



240 S. Route 59
Bartlett, Illinois 60103

Regular Meeting of Town Board
August 17, 2010
8:00 PM

A G E N D A

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Town Hall (Public Comments)
- V. Presentations
 - A. Veteran's Honor Roll
 - 1. PVT Bernard E. Nelson
 - 2. SP4 Edward J. O'Connell
 - 3. CPT William W. Wurster
 - B. Recognition of Streamwood High School Summer Baseball
- VI. Supervisor's Report
- VII. Clerk' Report
 - A. Approve Regular Meeting Minutes of August 3, 2010
- VIII. Highway Commissioner's Report
- IX. Assessor's Report
- X. Treasurer's Report
- XI. Bill Paying
- XII. Unfinished Business
- XIII. New Business
 - A. Resolution Approving of a Software License Agreement with Xavus Solutions, LLC (Senior Center Grant Funded Operations Software)
 - B. Authorization to Purchase EMA Vehicle Repair and Upgrade Lighting Apparatus
 - C. Approval of Revised Hanover Township Purchasing Policy
- XIV. Department Reports
- XV. Executive Session
- XVI. Other Business
- XVII. Adjournment

MISSION STATEMENT

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

Hanover Township
Board Audit Report
From 8/4/10 to 8/17/10

Total Town Fund	25,115.55
Total Senior Center	11,681.43
Total Welfare Services	2,723.08
Total Road and Bridge	238.22
Total Mental Health Board	11,318.64
Total Retirement	
Total Vehicle	
Total Capital	
 Total All Funds	<u><u>51,076.92</u></u>

The above has been approved for payment this 17th day of August 2010

Supervisor

Town Clerk

Trustee

Trustee

Trustee

Trustee

Xavus Solutions LLC PURCHASE and LICENSE TERMS

The following are Xavus Solutions LLC's, terms and conditions of sale and license for hardware and software products. (Products):

GOVERNING TERMS The purchase is subject solely to these Terms and those on the Quote or Estimate that accompanies this contract. No other terms and conditions in addition to, or in conflict with these Terms not separately and specifically executed by both parties as an amendment to these terms shall apply.

ORDERS All orders must be in the form of a valid, unexpired Xavus Solutions LLC Purchase Agreement or Quote signed by Customer and must; a) state the Xavus Solutions LLC part numbers, descriptions and quantities of products purchased b) state the Xavus Solutions LLC quotation number, quotation date and expiration date and that the order is placed pursuant to the terms and conditions of the Xavus Solutions LLC Purchase Agreement, or words of similar effect. (Orders for software customization or Xavus Solutions LLC installation services, must also reference the Xavus Solutions LLC's Statement of Work or Quote for such services) c) be signed by an authorized representative of Customer d) include an initialed or signed Xavus Solutions LLC Purchase and License Terms (this document); Xavus Solutions LLC may reject any non-conforming Order. If Customer organization requires issuance of a Purchase Order in order to process an invoice for payment, then for an Order to be valid it must also include a completed Purchase Order signed by an authorized representative of Customer, stating the terms shown on the Xavus Solutions LLC Purchase Agreement, or words of similar effect.

PRICES All prices are in United States Dollars.

TAXES, FEES, AND OTHER Prices do not include any export fees, duties, OST, Sales, ISO, excise, ad valorem, property, withholding from source income or other taxes of any nature, or other taxes or fees applicable to the sale, use, license, or delivery of the equipment, software or services supplied, all of which are the responsibility of Customer. Incidental IT professional services incurred by the Customer in preparing for the installation of the MySeniorCenter system are outside the scope of this contract and are the responsibility of the Customer.

DELIVERY Equipment sold and software licensed are delivered from Xavus Solutions LLC's manufacturing facility. Shipping fees are listed as a separate line item on the estimate and invoice.

ACCEPTANCE of products delivered and services performed shall be upon delivery unless otherwise agreed. Customer shall provide Xavus Solutions LLC written notice of delivery and acceptance.

MAINTENANCE AND SUPPORT beyond the initial 12 month period shall be available at customer's option. Maintenance and Support fee is **\$1800** per year beginning 12 months from the initial purchase date and due annually on the anniversary of the purchase date. Maintenance and Support for the first 12 months is included unless otherwise specified.

Current Maintenance entitles Customer to: technical support (via telephone, email, and web); generally available product updates; database back-up services; and periodic web-based refresher training (open to customers only).

Hardware components are not covered under maintenance after the manufacturers' warranty period has expired. Xavus Solutions requires a 45 day notice of the customer's intent to cancel maintenance support. Customers that cancel maintenance on hardware-based systems retain use of the system and software but receive no updates or customer service support. Customers that cancel maintenance on software-based systems hosted by Xavus will no longer have access to the software. Customers electing to renew after their expiration date may be subject to a reactivation fee.

LICENSES, PERMITS AND EXPORT CONTROL Customer will comply fully with the export control laws and regulations of the United States Government and will indemnify Xavus Solutions LLC for any claims or penalties incurred as a result of any violation of applicable United States laws or regulations.

