



240 S. Route 59, Bartlett, Illinois 60103

Special Meeting of Town Board

July 5, 2012

5:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Highway Commissioner’s Report
 - D. Assessor’s Report
 - E. Treasurer’s Report
 - F. Trustee Committee Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of June 19, 2012
 - B. Resolution Accepting Change Orders for the Astor Avenue Community Center Renovation Project
 - C. Resolution Authorizing Agreement with Nordic Energy to Provide Electricity for Hanover Township
 - D. Resolution Authorizing Agreement with Nordic Energy to Provide Natural Gas for Hanover Township
 - E. Appointment of Assistant Township Administrator
 - F. Adoption of Township Logo
- 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.

Hanover Township
Board Audit Report
From 6/20/12 to 7/5/12

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	101,888.31	416.00	102,304.31
Total Senior Center	16,058.23		16,058.23
Total Welfare Services	15,871.62		15,871.62
Total Road and Bridge	2,073.48		2,073.48
Total Mental Health Board	482.68		482.68
Total Retirement	0.00		
Total Vehicle	0.00		
Total Capital	59,580.68		59,580.68
Total All Funds	<u>195,955.00</u>	<u>416.00</u>	<u>196,371.00</u>

The above "Subtotal" column has been approved for payment this 5th day of July 2012.

The above "Total" column has been approved for payment this 5th day of July 2012.

Supervisor

Town Clerk

Supervisor

Town Clerk

Trustee

Minutes of a Meeting of the
Hanover Township Board
Community Relations Office 1 American Way, Elgin IL 60103
June 19, 2012 ****DRAFT****

- 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, Westlund-Deenihan, and Krick, and Supervisor McGuire.

Elected and appointed officials present: Assessor Thomas Smogolski, and Highway Commissioner, P. Craig Ochoa.

Staff and others present Administrator James Barr, Facilities & Maintenance Director Steve Spejcher, Manager of Community Relations Thomas Kuttentberg, Senior Services Director Barbara Kurth-Schult, Welfare Services Director Mary Jo Imperato, Youth & Family Services Director John Parquette, Chief Deputy Assessor Cathy Mikulski, Emergency Services Director Dan Palmer, Deputy Director Kevin Forkin, Deputy Clerk Hope Duval, Assistant to the Administrator Katie Starkey, and Attorney Larry Mraz. Also present was Mr. Robert J. Richardi and his spouse, and residents of the area.
- II. Pledge of Allegiance: Supervisor McGuire asked everyone to stand and join him in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.

Supervisor McGuire asked the Board to amend the agenda putting item VIII. New Business ahead of item V. Reports. The Trustees agreed to this request and a motion was made by Trustee Westlund-Deenihan to change the agenda and a second was made by Trustee Benoit. Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: None. Motion carried.
- IV. Presentations:
Supervisor McGuire asked that the Board join him in recognizing Pvt. Robert Richardi, who had served in the U.S. Army, on his induction into the Veterans Honor Roll.
- V. New Business:
 - A. Approval Regular Meeting Minutes of May 15, 2012: Clerk Dolan Baumer submitted the Regular Meeting Minutes of May 15, 2012 for review and approval by the Board. A motion was made by Trustee Burke to approve the Regular Meeting Minutes of May 15, 2012 with a second by Trustee Westlund-Deenihan. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
 - B. Approval Executive Session Meeting Minutes of May 15, 2012 : Clerk Dolan Baumer submitted the Executive Session Meeting Minutes of May 15, 2012 for review and approval by the Board. A motion was made by Trustee Benoit to approve the Executive Session Meeting Minutes of May 15, 2012 with a second by Trustee Burke. Roll call: Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
 - C. Ordinance Ascertaining Prevailing Wages in Hanover Township: Ordinance #061912 ascertaining Prevailing Wages in Hanover Township was presented for approval. A motion was made by Trustee Westlund-Deenihan and seconded by Trustee Burke to

approve Ordinance #061912 setting prevailing wages in Hanover Township. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.

