	9,000
4188	Bartlett Learning Center	7,000
4191	Leyden FS - Detox/Rehab	40,000
4193	Boys and Girls Club	6,000
4194	CCC - Strategies for Safety	6,000
4195	Autism Society of IL	1,000
4196	Catholic Charities Caregivers Group	3,000
4199	GEFCC - Adult Psych	9,400
4200	Kenneth Young Center - SASS	9,000
4201	Journeys - Hope Center	3,000

Total Service Contracts

1,000,000

Administration			
4001	Hanover Township Services	4,500	
4002	Legal	3,000	
4005	Training	750	
4006	Travel	1,000	
4008	Subscriptions & Publications	150	
4009	Salaries	56,500	
4012	Office Supplies	1,000	
4013	Postage	500	
4014	Equip / Database	3,000	
4537	Community Relations	1,000	
4538	Miscellaneous	500	
4539	Dues	2,000	
4540	Special Events	1,000	
4541	Printing	1,500	
4544	Consultants	4,000	
4591	Health Insurance	6,443	
4592	Dental, Vision and Life Insurance	616	
4593	Unemployment	538	
4594	IMRF Expense	6,170	
4595	FICA Expense	4,322	
Total Administration			98,489
HT Community Resource Center			
4210	Utilities	8,000	
4211	Insurance	1,000	
4213	Janitorial	5,500	
4214	Rent	10,000	
4216	Telephone Systems Maintenance	2,000	
4217	Capital Improvements	5,000	
4250	Building Maintenance	5,000	
4286	Agency Support Services	8,000	
Total HT Community Resource Center			44,500
Total Expenditures/Appropriations			
Community Mental Health (708) Fund			1,142,989

**5. IMRF FUND**

<b>Beginning Balance April 1, 2014</b>			<b>97,316</b>
Estimated Revenues			
3000	Property Tax	170,313	
3250	Interest Income	50	
3255	Transfer In	0	
Total Estimated Revenues		<u>170,363</u>	<u>170,363</u>
Total Estimated Funds Available			267,679
Budgeted Expenditures/Appropriations			
4508	IMRF	170,363	
Total Expenditures/Appropriations		<u>170,363</u>	<u>170,363</u>
<b>Estimated Cash on Hand March 31, 2015</b>			<b>97,316</b>

**6. SOCIAL SECURITY**

<b>Beginning Balance April 1, 2014</b>			<b>51,556</b>
Estimated Revenues			
3000	Property Tax	137,650	
3250	Interest Income	50	
3255	Transfer In	0	
Total Estimated Revenues		<u>137,700</u>	<u>137,700</u>
Total Estimated Funds Available			189,256
Budgeted Expenditures/Appropriations			
4522	Social Security	137,700	
Total Expenditures/Appropriations		<u>137,700</u>	<u>137,700</u>
<b>Estimated Cash on Hand March 31, 2015</b>			<b>51,556</b>

**7. VEHICLE REPLACEMENT FUND**

<b>Beginning Balance April 1, 2014</b>			<b>563,730</b>
Estimated Revenues			
3250	Interest Income	500	
3440	Bus Fares & Donations	8,250	
3450	Transfer from Road & Bridge - Senior Trans.*	70,000	
3460	Transfer from Town Fund	15,000	
Total Estimated Revenues		<u>93,750</u>	<u>93,750</u>
Total Estimated Funds Available			657,480
Budgeted Expenditures			
4408	Vehicle Purchase	100,000	
4540	Senior Bus Purchase	78,250	
Total Expenditures/Appropriations		<u>178,250</u>	<u>178,250</u>
<b>Estimated Cash on Hand March 31, 2015</b>			<b>479,230</b>

\* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

**8. CAPITAL PROJECTS FUND**

<b>Beginning Balance April 1, 2014</b>			<b>560,205</b>
Estimated Revenues			
3445	Grant	100,000	
3455	From Senior Center Fund	100,000	
3450	From Town Fund	150,000	
Total Estimated Revenues		<u>350,000</u>	<u>350,000</u>
Total Estimated Funds Available			910,205
Budgeted Expenditures			
4414	Izaak Walton Enviro Remediation	100,000	
4415	Senior Center Improvements	100,000	
4420	Izaak Walton CDBG Project	100,000	
4425	Building & Permanent Improvements	200,000	
Total Expenditures/Appropriations		<u>500,000</u>	<u>500,000</u>
<b>Estimated Cash on Hand March 31, 2015</b>			<b>410,205</b>

SECTION 2: THAT THE AMOUNTS APPROPRIATED FOR TOWNSHIP PURPOSES FOR THE FISCAL YEAR ENDING MARCH 31, 2015, BY FUND IS:

GENERAL TOWN FUND	3,660,574
SENIOR CENTER/SENIOR CITIZEN SERVICES FUND	1,640,756
WELFARE SERVICES FUND	598,168
COMMUNITY MENTAL HEALTH FUND	1,142,989
IMRF FUND	170,363
FICA FUND	137,700
VEHICLE REPLACEMENT FUND	178,250
CAPITAL PROJECTS FUND	500,000
<b>TOTAL APPROPRIATIONS</b>	<b><u>8,028,800</u></b>

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES SPECIFIED AND IN PARTICULAR AMOUNTS STATED FOR EACH FUND RESPECTIVELY IN SECTION 1, CONSTITUTING THE TOTAL APPROPRIATION IN THE AMOUNT OF **Eight Million Twenty Eight Thousand Eight Hundred (\$8,028,800)** FOR THE FISCAL YEAR ENDING MARCH 31, 2015.

SECTION 4: THAT IF ANY SECTION, SUBDIVISION, OR SENTENCE OF THIS ORDINANCE SHALL FOR ANY REASON BE HELD INVALID, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE OF THIS TOWNSHIP, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS AFTER ITS ADOPTION.

ADOPTED ON MARCH XX, 2014 AT HANOVER TOWNSHIP, COOK COUNTY, ILLINOIS, BY THE HANOVER TOWNSHIP BOARD OF TRUSTEES BY ROLL CALL VOTE.

Ayes \_\_\_\_\_  
 Nays \_\_\_\_\_  
 Absent \_\_\_\_\_

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Township Clerk

CERTIFICATION

I, Kathleen Dolan Baumer , do hereby certify that I am Clerk of the Hanover Township, Cook County, Illinois and that the foregoing is a true, correct and exact copy of Ordinance No. 2014-\_\_\_\_\_ adopted and approved by the Board of Trustees of said Township at the regular meeting, duly and legally called, and held March XX, 2014, as the same appears in the records in my possession and custody as such clerk.

Dated this March XX, 2014.

\_\_\_\_\_  
 Township Clerk

**Hanover Township Road District  
Tentative Budget and Appropriation Ordinance  
Ordinance #**

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR THE TOWNSHIP OF HANOVER 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, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS.  
AS FOLLOWS:

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND EXPENDITURES IS HEREBY ADOPTED FOR THE GENERAL ROAD FUND FOR THE FISCAL YEAR MENTIONED ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

1. General Road Fund

Beginning Balance on April 1, 2014	1,690,626
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Estimated Revenues

Property Tax	857,497	
Replacement Tax	16,000	
Interest Income	5,000	
Permits and Fines	750	
Traffic Enforcement Fees	1,500	
Other	100	

Total Estimated Revenues	880,847
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Total Estimated Funds Available	2,571,473
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Budgeted Expenditures

Road Maintenance	875,500	
Equipment	77,501	
Bridge Maintenance	10,816	
Buildings	1,046,000	
Administration/Transfers*	547,635	

Total Expenditures/Appropriations	2,557,452
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Estimated Cash on Hand March 31, 2015	14,021
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\* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Expenditures

Road Maintenance

4600	Controlled Substance Test	500
4601	Salaries	190,000
4602	Road Materials & Operations	35,000
4603	Gasoline	15,000
4605	Maintenance / Supplies	5,000
4606	Engineering	15,000
4607	Contract Work	520,000
4610	Street Lighting	15,000
4614	Signs& Striping	5,000
4616	Salt	<u>75,000</u>