LIMITED WARRANTY AND DISCLAIMER OF WARRANTY Xavus Solutions does not warranty third party hardware and software and such items are subject to their manufacturers' warranty. Xavus will coordinate its customer's claims for warranty service and support on Xavus Solutions LLC supplied third party products with the manufacturer. Manufacturers' warranty is 1 (ONE) year from date of purchase.

Xavus Solutions LLC Software is warranted to substantially conform to Xavus Solutions LLC's specifications in effect as of the date of shipment under normal use for a period of ninety (90) days from the date of shipment. Xavus Solutions LLC's sole obligation under this warranty, in the event of a non-conformance occurring and reported to Xavus Solutions LLC's service department within the warranty period., is to provide bug fixes, patches, or work-around by access to download or other appropriate method. Xavus Solutions LLC does not warrant that use of the software will be uninterrupted or error free.

Xavus Solutions LLC warrants that services, if any, will be performed with reasonable skill and care and will conform to any agreed to Statement of Work, (SOW). Xavus Solutions LLC's entire obligation for defects in services reported to Xavus Solutions LLC within ten (10) days from completion shall be to perform or re-perform the services.

The foregoing hardware, software and services warranties do not extend to defects or nonconformities from abuse, acts of God, improper use, installation, modifications, or unauthorized maintenance.

THE FOREGOING WARRANTIES REPRESENT XAVUS SOLUTIONS LLC'S SOLE OBLIGATION AND CUSTOMER'S SOLE REMEDY FOR NON-CONFORMANCES. THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

The terms and limitations of this warranty represent bargained for provisions agreed to in return for pricing and other terms.

SOFTWARE LICENSE AGREEMENT Xavus Solutions LLC retains all title and ownership of all software, including software customization and software developed for a particular Customer, as well as included firmware. Custom developments shall not be deemed works for hire. All Software is provided to Customer only under the following license terms: Upon payment of the applicable license fee Xavus Solutions LLC grants to the Customer an indivisible, nonexclusive and non-transferable license, without right to sublicense, in the software and firmware, including patches updates and upgrades for its own internal business purposes on the hardware with which the software and firmware is first supplied.

Licensee may only copy the software as reasonably necessary for operation and archival purposes and shall reproduce all proprietary and copyright notices of Xavus Solutions LLC or its licensor which appear. Licensee shall not cause or permit any merger of the software with other computer program material to form a derivative work or otherwise make changes to the software or alter the software in any manner whatsoever and will not attempt or allow any decompilation or reverse assembly of all or any portion of the software. Licensee agrees not to rent or lease the software and that the software is and shall remain the property of Xavus Solutions LLC or its licensors.

This License is terminable in the event of a breach by Customer that is not corrected within fifteen (15) days after notice. Xavus Solutions LLC' licensors shall be entitled to directly enforce the provisions of this software license to the extent a breach relates to such third party software.

Upon license termination the Licensee shall return the software and all copies to Xavus Solutions LLC or upon Xavus Solutions LLC's instructions, destroy the software and all copies and provide to Xavus Solutions LLC a certificate of destruction signed by an officer of Licensee.

FORCE MAJEURE Neither party shall be liable for any loss or damage due to failure or delay arising out of any cause beyond the control, in the exercise of due diligence or without the fault or negligence of such party.

PAYMENT TERMS A 50% deposit is required and the balance is due upon installation. Timely payment by Customer to Xavus Solutions LLC at its principal place of business of all sums due hereunder is a material element hereof: Xavus Solutions LLC may charge the Customer 1.5% interest per month or part on any past due amounts. Customer shall reimburse Xavus Solutions LLC for all reasonable expenses of collection including attorney's fees.

ASSIGNMENT Neither party may assign its rights or obligations hereunder without the other party's consent, which consent shall not be unreasonably withheld.

APPLICABLE LAW These terms shall be governed by the laws of the Commonwealth of Massachusetts. The United Nations Convention for the Sale of Goods shall not apply to any transactions hereunder.

CANCELLATION SCHEDULE Orders accepted by Xavus Solutions LLC are non-cancelable, non-returnable and nonrefundable. All advance payments for delivered products and services are non-refundable. Orders may be rescheduled a single time, no later than 30 days prior to scheduled ship date, for up to forty-five (45) days without charge.

PATENT INFRINGEMENT Xavus Solutions LLC, agrees at its expense, to defend Customer in any suit, claim or proceeding brought against Customer alleging that any equipment or software furnished hereunder directly infringed any U.S. Letters Patent or U.S. copyright, provided Xavus Solutions is promptly notified of any actual or threatened claim, is given all reasonable assistance required, and is given sole control over the defense or settlement of the claim, at Xavus Solutions LLC expense. Xavus Solutions LLC agrees to pay any final judgment rendered in such suit should the use of any equipment or software be enjoined, or in the event that Xavus Solutions LLC desires: to minimize its liability hereunder, Xavus Solutions LLC may fulfill its obligations hereunder by, either substituting fully equivalent non-infringing items, or modifying the infringing item so that it no longer infringes, or by obtaining for Customer, at the expense of Xavus Solutions LLC, the right to continue use of such item. The foregoing states the entire liability of Xavus Solutions for patent or copyright infringement or for any breach of warranty of non-infringing, express or implied. The foregoing indemnity shall not apply to any equipment or software made to the specification or design of Customer or to claims based upon the combination of any equipment or software purchased pursuant to this contract with products or software supplied by Customer or others.