- D. Resolution Approving of a Continuing Deposit Security Agreement between Hanover Township and Associated Bank, NA and a Pledge Agreement between Hanover Township and the Federal Reserve Bank of Boston: Mr. Barr discussed the deposit agreement as presented. A motion was made by Trustee Benoit and seconded by Trustee Krick to approve Resolution #0619121 for a Continuing Deposit Security Agreement between Hanover Township and Associated Bank, NA and a Pledge Agreement between Hanover Township and the Federal Reserve Bank of Boston. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
- E. Resolution Authorizing the Deposits of Township Funds with Barrington Bank & Trust Company, NA: A motion was made by Trustee Benoit and seconded by Trustee Westlund-Deenihan to approve Resolution #0619122 authorizing the deposits of Township funds with Barrington Bank and Trust Company, NA. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
- F. Resolution Approving of a Technical Services Agreement between Hanover Township and the Regional Transportation Authority: Mr. Barr discussed the proposed resolution approving of a technical services agreement between Hanover Township and the RTA for the volunteer senior transportation program, for which we are receiving a grant of \$15,000 for the continuation of the program. A motion was made by Trustee Benoit and seconded by Trustee Burke to approve of Resolution #0619123 for a technical services agreement between Hanover Township and the Regional Transportation Authority. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
- G. Resolution approving of the Runzel Reserve Project Agreement: Resolution #0619124 approving of an agreement with Martram as the lowest qualified bidder, was recommended by staff as the landscape project company for the Runzel Reserve Project. The motion to approve Resolution #0619124 was made by Trustee Westlund-Deenihan and seconded by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
- H. Authorization to Purchase a Vehicle: Deputy Director Forkin from Emergency Services discussed the potential purchase of an all-terrain vehicle for use by the Department. He gave rationale for its purchase and told of its use in support of other emergency departments from the villages in the Township. He said that the vehicle that he is considering costs approximately \$15,000 and requested that the Board approve the purchase. Discussion and questions and answers ensued. The funds are in the Township Vehicle Fund. Trustee Westlund-Deenihan moved that the Emergency Services Department be allowed to purchase an all-terrain vehicle not to exceed \$15,000; a second was made by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan and Supervisor McGuire. Nays: none. Motion carried. Director Palmer and Deputy Forkin thanked the Board.

- I. Appointments to the Committee on Youth: Supervisor McGuire asked that the Board confirm reappointment of Missus Kinjal Dave, Dawna Watson, Nicole De Falco and Mr. Robert Wojtowicz to the Committee on Youth for another term of three years from today. Motion to confirm the COY appointments was made by Trustee Benoit and seconded by Trustee Westlund-Deenihan. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.

VI. Reports:

- A. *Supervisor's Report*: Supervisor McGuire offered congratulations to the staff and officials on a successful Operation Support Our Troops and special kudos to Mr. Barr and the staff for making the event a break-even one. This year's Relay for Life raised more money than before; the participants thanked the Township for hosting the event. One complaint was received regarding noise from a Bartlett resident. He reminded the Board that the next heritage marker ceremony will be at Lords Park in Elgin at 9:30 a.m. and that the Clare Oaks breakfast will be held at 9 a.m. this coming Saturday, June 23, 2012.
- B. *Clerk's Report*: Clerk Dolan Baumer offered a written report.
- C. *Assessor's Report*: Assessor Smogolski reported that Chief Deputy Clerk Mikulski received a bouquet of flowers as thanks from a resident who Cathy helped to receive \$25,000. Congratulations for a job well done were offered by the Board.
- D. *Highway Commissioner's Report*: Commissioner Ochoa reported that Foreman Santangelo held a preconstruction meeting and work on the parking lot, ring road, is scheduled to start next week, but the construction workers were there today doing prep work.
- E. *Treasurer's Report*: Mr. Barr noted that \$7,867 should be listed in the Town Fund, not the Mental Health Board fund; moving this does not affect the bottom line balance. A motion was made by Trustee Burke and seconded by Trustee Benoit to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Ayes: Trustees Benoit, Burke, and Westlund-Deenihan, and Supervisor McGuire. Nays: None. Absent: Trustee Krick. Motion carried.
- F. *Department Reports*:
Departments of Administrative Services, Welfare Services, Youth & Family Services, Senior Services, Highway Department, Facilities & Maintenance, and Administrative Services offered reports for the Board's review and consideration.
Mental Health Board: Coordinator Powers mentioned that the University of Illinois, College of Medicine is helping the Board run focus groups to discover unmet needs.
Community Relations and Veterans Affairs: Manager Kuttentberg noted that the Northwest 4th of July Festival is getting much press.
Senior Services: Director Kurth-Schuldt mentioned that the accreditation site visit would be held next week; if it is successful, the Hanover Township will be the first center accredited in Illinois.