Total Road Maintenance 875,500

Equipment

4604	Machine Rental	1,500
4608	Equipment Purchase	50,000
4609	Maintenance Vehicles & Equip	25,000
4610	Emergency Equipment	1,000
4611	Construction Equipment	<u>1</u>

Total Equipment 77,501

Bridge Maintenance

4615	Bridge Repair and Maintenance	<u>10,816</u>
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Total Bridge Maintenance 10,816

Buildings

4612	Buildings & Perm Improvement	11,000
4613	Building Maintenance	5,000
4617	Land/Building Acquisition & Improvemer	<u>1,030,000</u>

Total Buildings 1,046,000

Administration

4700	Postage	1,500
4701	Legal	20,000
4702	Insurance	32,000
4703	Accounting	2,500
4704	Telephone	3,500
4705	Dues, Subscriptions & Publications	1,000
4706	Travel Expense	1,500

4707	Printing	1,000
4708	Training & Conferences	1,500
4709	Uniforms and Safety Equipment	1,500
4710	Community Affaris	10,000
4711	Utilities	6,500
4712	Miscellaneous	2,000
4713	Service Charges	200
4714	Office Supplies	2,500
4715	Replacement Tax	12,480
4716	Transfer to Sr Transportation*	325,000
4717	Transfer to Vehicle Fund*	70,000
4791	Health Insurance	13,816
4792	Dental, Vision & Life Insurance	2,243
4793	Unemployment	1,614
4794	IMRF Expense	20,748
4795	FICA Expense	14,535

Total Administration 547,635

\* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

**Total General Road Fund Expenditures/Appropriations 2,557,452**

SECTION 2: THAT THE AMOUNT APPROPRIATED FOR ROAD DISTRICT PURPOSES FOR THE  
FOR THE FISCAL YEAR ENDING MARCH 31, 2015

General Road Fund

Road Maintenance	875,500
Equipment	77,501
Bridge Maintenance	10,816
Buildings	1,046,000
Administration & Transfers	547,635

Total General Road Fund 2,557,452

**Total Expenditures/Appropriations 2,557,452**

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES  
SPECIFIED, AND IN PARTICULAR AMOUNTS STATED, FOR THE FUND NAMED IN SECTION 1,  
CONSTITUTING TOTAL APPROPRIATIONS IN THE AMOUNT OF:

**Two Million Five Hundred and Fifty Seven Thousand Four Hundred and Fifty-Two Dollars**  
\$2,557,452 FOR THE FISCAL YEAR ENDING MARCH 31, 2015

SECTION 4: THAT IF ANY SECTION, SUBDIVISION OR SENTENCE OF THIS ORDINANCE SHALL FOR ANY REASON BE HELD INVALID OR BE UNCONSTITUTIONAL, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE OF THE ROAD DISTRICT, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS OF ITS ADOPTION.

Adopted on March XX at Hanover Township, Cook County, Illinois, by the Hanover Township Board of Trustees by Roll Call Vote:

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
TOWNSHIP CLERK

CERTIFICATION

I, Kathleen Dolan Baumer , do hereby certify that I am Clerk of the Hanover Township, Cook County, Illinois and that the foregoing is a true, correct and exact copy of Ordinance No. 2014-\_\_\_\_\_ adopted and approved by the Board of Trustees of said Township at the regular meeting, duly and legally called, and held March XX, 2014, as the same appears in the records in my possession and custody as such clerk.

Dated this March XX, 2013.