LIMITATION OF LIABILITY XAVUS SOLUTIONS LLC SHALL NOT BE LIABLE FOR BUSINESS INTERRUPTION, LOSS OF DATA, PROFITS OR REVENUE, OR SPECIAL, IN-DIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE AND FROM

ANY CAUSE WHETHER BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHER. LEGAL THEORY, EVEN IF XAVUS SOLUTIONS LLC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL XAVUS SOLUTIONS LLC BE LIABLE FOR DAMAGES OF ANY KIND IN EXCESS OF THE PRICE PAID FOR THE EQUIPMENT, SOFTWARE AND SERVICES PROVIDED HEREUNDER.

DEFAULT In the event Customer defaults or breaches under the Contract as formed, in addition to all other remedies available to Xavus Solutions LLC at law or equity, Xavus Solutions LLC shall be entitled to recover attorney's fees and costs.

NONDISCLOSURE Each Party shall treat as confidential all Confidential Information of the other Party, shall not use such Confidential Information except as set forth herein, and shall not disclose such Confidential Information to any third party. Examples of Xavus Solutions LLC's Confidential Information include, but are not limited to, product design, marketing plans and pricing. This obligation of confidentiality shall remain in effect for three (3) years after the disclosure. Each Party shall promptly notify the other Party of any actual or suspected misuse or unauthorized disclosure of the other Party's Confidential Information.

U.S. GOVERNMENT RESTRICTED RIGHTS NOTICE Distribution and use of products including computer programs and any related documentation and derivative works thereof, to and by the United States Government, are subject to the Restricted Rights provisions of FAR 52.227-19, paragraph (c)(2) as applicable, except for purchases by agencies of the Department of Defense (DOD). If the Software is acquired under the terms of a Department of Defense or civilian agency contract, the Software "commercial item" as that term is defined at 48 C.F.R. 2.101 (Oct. 1995), consisting of commercial computer software and "commercial computer software documentation" as such terms are used in 48 C.F.R 12.212 of the Federal Acquisition Regulations and its successors and 48 C.F.R 227.7202-1 through 227.7202-4 (June 1995) of the DoD FAR Supplement and its successors. All U.S. Government end users acquire the Software with only those rights set forth in this Agreement. Manufacturer is Xavus Solutions LLC, 20 North Main St, Sherborn, MA.

VALIDITY Should any provision of these terms be found illegal or unenforceable in any respect, such illegality or unenforceability shall not affect the validity any other provision of this terms.

ARBITRATION Any dispute arising in respect of those terms shall be referred to arbitration conducted in Boston, MA under the rules of the American Arbitration Association. The award rendered in such arbitration will be final and binding and may be enforced in any court of competent jurisdiction. Each party shall bear its own costs incurred in the arbitration action. Notwithstanding the provisions of this section, any party may seek injunctive relief in any court of competent jurisdiction in order to protect its proprietary and confidential information and to enforce or obtain compliance with the scope of rights and licenses granted under these terms without first submitting, such claim to arbitration.

Quote #: S-090917-341

Hanover Township
Carol Lutzow
240 S. Illinois
Bartlett, IL 60103

Customer Signature: _____

Customer Title: _____

Date: _____

Sales Tax Exempt # _____
(required)

(Please also attach or
mail a copy of Sales Tax
Exempt Certificate.)

Xavus Solutions LLC



Xavus Solutions LLC
 20 N Main St
 Suite 260
 Sherborn, MA 01770

 508-613-2289

Quote

DATE	QUOTE #
08/02/2010	s-090917-341
EXP. DATE	

ADDRESS
Carol Lutzow Hanover Township Senior Services 240 S. Illinois Route 59 Bartlett, IL 60103 USA

Sales Rep
CH

Activity	Quantity	Rate	Amount
<ul style="list-style-type: none"> • 18.6" MSI: MySeniorCenter System Configuration with MSI 18.6" All in One Computer/Touchscreen and MySeniorCenter software application. Includes one barcode scanner, one webcam, and 900 standard MySeniorCenter keytags. • On Site Installation Services (Travel and Expenses Not Included) • On site MySeniorCenter application training. (Travel and Expenses Not Included) • Shipping and handling • Travel Expenses -Mid-West Estimated (Customer will be invoiced for overages) • Discount • Estimate does not include sales tax. Please send tax-exempt certificate along with signed estimate, if available. If not a tax-exempt entity, sales tax will be applied to the invoice. 	1	10,000.00	10,000.00
	1	400.00	400.00
	1	990.00	990.00
	1	200.00	200.00
	1	800.00	800.00
	1	-2,390.00	-2,390.00
		SUBTOTAL	\$10,000.00
		TAX (0%)	\$0.00
		TOTAL	\$10,000.00

Please sign and fax back to 508-921-5696.