VII. Bill Paying

- Mr. Barr offered supplemental bills for payment to Alexian Brothers, invoices for \$2,732.22 a motion was made by Trustee Westlund-Deenihan and seconded by Trustee Burke to pay the Alexian Brothers invoices of \$2,732.22. Roll call: Ayes: Trustees Burke, Westlund-Deenihan, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

Mr. Barr asked that the Board approve the bills from May 16 through June 19, 2012 as presented.

a. Town Fund	\$122,179.16
b. Senior Center Fund	33,282.57
c. Welfare Services Fund	14,033.18
d. Road and Bridge Fund	20,592.95
e. Mental Health Fund	63,963.02
f. Retirement Fund	0.00
g. Vehicle Fund	0.00
h. Capital Fund	<u>107,121.48</u>
Total All Funds:	<u>\$361,190.36</u>

A motion was made by Trustee Benoit to approve the bills as presented for May 16 through June 19, 2012; Trustee Westlund-Deenihan seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, and Westlund-Deenihan, and Supervisor McGuire. Nays: None. Motion carried.

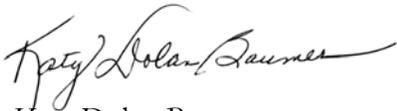
VIII. Unfinished Business: No unfinished business was discussed.

IX. Executive Session: No motion was made a to go into Executive Session.

X. Other Business: No other business was discussed.

XI. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 8:40 p.m. A motion to adjourn was made by Trustee Benoit seconded by Trustee Westlund-Deenihan. Roll call: Ayes: Trustees Benoit, Burke, and Westlund-Deenihan and Supervisor McGuire. Nays: none. 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	

RESOLUTION _____

**A RESOLUTION APPROVING CHANGE ORDER NUMBERS 1, 3, 4, 6 AND 7
BETWEEN HANOVER TOWNSHIP AND L. J. MORSE CONSTRUCTION CO.**

WHEREAS, Hanover Township (the "Township") and L. J. Morse Construction Co. (the "Contractor") (collectively, the "Parties") entered into a certain contract (the "Contract") for renovations and an addition to the Township's Astor Avenue Community Center (the "Project") providing for an original contract sum in the amount of \$391,702.00; and

WHEREAS, certain changes to the Project Work have been requested by the Township and/or are required to comply with applicable laws, including but not limited to the Village of Hanover Park Building Codes, as more fully set forth on Change Order Nos. 1, 3, 4, 6 and 7, including but not limited to installation of a triple basin (Change Order No. 1), additional overhead door size (Change Order No. 3), additional fire alarm equipment (Change Order No. 4), additional electrical and data ports, EIFS metal lath, and overhead door windows (Change Order No. 6), and soffit can lights, coping and scuppers, and additional top soil (Change Order No. 7), copies of which are attached hereto and incorporated herein (collectively, the "Change Orders"); and

WHEREAS, pursuant to Section 21 of the Contract and 720 ILCS 5/33E-9, the determinations set forth herein are required relative to the Change Orders;

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

SECTION ONE: The Recitals are incorporated into the body of this Resolution as though fully set forth herein.

SECTION TWO: The Township Board hereby finds and determines that the circumstances necessitating the changes in the performance of the Project Work as set forth on the Change Orders, and each of them, were not reasonably foreseeable at the time the Contract was signed, are germane to the original Contract as signed, and/or are in the best interest of the Township and are authorized by law.

SECTION THREE: Change Order No. 1 in the amount of \$1,104.20, Change Order No. 3 in the amount of \$155.25, Change Order No. 4 in the amount of \$4,564.00, Change Order No. 6 in the amount of \$5,522.50, and Change Order No. 7 in the amount of \$4,599.00 are hereby approved.

SECTION FOUR: The Township Supervisor and Township Administrator are hereby authorized to sign the Change Orders on behalf of the Township.

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: July 5, 2012

APPROVED: July 5, 2012

Brian P. McGuire, Supervisor

ATTEST:

Katy Dolan Baumer, Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Clerk of the Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on July 5, 2012 and approved on July 5, 2012 as the same appears from the official records of the Hanover Township.