\_\_\_\_\_  
Township Clerk



# Job Description

**Position:** Assistant Township Administrator

**Department:** Administrative Services

**Reports to:** Township Administrator

**Last Updated:** December 2013

## Position Summary:

Oversees the day-to-day operations of the Administrative Services Department. Serves as Acting Administrator in the absence of the Township Administrator. Work includes researching, planning, organizing, coordinating and directing required action on policies and/or projects directly related to human resources and administrative policies that have been defined by the Township Administrator and/or Township Board. The Assistant Administrator serves as the main human resources contact for the Township and administers employee benefits and maintains all personnel files. This position recruits and supervises employees of Administrative Services. This position represents the department at the Township's management team and executive management staff meetings. Responds to and interacts with residents, employees and/or others within and outside the organization in a courteous, professional, and effective manner. Performs other duties as required for the successful operation of Hanover Township Administrative Services, including oversight of the Township's information technology and accounting functions.

## Responsibilities:

- Department Head of Administrative Services including supervision of the Management Analyst and Receptionist, contract administration for accounting and information technology (IT) support services, and manage the Town Fund budget.
- Serve as the Assistant Personnel Officer responsible for employee benefit administration, administering payroll and time off requests, conducting new staff orientation, managing personnel files and the Human Resources Information System database. Serve as a human resources adviser to staff seeking clarification on personnel policies.
- Serve as the Acting Township Administrator in the absence of the Township Administrator.
- Manages all IT related issues in the Township including supervision of contracted IT support services, follow-up on IT trouble tickets, take inventory and order equipment, and keep up to date on the latest applicable IT solutions.
- Coordinate a comprehensive annual strategic planning process including a Township Board retreat, establishing goals and objectives, implementation tracking, and year end assessment.
- Administer the Township's risk management program including oversight of the general liability and special liability insurance programs.
- Assist in preparing materials for the Township Board meetings including reports and review of the bill audit list.
- Manage the usage and tracking of the officially designated Township credit cards.
- Maintain the five year Capital Improvement Plan and assist in the implementation of capital projects.
- Represent the Township Administrator at meetings he/she is unable to attend, including acting as the administrative liaison for Township Committees; represent the Township or Township Administrator in various situations involving intergovernmental bodies and/or associations, as requested.
- Assist in internal emergency planning and preparedness including staff NIMS compliance and safety drills.
- Preparation of a variety of studies, reports, and related information; conduct research and analysis.
- Provide professional administrative support to the Township Administrator.

Nothing in this job description restricts management's right to reasonably assign or reassign duties and responsibilities to this job at any time. Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.

**Supervisory Responsibilities:**

- Responsible for the day-to-day operations of the Administrative Services Department and supervision of all departmental staff. Directs and evaluates the work of the Management Analyst and Receptionists.

**Other Job Functions:**

- Performs all other duties as assigned by the Township Administrator.

**Required Knowledge, Skills, and Abilities:**

- Capacity to identify and manage multiple projects, programs and services in an efficient and effective manner with minimal supervision.
- Knowledge of principals, methods, and theory of public administration, project management, human resources, budgeting and finance, as well as information technology management.
- Skill to use computer systems including Microsoft office software, Quick Books, and HRIS software.
- Ability to clearly convey instructions to employees or team. Capable of speaking clearly and effectively before groups of people and answering questions appropriately.
- Ability to read and interpret all types of documents including safety rules and regulations, and procedure manuals.
- Ability to create and edit reports and correspondence from varied source material using appropriate style and format.
- Ability to maintain effective professional relationships with elected officials, staff, residents and vendors.

**Education, Experience, and Computer Skills:**

- Bachelor's Degree in public administration, or related field (Master's Degree in related field strongly preferred).
- Four years related experience in an Illinois local government or closely related field.
- Two to four years supervisory experience preferred.
- Equivalent combination of education and experience.

**Special Requirements:**

- Willingness to work occasional evenings and/or weekends as needed.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.

- Must be able to sit, walk, stand, use fingers in a repetitive motion, twist and turn for long periods of time.
- The position may require some light lifting, pulling, pushing and carrying of up to 25 pounds.
- Requires the operation of a motor vehicle.

**Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.

- This position is primarily executed indoors. However, it may require contact with outdoor weather at special event activity participation.
- Contact with low noise levels common in an indoor working environment. Moderate noise levels may be experienced during certain activities.