Please make checks payable to Xavus Solutions LLC, 20 N Main Street, Suite 260, Sherborn, MA 01770. Tax ID # 20-3434634.

Accepted By: _____ Accepted Date: _____

All prices are in USD unless otherwise stated.

Please note that custom key tag orders can take up to 3 weeks to fill.

RESOLUTION _____

**A RESOLUTION APPROVING OF A SOFTWARE LICENSE AGREEMENT
BETWEEN HANOVER TOWNSHIP AND XAVUS SOLUTIONS, LLC**

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

SECTION ONE: The Purchase Order dated August 2, 2010 and the Xavus Solutions, LLC (“Xavus”) Purchase and License Terms Agreement (collectively, the “Agreement”) between Hanover Township (the “Township”) and Xavus, as modified by Addendum No. One thereto (the “Addendum”), copies of which are attached hereto and incorporated herein, are hereby approved.

SECTION TWO: The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement and Addendum, on behalf of the Township.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable and if any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

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

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: August 17, 2010

APPROVED: August 17, 2010

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____ enacted on August 17, 2010, and approved on August 17, 2010, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

Hanover Township

Purchasing Policy

(Revised 08/17/10)

I) Statement of Purpose

The purpose of this policy is to provide the Township of Hanover with guidelines and directions for the acquisition of goods and services. When used with good judgment and common sense, the policies and procedures conveyed within will allow the Township to obtain required supplies and services efficiently and economically. The Township Board has adopted this as Township policy by ordinance.

All Township personnel and officials engaged in purchasing and related activities on behalf of the Township shall conduct themselves in a manner above reproach in every respect. Township employees and officials shall strive to ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations and township policies.

The policy is divided into sections dealing with general procedures and responsibilities, authorization levels, pricing requirements, credit card usage, emergency purchases, petty cash and travel.

This policy is designed to be a document for reference in the case of any related purchasing practices. It serves as a general guideline and if there are any further detailed questions about purchasing agreements, an employee may contact the Township Administrator or accounting. This policy will be modified from time to time to conform to changes in any applicable legislation, technology or preferred practices.

II) General Procedures and Responsibilities

A) The Township Board adopts a budget for the fiscal Year which begins April 1st through March 31st of each year.

B) Purchases of goods and services for budgeted items may be ordered by Department Heads provided that expenditures do not exceed the amount available in the budget.

C) Mailed invoices are received by the Township Staff and distributed to the Department Head for coding and approval. The Department Head who in turn send them back to accounting for completion.

- D) A Board Audit Report, which is a listing of all checks to be approved, is prepared by accounting the Friday before each Township Board Meeting, twice a month and then prepared for a vote at the Board Meeting. Check Requests are due to accounting by the end of the day Thursday.
- E) After Township Board authorization of expenditures, administration mails out the checks to vendors unless Department Heads request the checks to be returned directly to them.

III) Authorization of Township Purchases

No employee shall purchase goods or services on behalf of the Township without first seeking approval as required by this policy. All purchases shall require advance approval of the appropriate Department Head, Township Administrator or Township Board within the guidelines described below. All purchases should correspond with their budget and staff shall refrain from purchasing any item which would result in exceeding the budgeted amount until the Board has amended the budget or provided for such additional expenditure.

Dollar Limits	Required Approval
\$1 to \$2,500	Department Head
\$2,501 to \$19,999	Township Administrator
\$20,000 and Above	Township Board

IV) Pricing Requirements

The Township policy is to obtain the most cost effective price available for purchases through competitive pricing. The following guidelines will determine the level of pricing required for purchases.

Dollar Limits	Requirements
\$1,000 or less	Verbal quotes are sufficient
\$1,001 to \$2,500	Minimum of 3 written quotes
\$2,501 to \$5,000	Minimum of 3 written quotes; authorization of Township Administrator
\$5,001 to \$19,999	Minimum of 6 written quotes; authorization of Township Administrator
\$20,000 or more	A formal RFP (Request for proposal) and/or competitive bid are required in accordance with State Law and Township Ordinances; authorization by the Township Board prior to purchase

All purchases of goods and services exceeding \$20,000 shall be subject to a competitive bidding process. All formal bids, RFP's and RFQ's (Request for Qualifications) are to be coordinated from the Office of the Township Clerk in consultation with administration and legal counsel.

It is the responsibility of the respective departments to assist the clerk in preparing the specification and bid documents as requested.

Exceptions to the pricing requirements include single source vendors, repetitive purchases, requirements by state statute or local ordinance, emergency purchases, contractual obligations, professional associations or other authorized situation.