Katy Dolan Baumer, Clerk

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): Chris Kalischefski Corporate Design & Development Group	CHANGE ORDER NUMBER: 00004 DATE: 01-25-2012	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): L.J. Morse Construction Company 128 South Broadway Aurora, IL 60505	ARCHITECT'S PROJECT NUMBER: D10030 CONTRACT DATE: CONTRACT FOR: General Construction	

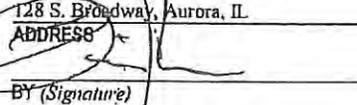
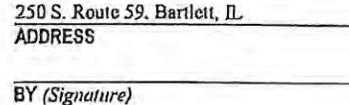
THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
 Approved Change Order No. 00005 Additional smoke and horn strobes.

The original Contract Sum was	\$	391,702.00
The net change by previously authorized Change Orders	\$	1,259.45
The Contract Sum prior to this Change Order was	\$	392,961.45
The Contract Sum will be increased by this Change Order in the amount of	\$	4,564.00
The new Contract Sum including this Change Order will be	\$	397,525.45

The Contract Time will be unchanged by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is December 31, 2011

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Corporate Design and Development Group ARCHITECT (Firm name)	LJ Morse Construction Company CONTRACTOR (Firm name)	Hanover Township OWNER (Firm name)
2675 Pratum Ave, Hoffman Estates, IL ADDRESS	128 S. Broadway, Aurora, IL ADDRESS	250 S. Route 59, Bartlett, IL ADDRESS
BY (Signature) 	BY (Signature) 	BY (Signature) 
Christian Kalischefski (Typed name)	Louis J Morse (Typed name)	James C Barr (Typed name)
2011-12-12 DATE	2/15/12 DATE	DATE

AIA[®] Document G701[™] - 2001

Change Order

PROJECT <i>(Name and address):</i>	CHANGE ORDER NUMBER: 006	OWNER: <input checked="" type="checkbox"/>
Chris Kalishefski Corporate Design & Development Group	DATE: 01-25-2010	ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i>	ARCHITECT'S PROJECT NUMBER: D10030	CONTRACTOR: <input checked="" type="checkbox"/>
L.J. Morse Construction Company 128 South Broadway Aurora, IL 60505	CONTRACT DATE:	FIELD: <input type="checkbox"/>
	CONTRACT FOR: General Construction	OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

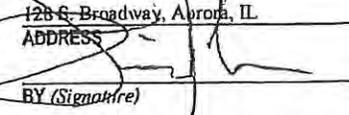
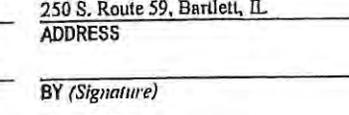
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Request for additional electrical and data ports to be installed at nre reception desk, adding self-furring lath over existing CMU wall (west elev only), and cut in 24x6 inch windows into garage doors.

The original Contract Sum was	\$	391,702.00
The net change by previously authorized Change Orders	\$	5,823.45
The Contract Sum prior to this Change Order was	\$	397,525.45
The Contract Sum will be increased by this Change Order in the amount of	\$	5,522.50
The new Contract Sum including this Change Order will be	\$	403,047.95

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is April 30, 2012

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Corporate Design Development Group ARCHITECT <i>(Firm name)</i>	LJ Morse Construction Company CONTRACTOR <i>(Firm name)</i>	Hanover Township OWNER <i>(Firm name)</i>
2675 Pratum Avenue, Hoffman Estates, IL ADDRESS	128 S. Broadway, Aurora, IL ADDRESS	250 S. Route 59, Bartlett, IL ADDRESS
 BY <i>(Signature)</i>	 BY <i>(Signature)</i>	 BY <i>(Signature)</i>
Christian Kalishefski <i>(Typed name)</i>	Louis J Morse <i>(Typed name)</i>	Jame C Barr <i>(Typed name)</i>
2011-12-12 DATE	2/15/12 DATE	DATE

AIA[®] Document G701[™] – 2001

Change Order

PROJECT <i>(Name and address):</i> Chris Kalischefski Corporate Design & Development Group	CHANGE ORDER NUMBER: 007 DATE: 06-26-2012	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> L.J. Morse Construction Company 128 South Broadway Aurora, IL 60505	ARCHITECT'S PROJECT NUMBER: D10030 CONTRACT DATE: CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

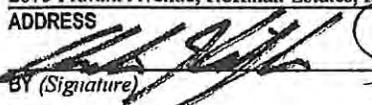
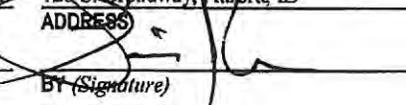
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Request to provide smaller incandescent lights fixtures due to lack of space, replace scuppers and downspouts tagged "to remain" because of EIFS new scuppers had to be fabricated, added costs for importing topsoil due to existing poor quality and insufficient amounts to grade properly and provide coverage for landscape area. Request are from LJ Morse PCO No's: 10,11 & 14.