## Suzanne Powers

2513 Dunraven Avenue

Naperville, IL 60540

(312) 286-2143

Suzanne.powers@gmail.com

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### Summary

- Three years experience in budget management, grant administration, and program development
  - Five years of working with diverse communities and facilitating sustainable program growth and innovation
  - Demonstrated experience supervising volunteers, board members, and employees to support organizational development
  - Superior customer service skills strengthened through service-oriented career working with varied populations
- 

### Experience

**Mental Health Board Manager**, Hanover Township, Bartlett, IL Nov 2010 - Present

- Serve as the Mental Health Board's liaison to funded agencies, community organizations, Mental Health Board planning bodies, and state government agencies
- Coordinate applications, payment, and reporting for \$1million in grant awards to 35 local agencies
- Facilitated community needs assessment and cultivated agency relationships to address gaps in services for residents
- Streamlined grant applications, procedures, and guidelines
- Designed and implemented three year strategic goals by utilizing focus groups of township residents, agency leaders, and board members
- Performed annual audits of funded agencies to ensure compliance with grant terms and developed strategies to assist agencies in addressing compliance concerns

**Volunteer Coordinator**, Hanover Township, Bartlett, IL Feb 2010 – Nov 2010

- Developed evening senior computer programming utilizing volunteers encouraging senior skill building and workforce development
- Redesigned recruitment, training, orientation, and recognition of volunteer program and instituted new volunteer data collection program
- Collaborated with area agencies, volunteers, and businesses for large scale community volunteer day

**Volunteer Coordinator**, Lincoln Park Community Shelter, Chicago, IL Nov 2008 - Nov 2009

- Coordinated the training, development and scheduling of more than 2,000 volunteers
- Cultivated relationships with Chicago businesses for volunteer and donor opportunities
- Established student service learning opportunities for over 100 college students
- Obtained in-kind donation requests to allow shelter residents to participate in Chicago experience opportunities
- Participated in annual gala event planning and silent auction donation requests
- AmeriCorps Vista Volunteer

**Intern**, Chicago Federation of Labor Workers Assistance Committee, Chicago, IL Aug 2005 – Dec 2005

- Streamlined new program for individuals laid off from manufacturing positions
- Researched and marketed program for new clients and businesses
- Contributed to client orientations and researched potential grant opportunities

**Intern**, Department of Defense Reserve Affairs – Civil Military Policy, Arlington, VA May 2004 – Aug 2004

- Participated in preparations for hearings before the House of Representatives
- Edited legislative proposals from Congress and provide briefs for department head
- Analyzed Department of Defense documents for departmental suggestions
- Contributed to departmental meetings with the Assistant Secretary of Defense

**Intern, Mclean County Child Support Program, Bloomington, IL** Jan 2004 – May 2004

- Accrued back child support for over 400 cases
- Assisted States Attorney in courtroom with clients and paperwork
- Prepared petitions, motions, summons, and referred cases for DNA testing
- Reviewed new legislation concerning Illinois child support cases

**Operations Cast Member, Walt Disney World College Program, Orlando, FL** Jan 2002 – Aug 2002

- Responsible for monitoring the satisfaction and safety of over 1,000 park guests daily
- Assisted with large scale audience control
- Participated in Disney trainings and workshops on customer service and organizational leadership

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## Other Experience

**Steering Committee, Lincoln Park Arts and Music Festival** Jan 2009 – Aug 2009  
Represented Lincoln Park Community Shelter on steering committee for first annual street festival.  
Coordinated and recruited 50 plus volunteers for the 2 day festival.

**Staff Trainer and Server, Chili's Bar and Grill, Chicago, IL** Jun 2005- Nov 2008  
Trained new hires on policies and customer relations in fast-paced environment

**Shift Supervisor, Panera Bread, Bloomington, IL** Aug 2002- May 2005  
Managed training and development of 40 associates and ensured compliance with, and improvement of, company standards and customer service guidelines

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**Education** **Masters Degree in Public Service Management, Chicago, IL**  
DePaul University, School of Public Service, 2005-2007

**Bachelor of Science Degree in Political Science, Normal, IL**  
Illinois State University, 2000-2005