Township purchases are not subject to sales tax; therefore, employees shall make efforts to inform vendors of the Townships tax exempt status and to ensure that sales tax is not paid for purchases made with petty cash or credit cards. Employees shall provide vendors who request them with a sales tax exemption form. The sales tax exemption form may be obtained from accounting.

V) Hanover Township Credit Card Usage and Procedure

It is the responsibility of each cardholder to be acquainted with the purchasing policy and guidelines of the Township and to make card purchases in accordance with these policies.

The Township administration shall maintain a list of the credit cards issued to each employee in their individual files and shall request they be returned prior to secession.

A) Use of Credit Card: The Township Administrator approves all transactions with the Township Credit Card. An employee has to request the use of the card from the Township Administrator by following the procedure below:

1. Contact the Administrator to obtain the credit card
2. Sign-out Credit card for period of no more than 24 hours, unless under special circumstances as approved
3. After completing purchase, return card to Administrator with receipt and internal account number to be billed.

B) Use of American Express Cards: Each Department Head has the option of obtaining their own Township American Express Card for their department, with their name serving as the account holder. This means the individual is liable for

the resulting, credit scores, interest fees etc...Each Department head is responsible for the security of the card and should not permit its use for means other than those permitted by the purchasing policy. Upon purchase, a receipt must be signed by Department Head with internal account code within two business days and forwarded onto the accounting for processing.

C) Use of Retail Store Purchasing Cards: Hanover Township possesses retail purchasing cards to specific stores where materials are purchased frequently. In order to use the store card, an employee must:

1. **Become an authorized user:** Only department heads or approved employees are allowed to be users of township related retail cards. In order to be become an authorized user, an employee shall follow the procedure below:
 - a) Fill out Retail Card User Authorization Form and return it to the Township Administrator for approval. (need to create)
 - b) Once approved, the user will be placed on the list and the updated information will be sent to the appropriate store.
2. **Purchasing with Retail Store Card:** Upon purchase, a receipt must be provided for accounting with an internal account code and Department Head signature within two business days.

VI) Emergency Purchases

Illinois State statues provide that in case of accident, disaster or other circumstances creating a public emergency, the Supervisor may award contracts and make purchases for the purpose of meeting said emergency; but shall file promptly with the Township Board a certificate showing such emergency and the necessity of such action, together with an itemized account of all expenditures.

Reporting to the Board would be handled through the first claims list process immediately following the emergency expenditure.

VII) Petty Cash

Petty cash is used to reimburse employees for Township expenses which the employee incurs up front and for small purchases which are handled most efficiently by utilizing petty cash. The following guidelines should be applied:

- 1) Individual petty cash purchases are limited to \$100.00 or less.
- 2) Employee must prepare a petty cash voucher which is approved by the Department Head.

- 3) Receipts documenting the expense must be attached to the petty cash voucher. Disbursements from petty cash funds cannot be approved without receipts. If an employee cannot provide a receipt, alternative verification approved by the Department Head must be attached.

Each department is responsible for balancing and reconciling its own petty cash fund. Departments replenish petty cash funds by submitting a request to accounting with Receipts. The request is then processed through the Accounts Payable Process. The request for replenishment must be supported by petty cash vouchers and receipts which agree to the amount of the request.

VIII) Travel and Mileage

When conducting business on behalf of the Township, employees are expected to use good quality services, appropriate accommodations for business and for these expenditures to be documented.

Control of travel authorization is the responsibility of each Department Head. Travel authorization is a two part process including: approval of all travel in advance and expense reporting following completion of the trip. All Township personnel traveling or incurring business expenses on behalf of the Township and those responsible for the approval of these expenses are expected to use the above measures.

Expenses of travel by automobile are reimbursable at the IRS authorized rate in effect at the time of travel. The mileage reimbursement allowance covers all automobile related costs; gasoline, insurance, maintenance etc... It is important to note that the IRS rate INCLUDES these costs and does not pay for your insurance or maintenance should it happen during the trip. Toll charges and parking fees, when supported by receipts, are reimbursable in addition to mileage allowance.

Employees shall utilize the lowest available fees for traveling including use of air, train, automobile etc...

Employees using personal vehicles on Township business must have adequate automobile coverage in compliance with state and local law.

Travel Reimbursement Process

Employees of the Township should fill out the appropriate reimbursement form from the computer server. Upon completion, they should return the reimbursement form to the proper Department Head. Upon the approval of the Township Board, a reimbursement check will be issued.

TRISH SIMON RN, BSN
Office of Community Health
August Board Report

Blackhawk subdivision and apartment's **health and resource fair** was July 27. Thank you to those who were able to stop by. This event was well received by all who attended. Many referrals have been received by the OCH department due to this outreach event and we were able to screen over 100 participants for diabetes and hypertension. This being aside from the vast amount of information all departments were able to provide and questions that were answered! Thanks to all departments for their involvement on this successful event!