The original Contract Sum was	\$ 391,702.00
The net change by previously authorized Change Orders	\$ 11,345.95
The Contract Sum prior to this Change Order was	\$ 403,047.95
The Contract Sum will be increased by this Change Order in the amount of	\$ 4,599.00
The new Contract Sum including this Change Order will be	\$ 407,646.95

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is April 30, 2012

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Corporate Design Development Group ARCHITECT <i>(Firm name)</i>	LJ Morse Construction Company CONTRACTOR <i>(Firm name)</i>	Hanover Township OWNER <i>(Firm name)</i>
2675 Pratum Avenue, Hoffman Estates, IL ADDRESS	128 S. Broadway, Aurora, IL ADDRESS	250 S. Route 59, Bartlett, IL ADDRESS
 BY <i>(Signature)</i>	 BY <i>(Signature)</i>	 BY <i>(Signature)</i>
Christian Kalischefski <i>(Typed name)</i>	Louis J Morse <i>(Typed name)</i>	Brian P McGuire <i>(Typed name)</i>
2012-06-26 DATE	June 28, 2012 DATE	 DATE

RESOLUTION _____

**A RESOLUTION APPROVING OF AN ELECTRIC SALES AGREEMENT
BETWEEN HANOVER TOWNSHIP AND NORDIC ENERGY SERVICES, L.L.C**

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

SECTION ONE: That the Electric Sales Agreement between Hanover Township and Nordic Energy Services, L.L.C. dated August 1, 2012 (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved, contingent upon approval by the Township attorney.

SECTION TWO: The Township Supervisor is hereby authorized to sign the Agreement on behalf of the Township, following approval by the Township attorney.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this 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: July 5, 2012

APPROVED: July 5, 2012

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 July 5, 2012, and approved on July 5, 2012, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

RESOLUTION _____

**A RESOLUTION APPROVING OF A NATURAL GAS SALES AGREEMENT
BETWEEN HANOVER TOWNSHIP AND NORDIC ENERGY SERVICES, L.L.C**

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

SECTION ONE: That the Natural Gas Sales Agreement between Hanover Township and Nordic Energy Services, L.L.C. dated August 1, 2012 (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved, contingent upon approval by the Township attorney.

SECTION TWO: The Township Supervisor is hereby authorized to sign the Agreement on behalf of the Township, following approval by the Township attorney.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this 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: July 5, 2012

APPROVED: July 5, 2012

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 July 5, 2012, and approved on July 5, 2012, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



Job Description

Position: Assistant Township Administrator

Department: Administrative Services

Reports to: Township Administrator

Last Updated: June 2012

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, as well as supervises the Youth and Family Services Director and the Facilities and Maintenance Director. 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.
- Supervise the Director of Youth and Family Services and the Director of Facilities and Maintenance, including goal setting, professional development and performance evaluation.
- 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; 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. Supervises the Director of Youth and Family Services and the Director of Facilities and Maintenance.

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.



MEMORANDUM

TO: HANOVER TOWNSHIP BOARD
FROM: JAMES C. BARR, TOWNSHIP ADMINISTRATOR
TOM KUTTENBERG, COMMUNITY RELATIONS MANAGER
SUBJECT: ADOPTION OF NEW TOWNSHIP LOGO
DATE: JUNE 25, 2012

In the fall of 2010, staff launched an online contest with 99 Designs to solicit new logos for Hanover Township. 99 Designs is website that allows organizations to host a design contest through their community of designers from around the world. After many submissions from over two dozen designers, none of the logos submitted were suitable for the Township.

Last month, staff re-launched the contest with 99 Designs, and asked designers to follow three rules 1) Keep the color blue 2) Incorporate the castle into the logo and 3) Use the words "Hanover Township". Designers were asked to submit something modern and fresh that would last.

After the submission period ended, board members and managers were asked to review the logos and respond with their preferences. The attached logo was the preferred choice among those that responded after taking into consideration the cost of printing and reproduction.

Staff recommends adopting and gradually transitioning the new logo on our printed materials as new supplies are needed. Upon adoption, the new logo can be transitioned to our online media immediately.

Please feel free to contact me if you have any questions regarding the new logo at 630-837-0301 or at jbarr@hanover-township.org.