Just for the Health of IT! EXPO is September 18, 2010 from 10am – 2pm here on the Township Campus. Please call Stacy or Shirley to sign up for the blood drive that will also be held in conjunction with the expo, appointments times are filling up fast! 630-483-5665.

The “**Bee Wise, Immunize**” Immunization program has been busy with both back to school physicals and immunizations being offered. We continue to offer this program with Kid Care Medical, providing Physicals for \$25 and immunizations for \$5 and FREE with AllKids. We are hosting a very busy clinic on August 12, as many parents are preparing quickly for the start of school on the 25th of August.

Staff has participated and attended many **outreach events**:

Centro de Informacion health & Resource Fair

Astor Community Center

Glendale Terrace screenings

Victory Centre screenings

Immunization Coalition

Care for the Underserved Coalition

Clare Oaks **Diabetic support group** met again. The focus this month was cardiac health. Again, this monthly group is growing and well received.

The OCH staff and ASTOR staff went through a safety training program we set up with the Hanover Park PD. The officers updated us on our local gangs as well as safety measures and procedures we should be taking. They supplied us with an excellent power point that we can share with anyone interested and we had ample question and answer time to address any issues that we may have.

OCH attended the Northwest Municipality Nurses meeting this past month as well. This quarterly meeting provides us a unique opportunity to meet with the other Village and Township nurses that provide similar services. Our focus is supporting one another through the different aspects of community health and I feel we all walk away with a better understanding of what our fellow communities are doing.

Thanks for the opportunity to serve our residents, as always it is a pleasure and joy to be part of the Hanover Township team!

Trish Simon RN Director of Community Health

Facilities and Maintenance

Reporting to – Town Board---August 17th 2010

Working with Administrative Services to complete the three grant funded projects; Astor Avenue, Senior Center, lower level build out, and the Senior Center emergency generator.

EMA vehicles are scheduled to be moved to the Fire Barn within the next several weeks. Working to get the Fire Barn ready for the move. The senior vehicles will then be moved back to the senior bus garage and the Highway garage parking area.

Will be attending the Mental Health Board meeting on August 16th to discuss the remodel of the Community Resource Center.

Working with the Highway Department on the set ups and plan for the Recycling Extravaganza.

Lastly, due to continued problems with the Senior Center HVAC system, we had to call Climatemp out several times to make repairs our chiller system. Repairs have been made as well as replacing two bearings on two different boiler pumps.

Respectively Submitted

Steve Spejcher
Director of Facilities and Maintenance

Hanover Township Senior Services
Board Report – July 2010
Submitted by Barbara Kurth Schuldt, Director

Programming

- Milestone Marriage celebration had 48 couples celebrating 40, 50, 60 and even 70 years of marriage. Volunteers from Youth and Family Services served dinner as Larry Levin entertained. The Supervisor presented certificates commemorating their longevity together.
- Hanover Township was proud to host the Regional Spelling Bee. 16 local spelling bee winners competed. The winner from Park Ridge will compete at the Ill State Fair.
- *Once Upon This Island*: Marriott Theatre, Lincolnshire.
- Lunch Bunch: Nikos' Pub, Huntley.
- Supper Club 59. 92 seniors enjoyed the Township sponsored dinner.
- 43 seniors toured Chicago with a Let Me Arrange it Tour.
- The Bartlett CHARACTER COUNTS! ® Coalition held its annual Citizenship Expo. Township departments as well as local agencies participated.
- Commissioner Tim Schneider offered 49 seniors free admission and tram ride through the beautiful Chicago Botanic Gardens.
- Rhythm City Casino, Davenport, Iowa. 77 seniors attended the Let Me Arrange It! Inc. two motor coaches to Davenport, Iowa for exciting gaming fun! . We thank Streamwood Park District for their help in our parking congestion, by having a portion of our senior's park in their lot.
- Computer Instruction Classes: Internet Subscriptions, Computer Basics, Mail Merge, Facebook, Picassa
- Arts & Crafts: Watercolor, Bug Art; Acrylic Painting, A Good Memory; Clay Bugs in the Garden, Potter's Wheel

Volunteers: Senior Services coordinated with Youth and Family Services volunteers to serve dinner for the Milestone Stone Marriages event. We also worked with 3 area students to complete service learning hours at the Senior Center helping out with Christmas in July and the Got ART events. A student from Concordia University Master's Program in Gerontology was interviewed and will begin her practicum in August assisting the Social Services division.

Social Services

- Social Services held their second annual Christmas in July program, providing care packages including items such as clothing, shoes and detergent/soap products, food donated from Welfare Services and a Wal-Mart gift card donated by the Senior Committee. 30 seniors participated; an increase from 13 last year.
 - There was a Giving Tree displayed in the Senior Center Lobby providing the 60 individuals an opportunity to contribute 144 gift items. A monetary donation of \$1,000 was received by Neighbors For Neighbors organization. Sr. Srvc. partnered with a group of 24 Bartlett neighborhood kids who not only purchased gifts, but played games and visited with the seniors during the reception that was held.
- Social Services launched a new support group called, "Caring for Our Memory." This is a structured support group for individuals experiencing mild memory loss facilitated by Social Services Manager and Arden Courts of Elk Grove.
- The LIHEAP Cooling Program started on July 19th and ended on July 21st. Welfare Services and Social Services staff together filed a total of 212 applications. Those who qualified will receive a \$150 credit on their Comed bill.
- Social Services Programs: Rules of the Road (Secretary of State), End of Life Planning (Fidelis Funeral Consultants), Positive Action Group, Grief Support Group (Monarch Hospice), Medicare Presentation (Blue Cross Blue Shield), C-HOPE Program (Alexian Brothers Center for Mental Health), Foot Spa Clinic (Homebound Health).

Transportation

- The T.R.I.P. program has 260 residents registered. We requested 34 one way rides with the service in June.
- The T.A.P. (Transportation Alternative Program) is being utilized for transportation to and from Dialysis three days a week.

Administration

- **Senior Services has been awarded a grant totaling \$54,793. AgeOptions will be funding \$9,000 towards the purchase of MySeniorCenter software that will improve the registration process and event scheduling, eliminate volunteer time sheets, manage mailing lists as well as lending closet inventory and centralize senior information. The grant of \$45,793 will initiate the purchase of a 2010, 14 passenger, 5 wheelchair medium duty bus.**
- Recruitment for the full time and stand-by bus driver positions is underway. A Saturday part time receptionist position is now available due to the resignation of Alex Imperato. We wish Ms. Imperato well in her new position at the Administration Building and appreciate her contribution to the Senior Services Department.

Hanover Township Senior Services Monthly Statistics~ July 2010

Programming Division	
<i>Recreation</i>	
98	# Planned programs at Senior Center
1513	# Participants at Senior Center
5	# Offsite trips & events
236	# Program participants on trips & offsite events
52	# Wait listed (unduplicated) for trips only
23	# Names added to Newsletter Mailing List
<i>Arts & Crafts</i>	
25	# Art classes
270	# Art class participants
<i>Computer Classes</i>	
24	# Computer classes
164	# Computer class participants
<i>Volunteers</i>	
9	# New requests for volunteers
3	# New volunteers
980	# Volunteer hours reported
1188	# Meals delivered by volunteers
485	# Congregate meals served
Social Services Division	
1279	# Active cases
606	# Contacts with active cases
653	# Telephone calls
149	# Office appointments
2	# Home visits
199	# Referrals given to clients to contact other agencies
165	# Outside resources contacted on behalf of clients
0	# Elder abuse referrals
130	# Energy Assistance programs
167	# Prescription drugs & health insurance assistance
28	# Public Aid programs
28	# RTA Senior & Disabled Ride Free
9	# Social Service programs at Senior Center
124	# Social Service program participants
70	# Lending Closet transactions
3	# Unmet needs (services of referrals not available)
Transportation Division	
1390	# One-way rides given
220	# Individuals served – unduplicated
18	# New riders
122	# Riders under 60
243	# Rides given to disabled
14	# Wheelchair assisted rides
182	# Rides to dialysis
151	# Rides to Victory Centre of Bartlett
51	# Unmet requests for rides

WELFARE SERVICES
BOARD REPORT
AUGUST, 2010

Hard to believe summer is almost over and the summer lunch program is already ending. This pilot program proved there is a great need to offer programs like this. The average number of children for lunch ranged between 60-70 children daily. What started out to be 25 grew to 50 after the first day and quickly increased to 70 lunches being served daily. The Northern Illinois Food Bank offers a similar program for after school snacks and plans are being made to be able to offer this program at the Astor Avenue Community Center as well.

Earlier this month we attended a meeting at CEDA to introduce Welfare Services staff and discuss services. This proved to be extremely beneficial and CEDA is now keeping office hours at Astor Avenue two days a month to help clients with job searching and technology skills. CEDA has also requested to have a housing person and financial person also keep some hours at Astor and we will be discussing this further the end of August.

Our Monday Morning Coffees continue with Trisha Rossi, social worker for Hanover Park being our guest of honor in August. Trisha was impressed with the changes at Astor and is anxious to work more closely with us to better serve our residents.

After many weeks of meeting with Director Spejcher, Katie Starkey and the Architect preliminary drawings have been submitted for the Astor Avenue Renovation Project. Hanover Park Community Development Director Patrick Grill was very open to our plans and is working closely with us to move the project along on a timely basis.

This past month:

- The Department of Community Health continues to see clients at the Astor Avenue Community Center on Wednesdays and the demand is growing weekly.
- Back Pack Buddies and Astor Avenue Staff packed 720 back packs with school supplies for distribution to children of families from Hanover Township.
- Hanover Park Police provided safety training at Astor Avenue for employees.
- Attended the Executive Management retreat at the Q-Center.
- Attended Blackhawk Community Resource Fair and distributed 50 back packs to children from the community.
- Participated in National Night Out in Bartlett on August 3rd. There was a great turn out and a lot of interest in Hanover Township services.
- Participated in Centro de Informacion's Resource Fair at Glendale Terrace on August 11th. 70 back packs were donated to Centro for the children enrolled in their after school tutoring program.

General Assistance

General Assistance Stats:

Emergency Assistance – Approved 5 in July

General Assistance – Approved 2 in July

Appointments:

EA: 16

GA: 23

ComEd Hardship: 28

Weatherization: 5

ATC: 4

Other: 5

All other activity (utility assistance, fax service, emergency shelter, public aid, rental): 80

We continue to see an increase in the number of calls for emergency assistance as well as general assistance. To help with the increase number of calls Administrative Assistant Lissete Bonilla will begin helping with the initial call and intake application process. The reception area will continue to be staffed with auxiliary staff during food pantry hours allowing Lissete Bonilla approximately 3 hours daily to help with return calls.

Effective September 1, 2010, the General Assistance flat grant will increase from \$245.00 to \$650.00 monthly. With the economic crisis and the significant number of foreclosures, more and more residents are seeking assistance for shelter. This increase in the monthly grant will help residents find shelter and reduce the number of utilities from being shut off due to non payment.

Food Pantry

Food Pantry Statistics:

Report and Stats for Food Pantry – July 2010

539 Families Served in July

54 New Applications were taken

35 Donations were received in the pantry

Food Pantry Manager Lori Orozco attended a Volunteer Training Seminar on August 3rd and 4th at Forest View Continuing Education located in Arlington Heights.

Looking ahead:

- Mobile Pantry sponsored by the Streamwood Kiwanis will take place on August 19th in the main township building parking lot.
- Invitations to the Candlelight Bowl on September 24th have been mailed.
- Welfare Services will be participating in Peanut Day on September 24th and 25th mornings at the Panera on 59 in Streamwood.

- Holiday programming to begin.
- Next Human Social Services Council Meeting to be held on September 28th at the Senior Center.

Finally, the Back Pack Giveaway has been very successful. Back Pack Buddies and Astor Avenue staff packed 720 back packs and Communities that Care are donating an additional 200. Registrations for all 920 back packs have been received and will continue being distributed throughout next week. It is only with the help of our community partners we are able to provide such great programs to our residents.

Respectfully submitted,

Mary Jo Imperato

Welfare Services Director

Welfare Services

Mission Statement

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

Hanover Township Youth and Family Services
Board Report
August 17, 2010

1. The summer Open Gym program ended on August 13th, 2010. Family Fun Week finished up the program with cook outs, talent shows, contests, and the Back Pack Give Away Program. The Back Pack Give Away Program is managed and offered by the Hanover Township Welfare Services Department. A special thank you to Mary Jo Imperato, Director of Welfare Services, and her staff for collaborating with the Open Gym Program to benefit the youth participants and their families.
2. The annual Open Gym Appreciation Picnic will be on Tuesday, August 17, 2010, from 4:00PM to 7:00PM. We will have outdoor games, fun, and food for all who have donated to and volunteered at our program. Please come and enjoy some fun and the company of our community partners.
3. Jennifer Kleiman, LSW, has joined Youth and Family Services as the Volunteer Coordinator and Prevention Specialist. Jennifer has her Masters in Social Work from the University of Chicago. Jennifer also has a Type 73 School Social Work Certification and a certification in nonviolent crisis intervention. Jennifer has experience working with difficult to reach youth and families; she has a passion for program development and implementation of best practices in prevention programming.
4. A meeting was held at Canton Middle School on 7/29/10 with Jeff Smith, Principal, and John Parquette, LCSW to discuss a possible partnership in the development of an Alternative to Suspension Program. Preliminary discussion was promising. A follow up meeting was held on 8/16/10 with the inclusion of Jennifer Kleiman, LSW, Volunteer Coordinator and Prevention Specialist, to share best practice findings and solidify direction in program development.
5. First round interviews are being conducted for the Outreach Services Coordinator position and Family Therapist positions.
6. The summer Tutoring Program ended on Monday, August 9th, 2010. The Fall Program will begin on October 4th, 2010.
7. Neighborhood Leaders United (NLU) built a float for the Streamwood Summer Celebration Parade. NLU received notice from the village that they won in the category of best in theme. The Department and NLU members will be recognized at a village meeting in September.
8. Neighborhood Leaders United (NLU) held a block party at Sunnydale Park in Streamwood on August 3rd, 2010, to participate and celebrate in Streamwood's National Night Out. NLU members enjoyed the use of the park, had a cookout, and played interactive games while inviting neighbors from the Sunnydale neighborhood. NLU is currently planning on having its second annual block party, Neighbor Fest, on August 28th, 2010. The event will be held at Kidde Korner Park, on McKool Avenue, due to the street renovations being completed on Astor Avenue.
9. Twelve families have presented for Family Therapy Services since last report. Seven families are English speaking and five families are Spanish speaking. Of these families, eight are Streamwood residents, two are Hanover Park residents, and two are Bartlett residents.